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|  | <b>POLICY &amp; PROCEDURE</b>                                | <b>POLICY NUMBER:</b><br>201K  |
|   | <b>Subject:</b><br><br><b>ADMINISTRATION –<br/>OFFICIALS</b> | <b>EFFECTIVE DATE:</b><br><b>05/01/2013</b><br><br>Approved:<br>11/14/2012 |

## 1. OPERATION OF SWIMMING MEETS

- A. