

	<h2>Policies and Procedures</h2>		
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## Table of Contents

1. POLICY OVERVIEW .....	2
2. PURPOSE OF POLICY.....	2
3. DEFINITIONS.....	2
4. OFFICIALS POLICIES .....	2
4.1.    Volunteers .....	2
4.2.    Officials' Uniform.....	2
4.3.    Championship Travel Reimbursement .....	2
4.4.    Coach Officials .....	3
4.5.    Officiating Hours.....	3
4.6.    Club Athlete to Officials Preferred Ratio .....	3
4.7.    Enough Officials to Conduct Meets .....	3
4.8.    Responsibility to Provide Officials .....	3
4.9.    Unattached Official Non-Athlete Registration Fee Reimbursement.....	4
4.10.    UTSI Officials Committee Membership .....	4
4.11.    Misconduct by a Utah Swimming Official.....	4
4.11.1.    Governing Organizations .....	4
4.11.2.    Complaint Procedures .....	5
4.11.3.    Possible Actions by the Officials Committee Actions .....	5
4.11.4.    Reducing, suspending or revoking a Utah Swimming Certification Requirement.....	6
4.12.    Reinstatement of a former official whose certifications have lapsed.....	6
5. CERTIFICATION, ADVANCEMENT, AND RECERTIFICATION OF OFFICIALS.....	6
6. RELATED DOCUMENTS AND FORMS.....	6
7. NOTIFICATION.....	6
8. DISTRIBUTION OF POLICY AND UPDATING .....	7
Change Log.....	8

## 1. POLICY OVERVIEW

- 1.1. Sections one (1) through three (3) give general information about the policy
- 1.2. Section four (4) lists specific policies related to Utah Swimming officials
- 1.3. Sections five (5) through fifteen (15) give requirements to become, or recertify in specific official positions including,
  - 1.3.1. Stroke and Turn Judge
  - 1.3.2. Chief Judge
  - 1.3.3. Starter
  - 1.3.4. Referee
  - 1.3.5. Administrative Official
  - 1.3.6. Administrative Referee
- 1.4. Section sixteen (16) lists documents and forms related to officiating
- 1.5. Sections seventeen (17) and eighteen (18) outline administrative procedures and responsibility for ongoing policy implementation and dissemination.

## 2. PURPOSE OF POLICY

- 1.1. Goal: To ensure volunteers receive the information and support they need to perform the role of an official at meets and meet hosts understand their responsibility to provide adequate, certified officials at their meets.

## 3. DEFINITIONS

- 3.1. **“Certified”** USA Swimming and Utah Swimming require officials to complete specific requirements before working in the capacity of Stroke and Turn Judge, Starter, Referee and Administrative Official or Referee. After completing the requirements and receiving notice of advancement, an official is then certified to work in that position. USA Swimming also requires officials to show credentials, proof of specific certifications.
- 3.2. **“LSC”** Local Swim Committee, the regional governing body for USA Swimming. The LSC for the state of Utah is Utah Swimming.
- 3.3. **“Official”** Person certified to act in the capacity of Referee, Starter, Administrative Official, Chief Judge or Stroke and Turn Judge at the meet. USA Swimming rules state that meet officials must be Non-Athlete Members of the organization.
- 3.4. **“OTS”** Officials Tracking System found on the USA Swimming website. Tracks all training, certification, and meets an official works at the local and national level.
- 3.5. **“OQM”** Officials Qualifying Meet A meet that is sanctioned and designated for National certification.

## 4. OFFICIALS POLICIES

### 4.1. Volunteers

- 4.1.1. Utah Swimming uses volunteer officials. They may not receive monetary compensation for officiating. Reimbursement of incurred expenses, thank-you gifts, and waiver of swimmer entry fees are allowed.

### 4.2. Officials’ Uniform

- 4.2.1. The purpose of having a standard uniform is to promote uniformity and professionalism at all Utah Swimming sanctioned meets and should be worn while officiating on-deck or at open water venues.

4.2.2.Utah Swimming Officials' standard uniform for the in-pool sanctioned meets shall be white collared top; black bottoms to include pants, shorts, skirts, and/or skorts; and black, closed-toe footwear with black socks. Shorts, skirts, and skorts should be of appropriate, modest length.

4.2.3.Utah Swimming Officials' standard uniform for open water shall be white collared top; and khaki bottoms of appropriate, modest length. Shoes should be any comfortable beach or boat shoes or sandals. Hats, sun protection sleeves, and neck cooling towels are optional, but should be void of product advertisement other than the brand logo of the apparel.

