



Proposals for April 28, 2019 ISI HOD Meeting

Table Motion: Section I.III.A.2 – Change of Championship Meet Host Requirements and Finances

Originally submitted By: Iowa Swimming Championship Meet Committee

Outline of the Bid Requirements and time line for those Member Clubs wishing to host the ISI Championship (end of season) meets. Please see the attached for changes to Section I.III.A.2

LSC Championship Meets. The General Meet Schedule shall provide dates for the ISI Championship Meets for the forthcoming program year beginning September 1st and ending August 31st.

The ISI Board of Directors is responsible for developing contracts with the facilities to host the ISI Short Course Championships, ISI Age Group Short Course Championships and ISI Long Course Championships. These contracts should be established before the General Meet Schedule is published as provided in item 4., below. During the bidding process, ~~ISI will encourage clubs to bid for those meets at the contracted facilities (or developed agreements of use) and publish a reimbursement rate for which host clubs must remit to ISI at the time the ISI Meet Financial Summary (APP-11) is sent to the ISI Administrative Office.~~ ISI clubs will have the opportunity to bid to co-host the meets with the LSC in a shared profit format.

Shared Profit Format:

The LSC and Host Club will share the profits from the meet (after expenses). The LSC will be responsible for all finances and will issue a stipend to the Host Club after the meet. The responsibilities of the host club and the stipend will be determined by the Iowa Standing Championship Meet Committee by January 31st of the year of meet bids and will be distributed to the LSC prior to meet bids being due.

Rational:

The goal is to solidify the facilitation for the ISI Championship Meets. This proposal aims to unify the responsibilities of the Host Club and Iowa Swimming. Effective Date: April 1, 2019

Tabled Motion: Section K VIII – All-Star and Zone Championships

Originally submitted by Tanja Avant

Mandatory team travel is required for ISI athletes who compete at Midwest All-Stars and Central Zones 14 & Under Championship meets. This travel will include Team Iowa gear, hotel accommodations, transportation from Iowa to the host city, transportation throughout the duration of the meet weekend and then transportation back to Iowa once the meet has concluded.



Proposals for April 28, 2019 ISI HOD Meeting

Rational:

Team Iowa struggles with providing a sense of team unity allowing athletes to engage fully throughout the entirety of a given meet. Furthermore, the travel cost and time off for parents can present a family financial barrier preventing a greater number of athletes to fully participate in Team Iowa events.

Effective Date: Immediate



Proposals for April 28, 2019 ISI HOD Meeting

Proposal A - Section K II B 4 a 1 (Proposed by Mike Petersen)

When developing the order of events for ISI Championship meets, the TPC may not include the 800 Free Relay as an event to be competed at the ISI Long Course Championships.

Rational:

This events takes much time to compete when offered at the ISI Long Course Championships. If not offered, the session will be shorter. Also, the order of events can then be modified for the entire meet so that quite possibly swimmers will complete their competition earlier each day of the meet. This would also permit the possibility of changing the order of events so that the 400 Free Relay is competed where the 800 Free Relay is currently scheduled to be competed. If this was done, there would not be any relays on Sunday of the meet.

Effective Date: Immediate

Proposal B - Section K II B 4 d 1 (Proposed by Mike Petersen)

The ISI Short Course Championships will have bonus cuts.

- A swimmer MUST be entered in at least one of events they have qualified for ISI Short Course Championships to swim any bonus events at the meet.
- Bonus cuts will hold to the Silver State Qualifying Standard
- Bonus cuts can only be swam in races 400 IM and below.
- Swimmers who achieve a single qualifying time they can enter up to 3 bonus events
- Swimmers who achieve two qualifying times can enter two bonus events
- Swimmers who achieve three qualifying times can enter one bonus event
- Swimmers would be allowed to mix and match your bonus vs hard cuts. For example, if a swimmer has two qualifying times on Friday and one on Sunday but would rather swim two bonus events on Saturday and one bonus event on Sunday, this would be permitted.

Rational:

The ISI Short Course Championship Meet sessions are small and athletes have a quick turnaround from one race to the next. By allowing a few more swimmers into the meet it will extend the prelim timeline out slightly. By allowing a few more athletes to the meet it will help with the atmosphere and promoting more kids to the next level meet. Athletes with one or two cuts in previous seasons that are on the other



Proposals for April 28, 2019 ISI HOD Meeting

side of the state will opt out of the meet. If we allow them additional swims this will increase odds of more swimmers traveling to compete.

Effective Date: Immediate

Proposal C - Section I V A 4 (Proposed by Mike Repko, Open Water Swim Committee)

4. Open Water Events.

An Open Water Event is a swim meet that takes place in an outdoor body of water such as an ocean, river, or lake.

- The Meet Host submits the "Application for Sanction" to the ISI Office for the Open Water Event
- The Meet Director completes and submits the online USA Swimming Open Water Meet Application. A copy will automatically be sent to the Meet Director, LSC Sanction Chair and USA Swimming.
- The LSC and USA Swimming review the application and make suggestions as needed.
- Once changes are made and/or the application complies with requirements, it will be signed by LSC and USA Swimming.
- The Sanction Chair signs off and issues valid sanction number

After receipt of approval, the meet host shall provide the LSC Office with the sanction fee for sanction. Sanction and Splash Fees shall be the same as other ISI Sanctioned Meets. Initial Draft Deadlines shall be the same as for an Invitational.

Rational:

Open Water Meet sanctions required additional steps involving review and approval from USA Swimming prior to the LSC issuing a sanction.

Effective Date: Immediate

Proposal D – Block proposal with a rewrite of Section G (Proposed by Robert Fry, Officials Committee)

Part One

Section G

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



Proposals for April 28, 2019 ISI HOD Meeting

officials and conducts a testing and certification program for officials in accordance with the standards and guidelines of USA Swimming. ~~All sanctioned events must be conducted by certified officials who have completed the training and certification program and are current members 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 ~~in a fair and uniform~~ fairly and uniformly, and are expected to carry out their duties in a low key, inconspicuous, and professional manner.

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 display be able to provide their certification, either by card or from the USA Swimming website, showing their name, expiration ~~date~~ dates and ~~areas in positions for which they are certified~~ qualified to officiate. ~~Name and expiration date are to be visible. An official's patch is worn on an optional basis and is to have the ISI modified logo. Officials' cards will be issued from the USA Swimming Officials Tracking System. Summer Club/Federation officials will be designated by 'SU' in the "LSC Certification level" column of the card. All ISI Officials must be certified by ISI, be members of USA Swimming and have a current satisfactory Level II Background Check. These are national USA Swimming requirements. Officials include referees, starters, and stroke and turn judges. The certification process includes clinics, on the job training and open book online testing. USA Swimming is a volunteer organization and it to officiate. It is the general policy of ISI to use volunteer officials in all capacities.~~

Rational:

The opening paragraphs of Section G form an introduction to the section, but it is not labeled as such. The introduction is out of date regarding requirements to display official certification on deck. Athlete Protection Training is not mentioned. ISI no longer certifies Summer officials. Some general improvements to paragraph and sentence structure are desired.

Effective Date: Immediate

Proposal D – Block proposal with a rewrite of Section G (Proposed by Robert Fry, Officials Committee)

Part Two

Section G



Proposals for April 28, 2019 ISI HOD Meeting

I. General

- A. DQ slips are to be filled out completely & legibly. Every attempt should be made to give a copy to the swimmer or coach.
- B. Officials must be certified and be a current member of USA SWIMMING.
- C. A recertification is required every two years. Following completion a new ISI official's card will be issued.
- D. Tests are open book on-line examination administered by USA Swimming requiring citation of applicable rules with a single grading system employed.
- E. ISI compiles and maintains a list of certified officials.
- F. 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.
- G. 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.
- H. All meets must have a referee and a starter in order to provide for dual confirmation of false starts.
- I. After the swimmer has entered the water on the backstroke and has swam out past the backstroke flags and delayed the meet; the starter may issue a formal warning after the race. If the swimmer continues to delay the meet under this circumstance, the starter/referee may disqualify the swimmer, but only after a formal warning has been issued to the swimmer and coach.
- J. All USA Swimming rules, written in the current USA Swimming Rules & Regulations book, must be followed.

