Officials Chair Description-The officials chairs is an at large Board of Director member of Border Swimming. The person that holds this role is responsible for attending Border Swimming Board meetings and hosting officials committee meetings. The Officials chair is the liaison between the USA-Swimming, Border Swimming and the club officials. Officials chairs are selected from the existing pool of Referees and appointed by the General Chair every even year at the HOD, or as needed.

Election of BD Officials Chair
Eligibility-Any BD registered officials certified for at least one year as a referee in Border Swimming is eligible.
Process-The election of the Official Chair shall be conducted during the July officials meeting and announced at the HOD meeting. The candidate must be elected by more than 50% of those casting votes of the officials committee.
Replacement of the Official Chair if she/he resigns or no longer meets the eligibility requirements, the officials committee shall elect a replacement to complete the term subject to the eligibility.

USA Officials Policy is dictated in USA Swimming Rulebook Section 102.10.

Local Policy:
1. All Border officials must be Non-Athlete registered members of USA-SWIMMING and be in good standing as per the Border Swimming Bylaws.
2. All officials must sign and adhere to the Border Swimming Officials Code of Conduct prior to full certification. Appendix A--BD Officials Code of Conduct

Official De-Certification

Purpose - This policy lays out the conditions and process for de-certifying an official. It is the responsibility of all officials to observe and evaluate the officials who are working for and with them. All issues should be reported to the meet referee, who may address them at the time of the meet. However, should it become apparent the issue(s) are serious; they should be reported to the LSC Official's Chair.

Reasons for Decertification

- 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.
- Professional Misconduct - 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 (Article 304.3 of the Rules and Regulations of USA Swimming).
- Code of Conduct - This category involves all acts that fall under Article 304 of the Rules and Regulations of USA Swimming. This category does not fall under this policy. Any complaints in this category should be passed on to the National Board of Review for resolution

Process and Outcomes- Professional Qualifications

- LSC Official's Chair. The Chair 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 Chair is to gather all the facts. The Chair may conduct the investigation or may assign the role to another trusted official. It is important that all the facts are discovered and 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 the deck.
- After the facts are obtained, the Chair 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 Chair 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 Chair 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, because we are addressing professional qualifications. Furthermore, should the Chair believe it is inappropriate for him or her to meet with the official or address the issue, the Chair may assign the matter to another official.

Outcomes

- To reassign the official to a lower position, where the official is qualified (i.e., referee to stroke and turn judge). The Chair 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. It is recommended that the program include re-training, observation over a series of sessions, and testing.
- 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 Chair may decide to withhold any future assignments at the certified position until the official completes the program and is signed off by the training official(s).
- If the Chair is confronted with the situation where it is apparent the official does not comprehend and understand the rules, and, in the opinion of the Chair, the official will not be able correct the situation, and then the Chair has the power to recommend to the Officials' Committee that the official be decertified as an official.

7. Actions of 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's Chair. If there is no recommendation from the Chair, then there will be no de-certification.

Process and Outcomes- Professional Misconduct

LSC Official's Chair Duties

A complaint alleging misconduct on the part of an official needs to be in writing and filed with the LSC Official's Chair. The complaint must set out the facts and the misconduct alleged.

It is then the duty of the Chair to investigate the allegation and develop all the facts. The Chair or someone chosen by the Chair may conduct this investigation. In choosing someone to conduct the investigation, the Chair needs to choose someone who is organized, thorough, honest, and objective. The person should have no relationship with the situation or the official.

LSC Officials' Committee Duties

Once the investigation is completed, the entire file is delivered to the Officials' Committee. The Committee will then schedule a hearing.

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

- Outcomes
    - To issue a formal 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);

- To issue a written reprimand, but again the reprimand must be accompanied by the conditions to be met and possible consequences if they are not;
- To reassign and to establish a re-training program, such as is set forth above by the Chair and the decision must be documented in the notes of the hearing;
- To suspend the official, however, the suspension shall be accompanied by conditions the official must complete during the suspension period, and
- To permanently de-certify the official from a level of certification. This should be for the most serious offenses and should be ordered only after all other remedial measures have been exhausted.

Hearing Procedures-as a last resort.