4.2.4.Any modifications to the uniform must be approved by the Officials Chair prior to the meet sanction.

#### 4.3. Championship Travel Reimbursement

4.3.1.UTSI certified officials intending on working sectional meets, the Western Zones Meets, and higher-level meets, may apply to the Officials Chair for consideration to receive supplementary funding to help defray some of the incurred expenses. Preference will be given to those who have not previously officiated at this level and may be adjusted according to funding available and numbers applying for reimbursement. Officials must work **at least 4** sessions at the meet for reimbursement consideration. Submission of receipt(s) showing incurred expenses, which have not been reimbursed or covered through another means, are required.

#### 4.4. Coach Officials

4.4.1.Any registered, certified Coach Member of Utah Swimming may not officiate at any meet where athlete members of their club are swimming.

#### 4.5. Officiating Hours

4.5.1.Officiating: Hours worked, and thereafter recorded in USA Swimming's OTS, may be accumulated at either UTSI Swimming/USA Swimming or Utah Masters Swimming/USMS sanctioned events.

#### 4.6. Club Athlete to Officials Preferred Ratio

4.6.1.Clubs should strive for a 20:1 swimmer to official ratio.

#### 4.7. Enough Officials to Conduct Meets

4.7.1.Any Meet Sanctioned or Approved by the Utah LSC must be conducted in compliance with USA Swimming Rules in that it must be administered and observed by a sufficient number of LSC officials certified for the positions of Referee, Starter, Administrative Official and Stroke and/or Turn Judge(s).

#### 4.8. Responsibility to Provide Officials

4.8.1.As our officials operate on a volunteer basis, it is the responsibility of the hosting Club to recruit and provide the required minimum number of officials. The Meet Director or designee, whose contact information is published on the Meet Announcement, will act as the contact person for officials volunteering to work the meet. The hosting team may alternatively provide an internet link for a volunteer sign-up page, or other such measure, to record the names and assignments of officials planning to work the meet. At the time teams submit entries, they should include a list of officials from their team who are planning on officiating at that meet. If further individual contacts need to be made for official recruiting purposes, the UTSI website maintains a current list of certified officials and their contact information. The Officials Chair also maintains an email distribution list for all UTSI certified officials, as the Member Communications Coordinator does for team contacts and/or officials, and they may assist in sending out email "blasts" requesting officials to volunteer for the meet. The lists of officials committing to work at the meet shall be shared with the Meet Referee.

4.8.2.Alternatively, it is the prerogative of the Meet Referee to assume responsibility for the recruitment and positional assigning of officials for their meet.

#### 4.9. Unattached Official Non-Athlete Registration Fee Reimbursement

- 4.9.1. To qualify for Non-Athlete Registration Fee reimbursement, the Official must meet the following criteria.
- 4.9.2. Registered as Unattached with USA Swimming or other special circumstances at the discretion of the Officials Chair.
- 4.9.3. Does not have a child(ren) registered as an athlete with USA Swimming and/or Utah Swimming.
- 4.9.4. Must have worked at least 8 sessions in the calendar year (January 1 – December 31).
- 4.9.5. At least 3 sessions of the 8 must be at a Utah Swimming Senior and/or Age Group Championship meet in the calendar year (January 1 – December 31).
- 4.9.6. Background Check fees shall not be reimbursed.
- 4.9.7. Once all criteria have been met, reimbursement request, along with receipt(s), shall be submitted to the Officials Chairperson for approval.

#### 4.10. UTSI Officials Committee Membership

- 4.10.1. See policy #50 (*Committees Handbook*) on the [UTSI Policies and Procedures webpage](#)

#### 4.11. Misconduct by a Utah Swimming Official

##### 4.11.1. Governing Organizations

- 4.11.1.1. A mandated reporter is a person who is legally required to ensure a report is made when abuse is observed or suspected. The state of Utah designates a Mandatory Reporter as “any person who has reason to believe that a child has been subjected to abuse or neglect” (Utah Code Ann. §62A-4a-403). This report must be made to a law enforcement agency or the Division of Child and Family Services.
- 4.11.1.2. Additionally, Safe Sport and other USA Swimming Code of Conduct violations are reported directly to the organizations as instructed at [www.usaswimming.org/report](http://www.usaswimming.org/report).
- 4.11.1.3. Utah Swimming may address other misconduct by an official not addressed by the US Center for Safe Sport, USA Swimming, or other entities. This includes USA Swimming rule and regulation violations and/or Utah Swimming rule, regulation, and policy violations by the official.