Rational:

This part is not required in Section G, as none of the language places any ISI specific requirements on officials or the committee:

- A - Notification of the athlete or coach is covered by USA Swimming rule 102.22.2
- B - Duplication of language already in the Introduction
- C - Duplication of language already in the Introduction
- D - Administered by USA Swimming
- E - Information only
- F - This language is being added to the Introduction per the part 1 proposal
- G - Dress code will be devolved to Officials Committee policy
- H - Covered by USA Swimming rules 101.1.3 and 102.10.3 and .4
- I - Delay of meet is covered by USA Swimming rule 101.1.5
- J - USA Swimming requirement for sanctioned or approved meets



Proposals for April 28, 2019 ISI HOD Meeting

Effective Date: Immediate

Proposal D – Block proposal with a rewrite of Section G (Proposed by Robert Fry, Officials Committee)

Part Three

Section G

II. Protests

- ~~A. All protests involving swimmer eligibility, disqualifications, rule interpretations, rule infractions, and any other competition related issues must be in writing and must be filed and processed in accordance with the procedures in USA Swimming Rule 102.11.~~

Rational:

This part is not required in Section G, as it merely duplicates part of USA Swimming rule 102.23.

Effective Date: Immediate

Proposal D – Block proposal with a rewrite of Section G (Proposed by Robert Fry, Officials Committee)

Part Four

Section G

III. Disqualification Procedure

- ~~A. Except when dual confirmation is used the official must raise one hand immediately overhead with open palm upon observing an infraction. Failure to do so means no disqualification can be charged. (See USA Swimming Rule 102.22.1).~~

- ~~B. Every reasonable effort shall be made to seek out the swimmer or his/her coach and inform him/her as to the reason for the disqualification. (See USA Swimming Rules 102.22.2.)~~

- ~~C. After an official raises his/her hand he/she shall not turn away or leave his/her assigned jurisdiction until the race is completed, or another official takes over his/her jurisdiction.~~

- ~~D.A. DQ slips are available at swimoutlet.com. Link can also be found on the USA Swimming website (usaswimming.org)~~



Proposals for April 28, 2019 ISI HOD Meeting

Rational:

This part is not required in Section G, as none of the language places any ISI specific requirements on officials or the committee.

- A - Duplicates USA Swimming rule 102.22.1
- B - Duplicates USA Swimming rule 102.22.2
- C - Part of meet protocol, determined by the referee.
- D - Information only

Effective Date: Immediate

Proposal D – Block proposal with a rewrite of Section G (Proposed by Robert Fry, Officials Committee)

Part Five

Section G

~~IV. Stroke and Turn—Recommended Guidelines~~

- ~~A. Review the rules: USA Swimming Technical Rules—Article 101—Strokes & Relays~~
- ~~B. Review stroke mechanics: "VISUALIZE"~~
- ~~C. Apply the rules uniformly: "CONSISTENCY"~~
 - ~~Stroke Judge: Look at each lane equally, even if the lane is empty. Turn Judge: Follow the same pattern of observation for each lane.~~
- ~~D. Know the deck protocol; act in a professional manner.~~
- ~~F. Agree upon jurisdiction at the Official's Meeting.~~
- ~~G. When you observe an infraction, raise your hand to declare a DQ. Do not look for a reason to DQ; look for a reason not to DQ, but call what you see.~~
- ~~H. Comply with the Standard Protocol for a Disqualification: Be in the proper jurisdiction to make disqualification and in position to observe infraction. Know proper rule interpretation for infraction.~~
- ~~I. Follow the Referee's procedure for completing DQ Slips on who writes the DQ, who approves the DQ, and who informs the swimmer or coach of the DQ.~~

Rational:

This part is not required in Section G, as none of the language places any ISI specific requirements on officials or the committee.

