

Indiana Swimming Officials' and Officials' Committee Policy and Procedures

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- **Officials' Governance**

- Areas

- Indiana Swimming Inc. (ISI) divides the officials into 4 areas. The divisions are defined by ISI Policy and Procedures.

- Governing Committee

- Officials fall under the National USA Swimming Officials' committee. The Local Swim Committee (LSC) is responsible for local governance. For this purpose, ISI (Indiana Swimming Inc.) has an Officials' committee as defined below.

- Policies

- Policies may be changed with a majority committee vote of the committee. After committee approval, the changes will go to the Indiana Swimming Board of Directors for advice and consent. After a change has been made, the new document will be posted within 30 days.

- Requests for policy change or new policy consideration should be submitted directly to the LSC Official's Chair for committee consideration.

- **Composition and Voting Members of Officials' Committee**

- Voting Members

- LSC Officials' Chair (elected)
 - 4 Area Representatives (one from each geographic division)(elected)
 - 2 Athlete Representatives (appointed)
 - Official Tracking System (OTS) Coordinator (appointed)
 - ex-officio

- Non-Voting Members

- Committee members appointed to committees or subcommittees as may be necessary to fulfill the duties and responsibilities of the chair and/or committee.

- **Elected Positions (Voice and Vote)**

- LSC Officials' Chair

- Qualifications

- (Prior to January 31 of an election year)

- Must hold Referee certification for a minimum of 5 years
 - Must hold an N3 Certification with a minimum of an N2 Referee certification
 - Must have worked an assigned position at a State Level meet (Div, AGS or Senior State) in the past 2 years
 - Must have held one of the following positions:
 - Served as a voting member of the Officials' committee, including Officials' Chair, Officials Area Representative, OTS Coordinator, Open Water Representative

- Responsibilities
 - (Included but not limited to):
 - Chair Officials' committee for Indiana Swimming
 - Attend ISI Board meetings
 - Work with Area Representatives to resolve questions/concerns in LSC
 - Assign Meet Referees for all State level meets with agreement of the Committee
 - Work with Meet Referees on assignments for Senior and Age Group state meets for the Admin Referees and Team Lead Chief Judges
 - Hold Officials' committee meetings at least quarterly
 - Collect/Verify all data from online test results for new officials
 - Attend National Officials' committee meetings if/when requested
 - Maintain an N3 Officials Certification and an N2 referee certification
 - Process documentation for Official Qualifying Meets (OQM)
 - Secure Evaluators/Mentors for state-level championship meets
- Area Representative
 - Qualifications - Minimum but not limited to
- (Prior to January 31 of an election year)
 - Must hold Meet Referee certification for a minimum of 3 full years
 - Must hold an N3 Certification
 - Must have hosted at least one officials' clinic in the past year or been listed on the Indiana Swimming N2 Evaluator list in the last year.
 - Must have worked an assigned position at an LSC level meet or higher in the last 2 years
 - All resumes are subject to acceptance by the officials committee.
 - If no qualified candidates submit a resume by January 31st of the election year, the officials committee will have the authority to appoint an official to the position without meeting all of the requirements.
- Responsibilities
 - Duties assigned by the LSC Officials' Chair
 - Develop and instruct referees in the area to obtain new officials for the area
 - Serve as an instructor or assist clubs locating an instructor for New Officials' Clinics
 - Monitor, upgrade, and maintain the OTS for officials in the specified area. Handle questions, conflicts and communicate with officials for the area.
 - Serve as Meet Referee for one state-level meet per year
 - Attend officials' committee meetings as determined by the LSC Officials' Chair

- Attend National Officials' committee meetings if/when requested
- Commit time required to fulfill duties

c. Elections

i. Candidate's Resume

Must complete and submit a resume to the LSC Officials' Chair no later than **Aug 1st**, to be posted on the ISI website. The resume should include at a minimum:

- Name, address, club affiliation, and occupation
- Swimming background – length of time involved in sport, positions held, numbers of years as an official and/or club board member, number of sessions/meets worked during the past year, and any other information pertinent to officiating
- Personal background – family, other organizations involved in, etc.

ii. Conduct

Elections will abide by the following schedule and be conducted at the spring state-level championships.

