

Code Book	Section G OFFICIALS	Page: G-1
Iowa Swimming, Inc.		Revised: 10/20100

TABLE OF CONTENTS

I	Introduction	G-2
II	Mission	G-2
III	Officials Committee	G-2
IV	Disputes and Disciplinary Actions.....	G-5
V	USA Swimming National Certification Program.....	G-6

Code Book	Section G	Page: G-2
Iowa Swimming, Inc.	OFFICIALS	Revised: 10/20100

OFFICIALS

I. Introduction

The integrity of a swimming competition is dependent upon its administration by competent and conscientious officials. Iowa Swimming, Inc. ([IASI](#) or Iowa LSC) sponsors training clinics for meet officials and conducts a testing and certification program for officials in accordance with the standards and guidelines of USA Swimming. The rules of swimming are designed to provide fair and equitable treatment and competition for all swimmers. Meet officials are there to see that the rules are followed and administered fairly and uniformly, and are expected to carry out their duties in a low key, inconspicuous, and professional manner. Meet officials should present a professional appearance. General dress code for officials at [IASI](#) meets is white collar shirt, navy pants, shorts or skirt, and white (or mostly white) socks and shoes. The shirt may include [IASI](#), USA Swimming or approved meet logos. The meet referee may modify the dress code for a meet or for any individual session.

All swim officials conducting [IASI](#) sanctioned events shall be current non-athlete members of USA Swimming, have a current Level 2 background check, be current with Athlete Protection Training ([APT](#)) and [Concussion Training](#), and have completed the training and certification program [prescribed by USA Swimming and](#) implemented by their LSC Officials Committee. [IASI recognizes the category of Junior Official \(age 16-17\). Junior officials must also meet the above requirements except that:](#)

- [They may be athlete members of USA Swimming;](#)
- [They are not required to have a background check;](#)
- [They must be current with Safe Sport for Youth Athletes Training instead of APT.](#)

-Certification and recertification requirements for all officials' positions maintained by the Iowa LSC are [prescribed by USA Swimming and](#) published on the ~~[IASI Officials](#)~~[USA Swimming](#) website. Official certifications are valid for ~~two~~[three](#) years and expire on December 31. [IASI](#) officials must be able to provide their certification, either by card or from the USA Swimming website [or mobile app](#), showing their name, expiration dates and positions for which they are certified to officiate. It is the general policy of [IASI](#) to use volunteer officials in all capacities.

II. Mission

The mission of Iowa LSC officials is to ensure safe, fair, and equitable conditions for competitive swimming throughout the Iowa LSC. The [IASI](#) Officials Committee is responsible for the recruitment, training, and retention of officials, and for seeking to inspire excellence, consistency, and professionalism among the certified officials of the Iowa LSC.

III. Officials Committee

1. Guidance

- a. Certification Requirements for Committee Members – Per [IASI](#) Bylaws Section 607.2.2, the Officials Chair shall be a Referee certified by [IASI](#), and each member of the Officials Committee shall be a certified official of [IASI](#).
- b. Duties of the Committee –
 - i. Ensure all [IASI](#) sanctioned or approved swim meets are conducted in