Effective Date: Immediate



Proposals for April 28, 2019 ISI HOD Meeting

Proposal D – Block proposal with a rewrite of Section G (Proposed by Robert Fry, Officials Committee)

Part Six

Section G

V. Recommended Stroke and Turn Jurisdictions

- B Turn Judge ----- Turning action must be continuous
- A ----- Full jurisdiction inside the backstroke flags
- C ----- On back until touch at finish and at end of backstroke leg in
- K ----- IM & Medley Relay
- May be assigned to watch feet after start
- Stroke Judge ----- Between the flags, the swimmer remains on back
- No Pulling on lane lines
- Head must break surface by 15m mark
- Judge walks between 15m marks

- B Turn Judge ----- At start/leaving on turns
- R ----- Stroke/kick through first “head up”
- E ----- including widest arc of the 2nd arm pull
- A ----- On entering a turn/finish
- S ----- Last stroke in – head breaking surface
- T ----- Arms on same horizontal plane from beginning
- S ----- of the 1st arm pull
- T ----- Elbows underwater, except last stroke at turn/finish
- R ----- After last pull, arms need not be on same plane
- O ----- Simultaneous hand touch
- K ----- Proper arm stroke-kick cycle into turn/finish
- E Stroke Judge ----- Kick & stroke after head breaks surface through next
- to last arm stroke into wall
- Responsible for kick all the way to the wall
- Elbows underwater during recovery phase

- B Turn Judge ----- Kick through 1st arm pull
- U ----- Body toward the breast when feet leave wall
- T ----- Body on breast by 1st arm pull
- T ----- Last stroke in (underwater recovery)
- E ----- Simultaneous hand touch



Proposals for April 28, 2019 ISI HOD Meeting

R Stroke Judge ——— Kick and stroke after 1st arm stroke into wall
 F ——— through next to last arm stroke into wall Kick all the way into wall
 L ——— at turns/finish
 Y ——— 15 m heads up mark
 F ———
 R Turn Judge ——— Full jurisdiction, observe turns/touches
 E Stroke Judge ——— May be assigned recall rope and 15 m head up mark
 E

Rational:

This part is not required in Section G, as none of the language places any ISI specific requirements on officials or the committee. Stroke and Turn Jurisdictions are part of meet protocol, determined by the referee.

Effective Date: Immediate

Proposal D – Block proposal with a rewrite of Section G (Proposed by Robert Fry, Officials Committee)

Part Seven

Section G

VI. ISI Swim Official FULL Certification and Recertification Rules

IMPORTANT: All ISI Swim Officials must be current non-athlete members of USA Swimming and have a current Level II Background Check and Athlete Protection Training. Stroke and Turn and Administrative Official Apprentices are required to register as a non-member and then become a Non-Athlete Member and complete the Level II Background Check and Athlete Protection Training within 60 days of their first apprentice session. A certification application (plus fee) is also required prior to apprenticing.

A. Certification Requirements

1. Stroke and Turn Judge (Minimum age — 18)
 - Attend a formal certification clinic (scheduled as requested)



Proposals for April 28, 2019 ISI HOD Meeting

- Pay the \$5.00 initial certification fee
- Pass the open-book on-line USA Swimming Stroke & Turn Judge/Timer test with a grade of at least 80%
- Perform on the deck apprenticeship for a minimum of four sessions with a certified official with at least one year Stroke & Turn certification (cannot make disqualifications during these sessions)
- Complete certification process within one year from the date of the certification clinic
- Work a minimum of four sessions per year as Stroke & Turn Judge or higher

2. Administrative Official (Minimum age — 18)

- If not already a Stroke & Turn Judge, pay the \$5.00 initial certification fee
- Attend a formal Administrative certification clinic (scheduled as requested)
- Pass the open-book on-line USA Swimming Stroke & Turn Judge/Timer, Clerk of Course and Administrative tests with a grade of at least 80%
- Perform on the deck Administrative Official apprenticeship for a minimum of two sessions with a certified official with at least one year Administrative certification
- Complete certification process within one year from the date of the certification clinic
- Work a minimum of four sessions per year with at least two sessions as Administrative Official or higher

3. Starter (Minimum age — 18)

- Worked as a certified Stroke & Turn Judge a minimum of two sessions
- Pass the open-book on-line USA Swimming Starter test with a grade of at least 80%
- Perform on the deck apprenticeship with an approved certified Starter for a minimum of five sessions
- Work a minimum of four sessions per year in the Starter position or higher to maintain certification