1. The period for conducting the hearing should be set by the LSC but should not exceed the periods set out in the bylaws of the LSC. There should be a provision for an emergency hearing if the facts warrant.
2. The conduct of the hearing need not be as formal as a hearing before a 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.
3. 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.
4. 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 Directors and the opportunity to appeal should be made known to the official. No decisions should go beyond the Committee.

Appeals- The Officials' Committee has the final authority on decisions of de-certification of LSC certifications within Border Swimming. Decisions can be appealed through a Board of Review.

National Officials Committee Chair: In the event the BD Officials Committee's decision is full decertification of all certifications and/or the official holds any N2 or N3 level certifications for the level being recommend decertifying, the National Officials Committee Chair is to be notified and provided all documentation for final review and decision.

The LSC General Chair will also be notified of recommendation for certification and involved in deliberations as necessary with National Officials Committee Chair and LSC Officials Chair.

7. Stipends for USA-S Meet Travel

- Purpose - The purpose of this policy is to establish the requirements and guidelines for BD officials seeking reimbursement for travel expenses while participating as an official at approved USA Swimming Sanctioned Championship Meet(s). This policy and the requirements are maintained by the Border Swimming Board of Directors.
- Criteria - To be eligible for a stipend, officials must be registered with USA Swimming, through Border Swimming, Inc., at the time of the competition requesting stipend. Officials must have worked at least 12 sessions at Border Swimming meets within the last 12 months of the date of competition for which the stipend is requested. Officials can only request one stipend per 12 month period. Officials are required to work a minimum of two sessions for requested competition.
- Stipends can be used for reimbursement for travel including hotel, flight, car rental, gas, or food. Officials will be required to cover any costs that exceed the stipend amount.
- Official Stipend request and check request form must be filled out and signed by the Officials Chair and General Chair prior to being reimbursed.

- The total amount budgeted for BD officials travel fund will be determined by the BD Officials chair or designee and is subject to the overall approval of the BD Officials budget by the BD House of Delegates
- Reimbursement is not guaranteed.
- Officials whose travel expenses are being reimbursed by USA Swimming are not eligible for additional reimbursement from BD for that meet.
- Eligible USA Swimming National Championship Meets - Travel to these meets will be considered for funding: USA Swimming Winter/Summer Nationals, USA Swimming Winter/SummerJunior Nationals, USA Swimming Olympic Team Trials, USA-S recognized Sectional meets, Senior Zones and Texas Age Group swimming.
- BD reimbursement is not available for USA Swimming meets not listed in this policy oe any for non-USA Swimming events.

Requirements from Officials

- Officials must have been accepted to officiate at one of the approved USA Swimming Meets listed in this policy, travel to the meet, and officiate for at least two sessions.
- Officials must have officiated at a minimum of twelve sessions hosted by BD clubs in the 12 months prior to the meet for which reimbursement is requested.

Payment Process

- All reimbursements will be paid directly to the BD official upon acceptance of the BD reimbursement request and completion of the Border Stipend Request form, provided to the BD Treasurer at treasurer@ncswim.org following the meet.
- Each person receiving funding agrees to work as a mentor/evaluator at the request of the BD Officials Chair at least once in the year following the reimbursed meet at a designated OQM meet or other educational activity in BD.

8. Radio Use

Border Swimming has purchased radios to be used according to the policy stated below. When not in use, the radios will be the responsibility of the General Chair or Admin Chair.

- The radios will be charged and ready for use by the officials as directed by the AO of the meet.
- The Deck Referee will announce what channel will be used for the during the officials meeting.
- Radios calls should be made as stated below.

  S/T judge-possible DQ in lane X, simultaneously raising a hand above the calling officials head.

  Ref-will ask for the call and will announce a confirmed DQ or no DQ.

9. Uniforms

Officials chair is the keeper of the BD officials shirts. Each official will be provided a white prelim shirt and blue finals shirt upon earning their officials credentials.

Prelims/Finals-whiteover above tan for prelims, navy over tan for finals. For the Friday timed finals session, white over tan is the uniform. Tan bottoms can be shorts, shirts or pants. All other uniform requirements are in line with national standards.

Timed finals and trials-white above tan.

Headsets are provided to officials upon training sessions. Subsequent headsets are for purchase only.