1. Schedule

- a. Odd-numbered (1,3) Area Official Representatives will be elected in odd years
- b. Even-numbered (2,4) Area Official Representatives will be elected in even years
- c. LSC Officials' Chair is elected in odd years

2. Eligibility to Vote

- a. The official must be a member of ISI and may only vote for a candidate within the Area they are registered
- b. All officials in the Area who are fully credentialed by **Aug 28th**
- c. No apprentice officials will be eligible
- d. Unattached officials are eligible to vote based on the official's address
- e. Officials are allowed to only vote once per election

3. Ballot Availability and Voting Period

- a. Ballots will be made available on **September 1st** via email to those that are eligible to vote
- b. The voting period will be **September 1 through September 15**

4. Administering the Election

- a. On-line voting will be used such as Google Forms
 - i. All officials will be required to submit their email address when voting to assure that there is only 1 vote per official
 - ii. In the event that an official submits more than one vote, only the first vote will be used.
- b. Administrator
 - i. The Officials' Chair shall be the election administrator unless the election is contesting the chair's position. The Officials' Chair may delegate the task of administering the election if met with the approval of the Officials Committee. This party should not be running for election as an Area Representative or the Official Chair. A second party will have access to the electronic voting, preferably a member of the ISI office staff, however the second person must be approved by the committee.
- c. Tie Votes
 - i. In the event of a tie, another vote will commence with the same list of Eligible Voters. Any officials may place a vote even if they did not vote in the preceding round
- d. Election Results
 - i. Election results will be announced at HOD and then will be posted on the Indiana Swimming Officials webpage assuming there is a clear winner.

iii. Term of Office

- 1. Term Limit and Commencement
 - a. Each person elected or appointed shall serve a two-year term effective January 1 - December 31 starting in the year following the election. The time period between the election and the start of the term will be used as a transition period.
- 2. Consecutive Term Limits
 - a. No individual member who has served two successive terms shall be eligible for re-election or appointment to the same position until a lapse of one term. A portion of any term served to fill a vacancy in the position shall not be considered in the computation of this successive terms limitation

3. If there is no one qualified or willing to run, the committee may offer an extension to the current person that has met the maximum number of terms. This would extend the term one two-year period.
- iv. Vacancies
Vacancies shall be appointed by the LSC Officials' Chair in conjunction with advice and consent from the voting members of the Officials' committee.
- v. Removal
Officials' Area Representatives or Officials' Chair elected by the ISI officials who have failed to attend to their official duties or member responsibilities, or have done so improperly, or who have USA Swimming code of conduct violations are subject to removal.
 1. Officials Area Representative
Any Officials' Area Representative subject to removal by the Officials' committee. However, no individual may be removed without receiving twenty (20) days written notice by the Officials' Chair specifying the alleged deficiency in the performance of the member's responsibilities or specific official duties or other reason and an opportunity to respond in writing within twenty (20) days to such allegations.
 2. LSC Officials' Chair
Recommendation of removal of the LSC Officials' Chair must be made by written notice to the ISI Board of Directors General Chair by the voting members of the Officials' committee. If BOD finds cause, removal will comply with ISI Bylaws.

- **Credential**

All requirements for becoming an official are located on the Indiana Swimming Officials web page in conjunction with the USA Swimming Officials web page.

- Requirements

- Registration

USA Swimming registration is an ANNUAL process and contains multiple components.

- Non-Athlete Member Registration

Officials register as NON-ATHLETE members. Registration is to be completed on the Indiana Swimming website. Fees are associated with registration.

- **Background Check**
To be completed as required by USA Swimming. A fee is associated with the background check and a link to this can be found on the USA Swimming Officials web page.
- **Minor Athlete Abuse Protection Policy (MAAPP)**
To be completed as required by USA Swimming. The course link is located on the USA Swimming Officials web page. There is no fee associated with the course.
- **Concussion Protocol**
 - Course to be completed as required by USA Swimming. This course is online and takes less than an hour to complete. Links are on the USA Swimming Officials web page.
 - Indiana only requires the course to be taken once, and the completion certificate is sent to the ISI office member manager. No fee is associated with this course. If officiating in another LSC, please check the requirements as some require proof of the annual renewal of the course.

■ **Certification**

Certification refers to the LSC level of an official: stroke and turn, administrative official, starter, or referee. Indiana does distinguish between deck, administrative, or meet referee, once referee level has been achieved.

- **USA Swimming App**
USA Swimming provides an app that will show all current certifications and registrations. This may be used at meets for deck access.
- **Certification Card**
Indiana Swimming strongly recommends printing the official's card and carrying it to meets, as not all sites have Wi-fi access. Proof of current registration and certifications is required for deck access and participation as an official.

■ **Renewal**

Renewal is a multi-part process. Registration must be completed, as well as the mandatory sessions for certification renewal, background check, Minor Athlete Abuse Prevention Policy (MAAPP), and concussion protocol.