Code Book	Section G	Page: G-3
Iowa Swimming, Inc.	OFFICIALS	Revised: 10/20100

- accordance with USA Swimming Rules and Regulations and IASI Policies and Procedures in a consistent manner;
- ii. Carry out the recruitment, training, certifying and supervising of officials;
 - iii. Provide interpretation of Rules and Regulations as they pertain to competitive swimming within IASI and ensure alignment with USA Swimming Rules and Regulations;
 - iv. Upon Board approval, determine certification requirements for IASI Officials, subject to USA Swimming minimum requirements;
 - v. Maintain updates to the Iowa portion of the USA Swimming Officials Tracking System.
- c. General Meetings - Hold at least two general meetings of IASI certified officials each year, to be scheduled before each IASI House of Delegates meeting. The agenda of the meetings shall include discussion about new rules and regulations of US Swimming and IASI, and discussion on any other matters that may be brought before the group of officials.
 - d. Officials Committee Meetings – Hold an Officials Committee meeting at least once per quarter of the IASI fiscal year. The Officials Committee shall schedule each meeting no later than at the conclusion of the preceding meeting unless there is a requirement for a special meeting between regularly scheduled meetings. All meetings shall be open to all members of the LSC unless a motion is made for a closed meeting to address a specific subject, in which case the meeting shall be closed to members of the Officials Committee, the General Chair, Senior Vice-Chair and any official who may be the subject of the closed meeting. The Officials Committee shall maintain minutes for all meetings. Open meeting minutes shall be published, whereas minutes of closed meetings shall be made available upon request to the IASI Board of Directors and any official who is the subject of the closed meeting. Meeting notifications shall be consistent with the meeting notice requirements for IASI Committee Meetings.
 - e. Communication – The Officials Committee shall provide officials with a library of current rule interpretations and resolutions as provided by USA Swimming and other sources; provide a bulletin at least four times per year to IASI officials, reporting on past, current and future events and other relevant information of interest to officials; provide additional ad hoc communication to IASI officials as needed; and maintain a website with commonly used LSC forms and documents for use by officials in the conduct of their swimming duties.
 - f. Recognition of Officials – The Officials Committee shall maintain an officials’ recognition program encompassing local and national programs, for recognition of the support officials provide to the athletes and swimming.
 - g. Other Duties of the Committee – The Officials Committee shall review and approve officials for IASI championship and observed swim meets; recruit Iowa officials for meets above the LSC level (such as Sectionals, Zones, Junior Nationals, Futures, Pro Series and National championships); recommend to the USA Swimming National Officials Committee N2 and N3 mentors/evaluators based on the requirements set by the National Committee for these positions; manage disciplinary actions pertaining to IASI officials per USA Swimming policies and guidelines; represent IASI officials at the annual US Aquatic Sports Convention; and any other duties that may be assigned to the Officials Committee by the IASI House of Delegates, Board of Directors, General Chair or Senior Vice Chair.

Code Book	Section G	Page: G-4
Iowa Swimming, Inc.	OFFICIALS	Revised: 10/20100

2. Officials Committee Structure

The Officials Committee shall consist of the following members:

- a. Officials Committee Chair (Officials Chair) - Appointed by the General Chair with the advice and consent of the Board of Directors and the Senior Vice Chair
- b. Officials Committee Vice Chair (Officials Vice Chair) - Appointed by the General Chair with the advice and consent of the Senior Vice Chair and Officials Chair
- c. Secretary - Appointed by the General Chair with the advice and consent of the Senior Vice Chair and Officials Chair.
- d. Eastern Representative, based on the team assignments to the Winter Silver Championship East meet - Appointed by the General Chair with the advice and consent of the Senior Vice Chair and Officials Chair.
- e. Western Representative, based on the team assignments to the Winter Silver Championship West meet - Appointed by the General Chair with the advice and consent of the Senior Vice Chair and Officials Chair.
- f. Stroke and Turn Representative - Appointed by the General Chair with the advice and consent of the Senior Vice Chair and Officials Chair.
- g. Athlete Representatives (at least 2) - Appointed by the General Chair with the advice and consent of the Athletes Committee and Officials Chair.

3. Officials Committee Elections

Each Officials Committee member shall serve a term of 2 years with a limit of no more than 2 consecutive full terms in a position. The [IASI](#) officials' community is responsible for nominating and electing proposed Officials Committee members. Candidates for each position shall be nominated by March 15th of each calendar year. Voting for the positions shall occur before the Spring House of Delegates meeting, and the elected nominees shall be announced at the general meeting of officials coinciding with the Spring House of Delegates meeting. The proposed Officials Chair, Western Representative and Stroke and Turn Representative shall be elected during the even calendar years for submission for appointment. The proposed Officials Vice Chair, Secretary and Eastern Representative shall be elected during the odd calendar years for submission for appointment.

4. The Officials Chair shall:

- a. Be responsible to the Senior Vice Chair for the management of officials and compliance with USA Swimming and [IASI](#) Policies, Rules and Regulations.
- b. Be the Officials Committee Chairperson
- c. Be the representative on the [IASI](#) Board as required by the [IASI](#) Bylaws;
- d. Attend or appoint a delegate to attend USA Swimming Officials Chairs meetings;
- e. Maintain [IASI](#)'s portion of the USA Swimming Officials Tracking System;
- f. Maintain a list of current [IASI](#) officials and apprentices; and
- g. Be responsible for proposing rule changes and amendments to the [IASI](#) bylaws, Policies and Procedures on behalf of the Officials Committee.

