

Iowa Swimming



Officials Committee

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IASI OFFICIALS COMMITTEE

I. INTRODUCTION

A swimming competition's integrity depends upon its administration by competent and conscientious officials. Iowa Swimming, Inc. Local Swim Committee (IASI or Iowa LSC) sponsors training clinics for meet officials and conducts a testing and certification program for officials following the standards and guidelines of USA Swimming. Swimming rules 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. The general dress code for officials at IASI meets is a 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 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, and have completed the training and certification program implemented by their LSC Officials Committee. Certification and recertification requirements for all officials' positions maintained by the Iowa LSC are published on the IASI Officials website. Official certifications are valid for two years and expire on December 31. IASI officials must be able to provide their certification, either by card or from the USA Swimming website, showing their name, expiration dates, and positions for which they are certified to officiate. IASI's general policy is to use volunteer officials in all capacities.

II. RESPONSIBILITIES

The mission of the 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. COMMITTEE STRUCTURE AND OPERATIONS

1. Guidance.

- a. Certification Requirements for Committee Members – The Officials Chair shall be an N2 or higher Referee certified by IASI and USA Swimming, and each member of the Officials Committee shall be a certified official or an athlete member of IASI.

b. Duties of the Committee

- i. Ensure all IASI-sanctioned or approved swim meets follow USA Swimming Rules and Regulations and IASI Policies and Procedures consistently.
- ii. Carry out the recruitment, training, certifying, and supervising of officials.
- iii. Provide interpretation of Rules and Regulations of competitive swimming within IASI and ensure alignment with USA Swimming Rules and Regulations.
- iv. Upon Board approval, determine certification requirements for IASI Officials and specific prerequisites for being on the committee subject to USA Swimming requirements.
- v. Maintain updates to the Iowa portion of the USA Swimming Officials Tracking System.

c. Meetings

- i. 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 a discussion about new rules and regulations of US Swimming and IASI and any other matters that may be brought before the group of officials.
- ii. 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 after 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.
- iii. 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.

d. Communications – The Officials Committee shall provide officials with:

- i. A library of current rule interpretations and resolutions provided by USA Swimming and other sources.
- ii. Provide a bulletin at least four times per year to IASI officials via a newsletter or email, reporting on past, current, and future events and other relevant information of interest to officials.
- iii. Provide additional ad hoc communication to IASI officials as needed.
- iv. Maintain a website with commonly used LSC forms and documents for officials' swimming duties.

- e. Other Duties. The Officials Committee will:
 - i. Maintain an officials' recognition program encompassing local and national programs to recognize the support officials provide to the athletes and swimming.
 - ii. Review and approve officials for IASI championship and observed swim meets.
 - iii. Recruit Iowa officials for meets above the LSC level (such as Sectionals, Zones, Junior Nationals, Futures, Pro Series, and Open championships).
 - iv. 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.
 - v. Manage disciplinary actions of IASI officials per USA Swimming policies and guidelines.
 - vi. Represent IASI officials at the annual US Swimming workshops and conferences and
 - vii. 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.

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. Committee Term.

Each Officials Committee member shall serve a term of 2 years with a limit of no more than two 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 Committee Chair.

The Committee Chair shall:

- a. Be responsible to the Senior Vice Chair for managing officials and compliance with USA Swimming and IASI Policies, Rules, and Regulations.
- b. Be the Officials Committee Chairperson.
- c. Attend IASI Board meetings as required by 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 ISI bylaws, Policies, and Procedures on behalf of the Officials Committee.

5. The Committee Vice Chair.

The Committee 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.
- 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 Committee Secretary.

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 if there are no regular Officials Chair emails.
- d. At the direction of the Officials Chair, distribute additional ad hoc communication to ISI officials as needed.

7. The Committee Eastern and Western Representatives.

The 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 Committee Stroke and Turn Representative.

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 the Officials Chair assigns to support the Officials Committee duties.

9. The Committee Athlete Representatives.

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 the Officials Chair assigns to support the Officials Committee duties.

10. Other Duties.

Other duties of the Officials Committee, to be allocated amongst one or more committee members as needed include the following:

- a. Officials Certification Clinics
- b. LSC website/Officials Directory
- c. Rules/Policy/Procedures
- d. Annual and Quad Budget
- e. Communications/Bulletin
- f. Officials' Recognition
- g. Officials' Shirts and Name Badges
- h. National Certification Meets

IV. REPORTING

1. Agendas for Committee meetings shall be distributed at least five days before each meeting. These agendas shall also be posted on the Committee's webpage.
2. Minutes for meetings shall be published within one week after the conclusion of each meeting. The minutes shall also be posted on the LSC Committee webpage and available to all IASI members.
3. Additionally, the Committee shall provide reports to the Spring and Fall the House Delegates meetings.

V. 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.

VI. USA SWIMMING NATIONAL CERTIFICATION PROGRAM

Current ISI officials may and are encouraged to advance to national certification levels. The following are the current ISI and USA Swimming national certified positions (there are up to 3 levels of National Certification for six 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
Administered by each LSC to meet the required standards set by the USA Swimming National Board of Directors. N1 officials meet the standards required to officiate at LSC level meets. N1 certification for a position is required to gain and maintain higher levels of certification (N2 and N3). The Officials Committee shall publish standards to gain and maintain N1 certification on the IASI Officials website.
 2. N2 and N3 Certification
Administered by the USA Swimming National Officials Committee.