##### 4.11.1.4. Utah Swimming Officials Committee

- 4.11.1.4.1. As the LSC governing body over official certification, the Utah Swimming Officials Committee proactively uses opportunities for mentoring and education, but also may take disciplinary measures upon Utah Swimming officials. This may include suspending or revoking the Utah Swimming official certification of any official who has committed USA Swimming Rule and Regulation violations and/or Utah Swimming rule, regulation, and/or policy violations during their officiating duties.
- 4.11.1.4.1.1. The severity of the consequence of their action or inaction upon athletes will be a prime consideration.
- 4.11.1.4.1.2. Where applicable, established patterns of uncorrected behavior despite clear communication of the need to change previously given by the Officials Committee will be another consideration.
- 4.11.1.4.2. The Officials Committee disciplinary scope of action is limited to requiring additional training or observation; issuing an informal or formal reprimand; and/or reducing, suspending or revoking the LSC certification of the official. The committee may not revoke or suspend USA or Utah Swimming membership. Additionally, they do not address issues handled by other bodies such as the US Center for Safe Sport or USA Swimming. Formal consequences require that a quorum be present at an officials committee meeting and that more than 50% of those present agree with the decision by a vote.

#### *4.9.1.5. Utah Swimming Administrative Review Board*

- 4.9.1.5.1. The Utah Swimming Administrative Review Board may hear cases involving officials. However, only the Officials Committee may suspend or revoke a Utah Swimming official's LSC certification or invoke other educational or disciplinary measures regarding the official's training or certification.
- 4.9.1.5.2. The Administrative Review Board may refer cases to the Officials Committee as appropriate and vis versa.
- 4.9.1.5.3. The Administrative Review Board is the appellate body for an official who feels improper action was taken by the Officials Committee. Appeals must be applied for in writing within 15 days of the official's notification of disciplinary action by the Officials Chair.

#### *4.11.2. Complaint Procedures*

- 4.11.2.1. The General Chair, Officials Chair, and/or Administrative Review Board, in response to a written, timely allegation of misconduct of a Utah Swimming Official by a Utah Swimming member, may authorize a confidential inquiry to determine whether a further investigation or action by the Officials Committee is warranted. Written complaints must be received by one of the above within 30 days of the alleged incident.
  - 4.11.2.1.1. In this case, "timely" is defined as within 30 days of the alleged incident.
  - 4.11.2.1.2. As a result of involvement with a case, the Administrative Review Board may refer information regarding possible misconduct of a Utah Swimming official to the Officials Committee for further review and possible action. In this case, timely is 7 days after the resolution of the case.
- 4.11.2.2. If confidential inquiry determines further investigation or action by the Officials Committee is warranted, the official shall be notified within 15 days of receipt of the original complaint and given the opportunity to respond to the complaint in writing.

#### *4.11.3. Possible Actions by the Officials Committee Actions*

- 4.11.3.1. The Officials Committee may receive, review, and privately discuss information pertaining to the alleged incident. High standards of confidentiality are expected and will be enforced. If the committee is deliberating a case, the General Chair shall be notified that a case is open. All committee members must receive and review the official's written response to the alleged complaint if one is sent.
- 4.11.3.2. Recommendations and rulings from the Utah Swimming Officials Committee must be issued within 60 days of the receipt of the initial complaint. All those directly involved shall be notified as well as the General Chair.
- 4.11.3.3. Recommendations or rulings include but are not limited to:
  - 4.11.3.3.1. Take no additional action.
  - 4.11.3.3.2. Identify training needs and/or use mentoring opportunities to help the official improve.
  - 4.11.3.3.3. Issue an informal or formal reprimand.
  - 4.11.3.3.4. Require the official to receive specified retraining and/or work under specified conditions for a period or until specified criteria is met.
  - 4.11.3.3.5. Reduction of the certification level of the official for a definite or indefinite period.
  - 4.11.3.3.6. Suspending a Utah Swimming official certification for a definite or indefinite period.
  - 4.11.3.3.7. Revoking a Utah Swimming official certification.

#### 4.11.4. Reducing, suspending or revoking a Utah Swimming Certification Requirement

4.11.4.1. If the Utah Swimming Officials Committee decides that an official's Utah Swimming certification should be either reduced, suspended or revoked, the Utah Swimming General Chair must be notified of this intention.

4.11.4.1.1. If the official is also nationally certified, the Officials Chair should also make USA Swimming National Headquarters aware of the LSC actions if they might affect the official's national credentials. (For example, if LSC certification in a specified position is required for national certification.)

4.11.4.2. The General Chair or Officials Chair must advise the official in writing of the suspension or revocation of certification and of the official's right to petition the Utah Swimming Administrative Review Board for a hearing if they feel the action taken is improper. Appeals must be applied for within 15 days of notification.