- **Indiana Official Certification Standards**
Detailed requirements for Indiana officials are summarized on the Indiana Officials Standards document located on the Indiana Swimming Officials web page. These requirements may change annually and should be reviewed annually.

- i. **Area Representative Certification Role**
 During advancement, whether as a new official or advancing official, communication with the Area Representative is crucial. Contact must be made with the Area Representative or if unavailable contact with an Officials Committee member **prior** to taking any test to advance and after completion of all apprenticeship sessions. Advancing to a referee will require additional contact as guided and directed by the Area Representative or if unavailable contact with an Officials Committee member.
 Lack of communication may hinder advancement as Area Representatives review all requirements prior to starting the process. Certifications are updated to show apprenticeship (AP) status and post apprenticeships to certified (CE) status. **The** official must communicate to the area rep prior to apprenticing and when they have completed their apprenticeship. If the Area Rep is unavailable contact an Officials Committee member.
- ii. **Transfer from another LSC**
 Those moving to Indiana with credentials from another LSC should contact the ISI Official's chair for discussion.
- iii. **Apprenticing outside the LSC**
 Any Indiana or transfer Official apprenticing outside Indiana needs to contact the ISI Official's Chair for discussion. Additional sessions may be required prior to advancement within Indiana.

- **Disciplinary Action**

Any USA Swimming Code of Conduct violations or reportable MAAPP infractions will be immediately turned over to the appropriate authority. Until further development, USA Swimming guidelines will be followed.

- **Communication**

The first communication for any issue should be with your Area Representative unless specified below.

- Area Representative
 - The Area Rep will be the first line of communication
 - Allow a minimum of 10 days for the representative to respond prior to escalating to the LSC Officials' Chair.
- OTS Coordinator
 - OTS issues and questions after conferring with the Area Rep
- LSC Officials' Chair
 - concerns with Area Representative
 - conflicts between officials or coaches

- clarification of rules and situations
- ISI Office
 - assistance with non-athlete member registration on ISI web-site
 - submission of Concussion Protocol completion certificate to the ISI non-athlete membership manager
- ISI Safe Sport Chair
 - any MAAPP related concerns and/or reportable occurrences
- USA Swimming
 - last resort for background and MAAPP program issues

● **Official Tracking System (OTS)**

The Official Tracking System (OTS) is housed on the USA Swimming website.

- OTS Coordinator

The OTS coordinator will answer questions relating to OTS that Area Representatives are not able to.
- Area Representative

Meets will be set up by the appropriate Area Representative once sanctioned or approved by ISI. Information will include the meet referee, sessions, and dates.
- Meet Referee

The meet referee or their designee is responsible for entering all officials and sessions worked in OTS. If there is a change in meet referee, the Area Representative needs to be notified to change access for the referee. Referees are expected to enter all information within 14 days.
- Official

All sessions an official works at a sanctioned, approved, or observed meet will be entered in OTS. The official should check sessions for accuracy and contact the Meet Referee for any corrections.

Sessions are checked by the Area Representatives prior to renewal, so it behooves the official to have an accurate representation of work history.

● **Clinics**

- Presenters

Referees wishing to host a clinic should submit information to the LSC Officials' Chair for approval and posting at a minimum of 14 days prior to the desired date. Information to be submitted to the LSC Officials chair should include:

 - Type of Clinic (Technical or Administrative)
 - Date/Time
 - Location
 - RSVP contact info including email and/or cell number

- **OTS**
The Area Representative is responsible for adding the clinic to the OTS as an activity. The presenting referee is responsible for entering the names of all attendees in the report section of the OTS Activity, and then periodically returning to OTS to enter the students into the activity after registration is completed.
- **Resources**
Resources for clinic presentations include: the Indiana Swimming Officials web page, the USA Swimming Officials web page, and the Area Representative or LSC Officials' Chair by request. Experienced referees may also have resources to share.

- **Attire**

Attire is at the discretion of the Meet Referee and may change based on the meet level and LSC.