5. The Officials Vice Chair shall:

- a. Conduct all meetings of the Officials Committee in the absence of the Officials Chair and at the request of the Officials Chair;
- b. Attend [IASI](#) Board meetings in the absence of the Officials Chair;
- c. Assist [IASI](#) registered swim clubs to recruit and retain certified officials;

Code Book	Section G	Page: G-5
Iowa Swimming, Inc.	OFFICIALS	Revised: 10/20100

- d. Coordinate observed swims for Iowa High School's Conference, Regional, and State Championship meets;
 - e. Maintain and oversee training of IASI officials, and
 - f. Ensure qualified Meet Referees are available for all IASI sanctioned or approved meets.
6. The Secretary shall:
 - a. At the direction of the Officials Chair, publish meeting notices with an agenda (for both open and closed meetings);
 - b. Take and distribute minutes of all Officials Committee and officials general meetings;
 - c. Publish (with the input and assistance of other committee members) and distribute a bulletin to IASI Officials at least four times per year.
 - d. At the direction of the Officials Chair, distribute additional ad hoc communication to IASI officials as needed.
7. Eastern and Western Representatives shall:
 - a. Represent the views and needs of the Iowa district they represent;
 - b. Attend and actively participate in Officials Committee meetings;
 - c. At the direction of the Officials Vice Chair, assist mentors and apprentices to register for apprentice sessions required to gain appropriate experience and education to meet LSC certification requirements; and
 - d. Perform other ad hoc duties as assigned by the Officials Chair to support the Officials Committee duties.
8. The Stroke and Turn Representative shall:
 - a. Represent the views and needs of apprentice and Stroke and Turn Officials within the LSC;
 - b. Attend and actively participate in Officials Committee meetings; and
 - c. Perform other ad hoc duties as assigned by the Officials Chair to support the Officials Committee duties.
9. The Athlete Representatives shall:
 - a. Represent the views and needs of the athletes;
 - b. Attend and actively participate in Officials Committee meetings; and
 - c. Perform other ad hoc duties as assigned by the Officials Chair to support the Officials Committee duties.
10. Other duties of the Officials Committee, to be allocated amongst one or more committee members as needed:
 - a. Officials Certification Clinics
 - b. LSC website/Officials Directory
 - c. Rules/Policy/Procedure
 - d. Annual and Quad Budget
 - e. Communications/Bulletin
 - f. Officials' Recognition
 - g. Officials' Shirts and Name Badges
 - h. National Certification Meets

Code Book	Section G OFFICIALS	Page: G-6
Iowa Swimming, Inc.		Revised: 10/20100

IV. Disputes and Disciplinary Action

Any complaint, protest or dispute involving an official should be reported to the Officials Committee Chair. If the issue involves a member of the Officials Committee, it should be reported to the Senior Vice Chair. All complaints, protests and disputes shall be resolved following USA Swimming guidelines.

V. USA Swimming National Certification Program

Current IASI officials may and are encouraged to advance to national certification levels. The following are the current IASI and USA Swimming national certified positions ~~(there are up to 3 levels of National Certification for six of these positions):~~

- a. Stroke & Turn Judge (N1, N2, N3)
- b. Chief Judge (N1, N2, N3)
- c. Starter (N1, N2, N3)
- d. Deck Referee (~~N1~~, N2, N3)
- e. Administrative Official (N1, N2)
- f. Administrative Referee (~~N1~~, N2, N3)
- g. ~~Meet~~ Referee (N1)

1. N1 Certification

- a. Administered by each LSC and required to meet ~~minimum~~the standards set by the USA Swimming National Officials Committee.
- b. N1 officials meet the standards required to officiate at LSC level meets.
- c. N1 certification for a position is required to gain and maintain higher levels of certification (N2 and N3).
- d. ~~The Officials Committee shall~~USA Swimming publishes standards to gain and maintain N1 certification ~~on the ISI Officials website.~~
- ~~e. The Officials Committee shall review standards for N1 certification at least every two years.~~

2. N2 and N3 Certification

- a. Administered by the USA Swimming National Officials Committee