4.11.4.3. Suspensions must include terms for reinstatement. These might include a length of time, required education and/or observation, etc.

#### 4.12. **Reinstatement of a former official whose certifications have lapsed.**

4.12.1. The official must apply for reinstatement to the Officials Chair in writing by mail or e-mail.

4.12.2. The Officials Chair and Training Coordinator will decide what training and/or observation will be required.

4.12.2.1. The official whose certifications have lapsed will be notified as to these requirements.

4.12.2.2. Factors to consider include:

4.12.2.2.1. Length of time they were an official

4.12.2.2.2. Local certifications

4.12.2.2.3. National levels of certification

4.12.3. The Chair or Training Coordinator will make the necessary arrangements to ensure that proper training and/or observation take place.

### 5. CERTIFICATION, ADVANCEMENT, AND RECERTIFICATION OF OFFICIALS

Training and certification to become a USA Swimming Official as well as advancement in certification and recertification of Officials shall follow the Policies & Procedures as set forth by USA Swimming 'Officials Certification Standards' and USA Swimming Rules & Regulations 102.10.2. All LSCs are required to implement these standards beginning February 1, 2024.

### 6. RELATED DOCUMENTS AND FORMS

6.1. Current forms used by officials at meets are available at [www.swimutah.com](http://www.swimutah.com) > Officials, and [www.usaswimming.org/officials](http://www.usaswimming.org/officials)

6.2. *Online Referee Report* to be completed by meet referee after every meet worked is available at [www.swimutah.com](http://www.swimutah.com) > Officials

6.3. Training Records and Applications to become an official are available at [www.swimutah.com](http://www.swimutah.com) > Officials

6.4. USA Swimming *Officials Tracking System* (OTS): [www.usaswimming.org/ots](http://www.usaswimming.org/ots) Contact previous Officials Chair or USA Swimming for administrative access

### 7. NOTIFICATION

7.1. Requirements to become an official, or location of Officials Policy, will be listed on any training records or forms.

7.2. Requirements to become an official will be taught in training clinics.

7.3. The Officials Chair may refer those with questions about certification to the policy.

- 7.4. New Officials Chairs will be made aware of this policy during Board of Directors training.
- 7.5. The Officials Chair will train members of the Officials Committee on their responsibilities in the *Misconduct by a Utah Swimming Official* section at least annually.
- 7.6. The Officials Chair will notify the Board of Directors and the Administrative Review Board of the ability to report possible misconduct of officials to the Officials Committee annually and of the availability of additional information in this policy.

## 8. DISTRIBUTION OF POLICY AND UPDATING

- 8.1. The Officials Policy shall be posted on the Utah Swimming Policies and Procedures page.
- 8.2. A link to the policy shall appear on the *Officials Page* of the Utah Swimming website.
- 8.3. Annually, the Officials Chair or designee will review policy and update as needed.
- 8.4. Annually, the Officials Chair or designee will ensure training and any related information posted on the website or published are congruent with current policy. Also, ensure requirements under *Notification* section are met.

Change Log				
Version	Date	Description of Change/Section(s)	Author or Editor	Authority
1	Pre 3/2014	Pre-existing/Entire Policy	3/2014 P&P Manual	BOD
2	2014	Updated/Unknown	Wane Oviatt	BOD
3	2018	Updated/Unknown	Wane Oviatt	BOD
4	11-12-2019	Formatting changes. Updates to requirements/ Becoming a Stroke and Turn Judge (Registration); Becoming a Referee (Training); Administrative Official (Recertification)	Cathy Vaughan, Carri Oviatt, Alicia Simon	BOD
5	2-9-2021	Updated or clarified most certification or recertification requirements. Changed pronouns to gender neutral, standardized headings, and modified <i>Notification</i> and <i>Distribution and Updating of Policy</i> sections.	Alicia Simon, Officials Committee, and Cathy Vaughan	BOD
6	5-11-2021	Updated Referee Training section by adding required sessions worked with AO and TEO.	Officials Committee	BOD
7	10-18-2021	Updated wording	Serena Werner	BOD
8	4-11-2023	Inserted section on misconduct and related material and updated related material throughout policy.	Officials Committee and Cathy Vaughan	BOD
9	1-14-2025	Addition of Unattached Officials Reimbursement Policy	Officials Committee	BOD
10	6-10-2025	Update 251 Officials Policy and Procedures on certification, advancement, and recertification of Officials; Addition of Officials uniform policy	Officials Committee	BOD