- **Nametags**
Indiana Swimming LSC nametags may be ordered directly from Hasty Awards. The link is provided on the LSC Officials Forms web page.
Officials who pursue, achieve, and advance to N3 stroke and turn will receive a red name badge from the LSC Officials' Chair at no cost.
- **Indiana Meets**
Indiana dress code is black pants, shorts, or skirts, a white polo shirt, black socks, and black shoes. Indiana dress code also allows for a long sleeve white shirt under the officiating shirt or white jacket, quarter-zip or sweater.
Summer outdoor meets, the use of hats, sunglasses, and sandals may be permitted.
- **Indiana State-level Championship Meets**
These meets follow the LSC meet dress code. At any prelim/final meet, finals require long pants or skirts falling below the knee.
Some state championship meet hosts are able to provide a white polo shirt as a gift for volunteering time. If the host plans for shirts then the official must work 4 sessions, after which they will receive a shirt. In addition, the Officials Response Form (discussed below) must be submitted approximately 3 weeks prior to the meet. No guarantee can be made on sizing, even when requested, as hosts have to order far in advance of the meet.
- **Central Zone and Speedo Sectional Meets**
The meet referee will communicate the dress code. Khaki, navy, or black pants may be used depending on location.
- **USA Swimming National Meets (Futures, Junior Nationals, Pro, National, US Open)**
The dress code requires long black pants or knee-length or longer black skirts, a USA Official white polo shirt, black socks, and black shoes. The white polo must be purchased in advance. SOME outdoor summer meets may allow shorts during

prelims. However, this would be communicated directly by the meet referee or designee and is rare.

- Theme

Some meets may follow a theme and allow a variation as notified by the meet referee.

- **Official's Conduct**

- On Deck

- Professionalism

Officials act in the capacity of professional volunteers on and off the deck. Swimming is a unique sport as USA Swimming officials are not paid for their skilled services. However, conduct should be kept professional with those in attendance at the meet, regardless of the situation.

Those unable to adhere to the professional standards after discussion may be removed from the deck by the referee or designee. In extreme cases, the official may be referred for disciplinary action by the Officials' committee.

- Family

Although many officials come to the sport due to their children, there should be a discussion with family in advance on where the focus must remain while on deck. Otherwise, equity in officiating and giving the benefit of the doubt to the swimmer does not apply to all competing.

If a swimmer needs access to their official/ parent, the referee or designee may work with that official to allow them to step off of the deck. For the most part, once at a meet swimmers are under the supervision and guidance of a coach on deck. Officials should not interfere with a coach doing their job unless a swimmer's well-being is at risk.

- Cell Phones

Cell phones and connected watches should not be out or used on deck, except as a watch. If on-call, please advise the referee or their designee in advance, so relief may take place as needed.

Award podium pictures may be obtained by asking a coach, or swimmer's teammate to take the pictures. Officials should applaud the achievements and/or provide congratulatory remarks, but be ready and in a position to resume competition.

- Off Deck

- Professionalism

Off the deck, an official is still representing the sport in a professional capacity. This includes posts on social media. Conversations and debates can be healthy for professional development as well as educational sharing of

updates and everyone is entitled to their opinion. However, the basis for these types of communication should be positive and supportive. Disparaging remarks or posts may be subject to disciplinary actions by the Officials' committee.

- **LSC Meets**

- Meet Conduct

The conduct at LSC meets is dependent on the meet referee. The USA Swimming Rules apply to all meets. The meet announcement sets the decision-making process for the meet operation and may be stricter than USA Swimming rules, i.e. the number of permitted events.

- Officials' Briefing

Indiana Swimming maintains education through Officials' Briefings prior to sessions. These should include protocol, jurisdiction, assignments, and review of the USA Swimming technical rules. The referee or their designee is responsible for the briefing.

All meets are different in protocol and deck assignments. Please cooperate with those entrusted with communicating the protocol and assignments. They are conveying the meet referees requests, which may take into account situations not readily known to all officials. The expectation of officials is to act as professional and cooperative volunteers under the guidelines presented at the Officials' Briefing.

- Deck Access

As per ISI policy, current credentials must be shown in electronic form on the USA Swimming App or a current certification card. Some facilities also require a government-issued picture ID.

Only those working the meet/session should be using credentials to gain access to the deck. Non-compliance may result in removal from the site and/or disciplinary action by the Officials' committee.

- Hospitality

Hospitality is typically available for working officials. Credentials should not be used to gain access if not working the meet/session.

- Spectator Area

Credentials MAY NOT be used for admittance to the deck and/or spectator area unless working the current session.

- **Indiana Championship Meets**

- Assignment of Meet Referees

State-level championship Meet Referees will be assigned by the LSC Officials' Chair. Consideration includes (but not limited to): the responsibility of Area Representative, experience level as an LSC meet referee, ability to problem solve,

willingness to learn and implement ISI Championship procedures, flexibility, knowledge of National protocol (state meets), and effective communication skills. Compatibility with the host team will also be weighed.

- Official Expectations

As referred to in the LSC Meet Section, the expectations for deck access, hospitality, and spectator access do not change for state-level championship meets.