4. Referee (Minimum age — 21)

- Previous certification as Stroke & Turn Judge and Starter for a minimum of one year
- Attend Referees clinic and pass the Clerk of Course, Administrative and Referee sections of the USA Swimming Officials' test with a grade of at least 80%
- Perform on the deck apprenticeship a minimum of six sessions at three sanctioned meets with at least two different approved referees including at least one session at an Admin position



Proposals for April 28, 2019 ISI HOD Meeting

- Work a minimum of six sessions per year with at least one session as Referee

B. Recertification Requirements

- ~~1. Certifications are good for two (2) years with December 31 the annual expiration date as long as the minimum session requirements are met for each year~~
- ~~2. Recertification between September 1 and December 31 will extend certification expiration date for the remainder that year and the following two years~~
- ~~3. Every two years, the official must recertify.~~
 - ~~● To recertify, go online and sign into your account on the USA Swimming website. Under member services tab, go to Officials, then testing and certification, under select a test, select the appropriate recertification test for your highest certification level.~~
 - ~~● For referee's you will need to take the deck ref and admin ref re-cert tests.~~
 - ~~● Notify ISI Official's Chair via email upon completion of passing test, so they can update your cards.~~
- ~~4. Upon certification expiration, an official may not officiate under any circumstances until a new certificate is issued. A new certificate can only be issued under the following conditions:~~
 - ~~● Certification expirations up to 12 months long — Complete recertification requirements above.~~
 - ~~● Certification expirations 12-24 months long — attend a full certification clinic~~
 - ~~● Certification expirations over 24 months long — attend a full certification clinic and take the USA Swimming open-book Officials Test~~

Rational:

This part is not required in Section G. Minimum requirements for certification and recertification are prescribed by USA Swimming. This section currently falls short of these minimum requirements in several places. The LSC is permitted to set requirements that are more stringent than the minimum. This section falls short of current LSC practices in several places.

Effective Date: Immediate

Proposal D – Block proposal with a rewrite of Section G (Proposed by Robert Fry, Officials Committee)

Part Eight

Section G



Proposals for April 28, 2019 ISI HOD Meeting

Current ISI officials may and are encouraged to advance ~~for to~~ national certification level. ~~levels.~~ ~~There~~ The following are three the current ISI and USA Swimming national certified positions (there are up to 3 levels of National Certification for each six of five 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)
- e.f. Administrative Referee (N1, N2, N3)
- g. Meet Referee (N1)

1. N1 Certification

- a. Administered by each LSC (see Section G. Paragraph VI) and required to meet minimum standards set by the USA Swimming National Officials Committee.
- b. ~~N1 official meets minimum~~ officials meet the standards for 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 Certification

- a. Administered by the USA Swimming National Officials Committee
- b. ~~Official meets N2~~ officials meet the standards required to officiate at Sectional, Zone, Grand Prix, and other similar level meets, including Sectionals, Zones, Futures, and Pro Series meets.

~~2. Must have at least one year certification in the position at the N2 level; must have worked at least 12 sessions at 6 or more LSC meets during the 24 months prior to application; must have participated in training/mentoring other officials; must have participated in LSC or higher clinics or briefings; must have reviewed the USA Swimming Officials' Manual (on the USA Swimming web site); must have the LSC Officials Chair's recommendation. 3. In addition the applicant must have worked at least 4 sessions in the position at each of 2 or more "Qualifying Meets" and must work all sessions at these meets, but not necessarily in the position for which certification is sought; must have a recommendation from a "National Evaluator" for Referee and Starter must complete the "Final Evaluation" requirements for these positions; and for advancement to N3 as Chief Judge, Starter, Referee or Administrative Referee must have N3 certification as a~~



Proposals for April 28, 2019 ISI HOD Meeting

~~Stroke and Turn Judge and National Championship experience as an official. 4. Contact the ISI Officials Chair for more details.~~

c. Standards to gain and maintain N2 level certification are published by the USA Swimming National Officials Committee.

3. N3 Certification

a. Administered by the USA Swimming National Officials Committee

b. N3 officials meet the standards to officiate at National level meets, including Junior Nationals, Nationals, US Open and Trials meets.

c. Standards to gain and maintain N3 level certification are published by the USA Swimming National Officials Committee.

