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Iowa Swimming, Inc.		Revised:	05/2019

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OFFICIALS

I. Introduction

The integrity of a swimming competition is dependent upon its administration by competent and conscientious officials. Iowa Swimming, Inc. (ISI 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 ISI meets is white collar shirt, navy pants, shorts or skirt, and white (or mostly white) socks and shoes. The shirt may include ISI, 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 ISI 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 ISI Officials website. Official certifications are valid for two years and expire on December 31. ISI 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. It is the general policy of ISI to use volunteer officials in all capacities.

~~H. General~~

- ~~1. Every effort must be made to assure that meet officiating be conducted in a low key, inconspicuous, and professional manner. Dress code for a meet or individual session shall be determined by the meet referee.~~
- ~~2. General dress code for officials officiating at ISI meets is white top (preferably not t-shirt), navy pants, shorts or skirt and white shoes. ISI, USA Swimming or approved meet logos may be included with the top.~~

~~III. II. Mission~~

The mission of Iowa LSC officials is to ensure safe, fair, and equitable conditions for competitive swimming throughout the Iowa LSC. The ISI 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.

~~IV. III. Officials Committee~~

1. Guidance

- a. Certification Requirements for Committee Members – Per ISI Bylaws Section 607.2.2, the Officials Chair shall be a Referee certified by ISI, and each member of the Officials Committee shall be a certified official of ISI.

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- b. Duties of the Committee –
 - i. Ensure all ISI sanctioned or approved swim meets are conducted in accordance with USA Swimming Rules and Regulations and ISI 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 ISI and ensure alignment with USA Swimming Rules and Regulations;
 - iv. Upon Board approval, determine certification requirements for ISI 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 ISI certified officials each year, to be scheduled before each ISI House of Delegates meeting. The agenda of the meetings shall include discussion about new rules and regulations of US Swimming and ISI, 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 ISI 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 ISI 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 ISI 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 ISI officials, reporting on past, current and future events and other relevant information of interest to officials; provide additional ad hoc communication to ISI 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 ISI 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 ISI officials per USA Swimming policies and guidelines; represent ISI officials at the annual US Aquatic Sports Convention; and any other duties that may be assigned to the Officials Committee by the ISI House of Delegates, Board of

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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. 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 ISI 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 ISI Policies, Rules and Regulations.
- b. Be the Officials Committee Chairperson
- c. Be the representative on the ISI Board as required by the ISI Bylaws;
- d. Attend or appoint a delegate to attend USA Swimming Officials Chairs meetings;
- e. Maintain ISI's portion of the USA Swimming Officials Tracking System;
- f. Maintain a list of current ISI 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 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;

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- b. Attend ISI Board meetings in the absence of the Officials Chair;
 - c. Assist ISI 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 ISI officials, and
 - f. Ensure qualified Meet Referees are available for all ISI 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 ISI Officials at least four times per year.
 - d. At the direction of the Officials Chair, distribute additional ad hoc communication to ISI 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

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- g. Officials' Shirts and Name Badges
- h. National Certification Meets

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 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 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 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 publish 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

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