- Apprenticing

Apprenticing will not be permitted at any state-level championship meet.

- All State Championship Meets

- Official's Response Form

Officials planning on working either the divisional, age group , or senior state meet(s) should complete the online Official's response form located on the Indiana Swimming website and submit no later than the Sunday preceding the meet. The information is used for planning purposes by the meet referee and host club. Access to the deck may be restricted to those who have previously notified the meet referee of attendance.

Unless notified otherwise by the meet referee, once the response form is completed, attendance at the meet is expected.

A new form should be submitted if the official has scheduling changes.

- Assigned Positions

Assignment for positions will be considered based on experience, development, evaluation requests, and meet needs. Not all requests may be honored due to the number of available positions and the request for National evaluations.

- Evaluations

National evaluations are made available at the state-level championship meets. These meets are referred to as Official Qualifying Meets (OQM). Age Group State provides an opportunity for mentoring at all N2 levels, and N3 stroke and turn. Senior State provides mentoring for all N2 and N3 positions dependent on the Evaluator/Mentor certifications.

Prior to requesting an evaluation on the Official's Response Form, please review the process and eligibility requirements as discussed on the USA Swimming Officials web page under National Certification and Evaluation.

- Renewal Clinic

Renewal Clinics are intended to provide educational information and update officials on USA or ISI Swimming policy changes.

- Clinics are open to all officials but required (1 per year) for renewal as Referee. Those referees not attending will need to contact their Area Representative for instructions on how to maintain certification.

- Referee Refresher Clinics will be held on Sunday during the prelims distance events at Spring Divisionals, Spring Senior State, Spring Age Group State, Summer Senior State, and Summer Age Group State.
- The Referee Refresher Clinic WILL NOT be offered at the Summer Divisionals.

- **Opportunities and Advancement**

- Additional Meets

Officials are encouraged to explore and take part in meets outside of the LSC. This provides additional perspective and global education. Options include invites in other LSC's, Zone or Sectional meets, as well as USA Swimming Future, Junior Nationals, National, and U.S. Open meets. Open Water meets also provide unique opportunities.

Except outside LSC invites, these meets require an application to show the intent of attendance. The USA Swimming meets may also require National (N2 or N3) certifications to be accepted and participate. Meets such as Zones and Sectionals are excellent locations to master skills and receive mentoring and evaluations for National certifications.

- Referee Advancement

New referees who exhibit a strong interest in professional development, may be recommended by the LSC Officials' Chair to attend a USA Swimming New Referee clinic. Space is very limited, so not all referees will have an opportunity to attend even if an excellent candidate. The intent of the clinic is to help new referees understand tools available to them as well as develop problem-solving skills.

Experienced LSC referees, who have run state-level championships and exhibited a professional and well-rounded understanding of meet operations, may be provided with additional opportunities at the Zone level. The LSC Officials' Chair identifies potential meet referees ready for conducting a Zone or Sectional meet and provides the information to the Central Zone Officials' Chair. Final decisions are made by the Central Zone Officials' Chair.

- N2 Evaluator Status

Referees who have pursued and achieved N3 certifications may be considered by the LSC Officials' committee to be N2 evaluators. If identified as a suitable mentor, the LSC Officials' Chair will notify the referee of positions that they may evaluate.

- **National Evaluations and Travel**

- Evaluations and Certifications

USA Swimming provides opportunities for mentoring and advancement through National Certification. The process is discussed in detail on the USA Swimming Officials web page under National Certification and Evaluation. Indiana Swimming

incorporates the use of Evaluators/Mentors at the state level meets to encourage professional development.

- Travel Reimbursement

Travel reimbursement is available for select National meets to assist in offsetting costs and permit officials to gain experience on higher-level decks.

- Select Meets

- Junior Nationals and above, also referred to as 3 star meets and above, may receive a stipend determined by the Officials' committee. The current stipend amount is listed on the reimbursement form.

- Those invited to Olympic Trials will also receive a stipend determined by Indiana Swimming. The qualification requirements are waived, however, the submission process remains unchanged.

- Meets held in the State of Indiana will NOT qualify for stipends

- Qualifications

- To be eligible in the past year you must have worked a minimum of 10 sessions over the course of at least 3 meets that are Indiana LSC-hosted meets. Of those 10 sessions, one must be away from your associated home club and one session must be at a state-level meet.

- Submission

- The Official's National Meet Reimbursement Request Form is located on the Indiana Swimming website officials page. For reimbursement, this form (separate form for each program) and all receipts should be submitted.