Rational:

This part of Section G is supposed to give a coherent description of N1, N2 and N3 certification, and how they fit together. With the elimination of explicit LSC/N1 certification requirements from Section G per part 7 proposal, it now also needs to place appropriate obligations on the Officials Committee. Additionally, the national AO certification is not mentioned (added by USA Swimming since Section G was last revised). Also explicit national certification requirements are listed, which are not under LSC control. Lastly, N2 and N3 descriptions are conflated into a single paragraph.

Effective Date: Immediate

Proposal D – Block proposal with a rewrite of Section G (Proposed by Robert Fry, Officials Committee)

Part Nine

Section G

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.

Rational:

Section G currently lacks a mission statement for ISI Officials and the Officials Committee.

Effective Date: Immediate



Proposals for April 28, 2019 ISI HOD Meeting

Proposal D – Block proposal with a rewrite of Section G (Proposed by Robert Fry, Officials Committee)

Part Ten

Section G

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.
- 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. 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 ViceChair 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;



Proposals for April 28, 2019 ISI HOD Meeting

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 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 - Appointed by the General Chair with the advice and consent of the Senior Vice Chair and Officials Chair.

e. Western Representative - 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.

The Officials Committee shall determine the districts represented by the Eastern and Western Representatives at least every two years.

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



Proposals for April 28, 2019 ISI HOD Meeting

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;
- 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



Proposals for April 28, 2019 ISI HOD Meeting

- 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

Rational:

Section G currently lacks any language covering the Officials Committee. Other than limited language in the ISI bylaws, there is no description of the committee structure, duties, authority, or appointment process. This has fallen behind current practice accepted by the LSC.

Effective Date: Immediate

Proposal D – Block proposal with a rewrite of Section G (Proposed by Robert Fry, Officials Committee)

Part Eleven

Section G

IV. Disputes and Disciplinary Actions



Proposals for April 28, 2019 ISI HOD Meeting

This program is intended to place the professional matters within the jurisdiction of the professionals - the peers of the official. However, if there are decisions made in this process, the official has the right of appeal pursuant to the Rules and Regulations of USA Swimming and the Bylaws of the LSC. It is possible that some matters could involve more than one category. If this situation arises, then one should select the category with the highest process, i.e., professional qualification and professional misconduct then process it under the professional misconduct category and if it is professional misconduct and code of conduct then process it under the code of conduct. For disputes or disciplinary matters concerning members of the Officials Committee, the primary responsibility for action shall fall to the Senior Vice Chair.

A. Categories

There are three categories of matters that may require action by the Officials Committee with regards to disputes and disciplinary action: Professional Qualifications, Professional Misconduct and Code of Conduct.

B. Professional Qualifications

This category relates to matters involving deficiencies in the professional qualifications of the official. It relates to the technical aspects of the field of officiating, such as a lack of knowledge of the rules, improper application of the rules, etc.

- a. Primary Responsibility - LSC Officials Chair It is the responsibility of all officials to observe and evaluate the officials who are working for and with them. All deficiencies should be reported to the Meet Referee, who may address them at the time of the meet, if the Meet Referee feels that it would be best at that time. However, should it become apparent the official is deficient in the qualifications to serve in the position the official is certified for, then these deficiencies need to be reported to the LSC Officials Chairperson. The Chairperson is primarily responsible for addressing the situation. It must be kept in mind that at this stage the approach needs to be remedial rather than punitive.

The first step for the Chairperson is to gather all of the facts. The Chairperson may conduct the investigation or may assign the role to another trusted official. It is important that all of the facts are discovered and they be documented to the extent they can be. Additionally, when conducting the investigation, the following shall be determined concerning the official:

- knowledge of the rules,
- application of the rules,
- judgment on deck in applying the rules, and
- professionalism on and off deck.



