



Minnesota Swimming Championship Officials Assignments Guidelines

Updated January 2023

The following procedure is for assigned team positions at LSC championship meets used by the MNSI Officials' Committee. Any changes to this procedure shall be approved by a majority vote of the MNSI Officials' Committee.

Procedure for Meet Referee Assignment

- The Officials' Chair or their designee contacts the following individuals and requests feedback on and nominees for Meet Referee positions for championship meets.
 - The host club's head coach, Officials' Coordinator, and any other relevant non-athlete members from the host club (for example, the host club's Board President, Meet Director, or CEO). At this time, the Officials' Chair or their designee should also request feedback from the host club on officials for other assigned positions.
 - The Officials' Committee.
 - All eligible (L3) Meet Referees.
- Nominees are reviewed by the Officials' Chair or their designee. The Officials' Chair or their designee reserves the right to review candidates not suggested by those listed above.
- The Officials' Chair informs the host club of the proposed Meet Referee candidate.
- The proposed Meet Referee candidate is presented to the Officials' Committee for approval.
- If a Meet Referee is unable to fulfill their assignment, the process outlined above will be repeated in full or in part, if feasible. If not feasible due to proximity to the meet, the assignment of the Meet Referee is at the sole discretion of the Officials' Chair or their designee.

Procedure for Other Assigned Positions

- The Officials' Chair or their designee shares an application for all lead positions with all officials in the LSC.
- The Meet Referee and the Officials' Assignment Sub-Committee designee meet or communicate via appropriate means to discuss the meet's applicants; the Assignments Sub-Committee recommends an assigned team to the Meet Referee (*Note: This recommendation is intended to be helpful. The Meet Referee may elect to modify the officials recommended for assignment subject to the approval of the Officials' Chair or their designee*).
- The Meet Referee, the Officials' Chair or their designee, and the host club approve the assigned team.
- The Meet Referee or their designee communicates assignments with their assigned team.
- The Officials' Chair or their designee communicates lack of assignments with any officials not selected for the assigned team.
- If a selected member of the assigned team is unable to fulfill their assignment or the application does not yield a recommended applicant, the assignment is at the discretion of the Meet Referee.

Please note: Assignments are made with the interests of the LSC as a whole, the meet as a whole, the athletes of the LSC, and the coaches of the LSC as primary concerns. The interests of individual officials and individual clubs are of secondary concern. The steps outlined above may be conducted different order than outlined.