Proposals for April 28, 2019 ISI HOD Meeting

After the facts are obtained, the Chairperson should schedule a meeting with the official and review in depth the performance of the official. The official needs to be given the facts as gathered by the Chairperson and the full opportunity to state his or her side of the matter and to make a request for help, should the official choose to do so. At this stage, if the Chairperson believes it is in the best interest of the official, it is appropriate to bring in other members of the Officials Committee or some third person who is a friend of the official to assist in the meeting. In the latter situation, the friend should be an official, since the investigation is addressing professional qualifications. Furthermore, should the Chairperson believe it is inappropriate for him or her to meet with the official or address the issue; the Chairperson may assign the matter to another official. The Chairperson has the following powers:

- i. to reassign the official to a lower position, where the official is qualified (i.e., referee to stroke and turn judge). The Chairperson should present the official with a program to be performed within a given time frame providing the official the opportunity to regain his or her position. Although the program to be presented should be developed by the LSC, it is recommended that it include re-training, observation over a series of sessions and testing.
- ii. to leave the official in his or her current position but establish a retraining program to correct any deficiencies. Again, any program proposed should include observation over a series of sessions and testing. In this situation, the Chairperson may decide to withhold any future assignments at the certified position until the official completes the program and is signed off by training official(s).
- iii. if the Chairperson is confronted with the situation where it is apparent the official does not comprehend and understand the rules and, in the opinion of the Chairperson, the official will not be able correct the situation, then the Chairperson has the power to recommend to the Officials Committee that the official be decertified as an official.

b. Secondary Responsibility– LSC Officials Committee

At this stage the Officials Committee will enter the picture and make the final decision on de-certification. This step should include a hearing with the official, where the official has full opportunity to make his or her position with the Committee. (See HEARINGS below.) A decision to de-certify the official should only be made as a last resort and on the recommendation of the LSC Official Chairperson. If there is no recommendation from the Chairperson then there will be no de-certification

C. Professional Misconduct



Proposals for April 28, 2019 ISI HOD Meeting

This category relates to matters involving misconduct in the performance of the official's professional duties that do not rise to the level of acts specifically covered by the Code of Conduct of the Rules and Regulations of USA Swimming.

a. Duties – LSC Officials Chairperson

A complaint alleging misconduct on the part of an official needs to be in writing and filed with the LSC Officials Chairperson. The complaint must set out the facts and the misconduct alleged. It is then the duty of the Chairperson to conduct an investigation of the allegation and develop all of the facts. The Chairperson or someone chosen by the Chairperson may conduct this investigation. In choosing someone to conduct the investigation, the Chairperson needs to choose someone who is organized, thorough, honest and objective. The person should have no relationship with the situation or the official.

b. Primary Responsibility – LSC Officials Committee

Once the investigation is completed, the entire file is delivered to the Officials Committee. The Committee will then schedule a hearing. (See HEARINGS below.) The Officials Committee has the following powers:

- i. to issue a verbal warning, however, the warning must be accompanied by conditions to be met to correct the problem and the possible consequences if they are not met (even though it is a verbal warning it should be documented in the notes of the Committee accompanying the hearing),
- ii. issue a written reprimand, but again the reprimand must be accompanied by the conditions to be met and possible consequences if they are not,
- iii. to reassign and to establish a re-training program, such as is set forth above for the Chairperson and the decision must be documented in the notes of the hearing,
- iv. to suspend the official, however, the suspension should be accompanied by conditions the official must complete during the suspension period, and
- v. to permanently de-certify the official. This should be for the most serious offenses and should be ordered only after all other remedial measures have been exhausted.

If the Official Chairperson is the investigating person then the Official Chairperson should not participate in the deliberations of the hearing. The Chairperson is the "prosecutor" in this role and should not sit as part of the jury. However, if the penalty is to be de-certification, then the Committee should consider this penalty only if the Official Chairperson has recommended it to the Committee.

D. Code Of Conduct

This category involves all acts that fall under Code of Conduct in the Rules and Regulations of USA Swimming. One of the primary issues the LSC Officials Chairperson must determine is



Proposals for April 28, 2019 ISI HOD Meeting

whether the matter falls within the jurisdiction of the National Board of Review or the Central Zone Board of Review. All complaints received by the LSC Officials Chairperson should be delivered to the Chief Executive Officer of USA Swimming if it is within the jurisdiction of the National Board of Review, or to the Central Zone Board of Review Chairperson if it is within the jurisdiction of the Central Zone Board of Review. All complaints would then be processed under the established procedures of the Central Zone and USA Swimming.

E. Hearings

The time frame for conducting the hearing should be set by the LSC but should not exceed the time frames set out in the bylaws of the LSC. There should be a provision for an emergency hearing if the facts warrant. The conduct of the hearing need not be as formal as a hearing before the LSC Board of Review but the proceedings need to be documented with written notes. The official should be given full opportunity to present his or her side of the issue with the approach being primarily remedial unless the facts dictate otherwise. The vote of the Officials Committee may be by majority, however, if it is by majority, caution should be taken to make sure the quorum requirement for an official meeting of the Committee is such that a majority vote represents a substantial number of the members of the Committee. The final decision should be written and a copy given to the official. It need not be formal document and can be in a letter format. The official shall have the right to appeal any decision imposing penalties on the official, including suspension or de-certification, to the LSC Board of Review and the opportunity to appeal should be made known to the official. All other decisions should not go beyond the Committee.

Rational:

Section G currently lacks any language covering how to handle disputes against or between officials, or any disciplinary process for officials.

Effective Date: Immediate



Proposals for April 28, 2019 ISI HOD Meeting

Proposal E – Block Proposal – Mandatory LSC Bylaw revision (Proposed by Ethan Johnston, General Chair and Travis Albang, Admin V.C.)

USA Swimming established and provided all LSCs revised Bylaws. Each LSC must ratify and put into place the revised Bylaws effective Jan 1, 2020. The mandatory language is in normal font while items where LSCs may make changes/deletions/insertions are in *italics*. Each allowed change is in red either accepting the wording (underline) or deletion (strike though), no part of the provided template was fully deleted. The revised Iowa Swimming Bylaws are attached as Proposal E. We will be voting on the whole document via Block Voting by Article.

ARTICLE 1 - NAME, OBJECTIVES, TERRITORY AND JURISDICTION

ARTICLE 2 - MEMBERSHIP

ARTICLE 3 - DUES AND FEES

ARTICLE 4 - HOUSE OF DELEGATES

ARTICLE 5 - BOARD OF DIRECTORS

ARTICLE 6 - OFFICERS AND DIRECTORS

ARTICLE 7 - DIVISIONS, COMMITTEES AND COORDINATORS

ARTICLE 8 - ANNUAL AUDIT, REPORTS AND REMITTANCES

ARTICLE 9 - ORGANIZATION, AMENDMENT OF BYLAWS AND DISSOLUTION

ARTICLE 10 - INDEMNIFICATION

ARTICLE 11 - PARLIAMENTARY AUTHORITY

ARTICLE 12 - MISCELLANEOUS

ARTICLE 13 - *ADMINISTRATIVE REVIEW BOARD*

ARTICLE 14 - CONVENTIONS AND DEFINITIONS

Rational:

Please read the accompanying document Changes to Required LSC Bylaws and FAQs. These were provided by the USA Swimming Required LSC Bylaws Task Force to assist LSCs.

Effective Date: January 1st, 2020



Proposals for April 28, 2019 ISI HOD Meeting

Proposal F – Section I.III.A.2 (Proposed by Ethan Johnston, General Chair)

2. LSC Championship Meets. The General Meet Schedule shall provide dates for the ISI Championship Meets for the forthcoming program year beginning September 1st and ending August 31st.

The ISI Board of Directors is responsible for developing contracts with the facilities to host the ISI Short Course Championships, ISI Age Group Short Course Championships and ISI Long Course Championships. These contracts should be established before the General Meet Schedule is published as provided in item 4., below. During the bidding process, ISI will encourage clubs to bid for those meets at the contracted facilities (or developed agreements of use) ~~and publish a reimbursement rate for which host clubs must remit to ISI at the time the ISI Meet Financial Summary (APP-11) is sent to the ISI Administrative Office.~~

~~The host club will reimburse ISI the following amounts:~~

- ~~— \$7,000 for the ISI Short Course Championships~~
- ~~— \$7,000 for the ISI Age Group Short Course Championships~~
- ~~— \$14,000 for the ISI Long Course Championships.~~

~~The reimbursement rate for future year's ISI Championship meets will be reviewed and amended if needed during the January ISI board meeting.~~

~~The reimbursement rate for the ISI Championship Meets held during the calendar year 2018 will be set by the ISI Board of Directors at its June 2017 meeting with a maximum amount equaling 50 percent of facility rental and fee or less if deemed necessary.~~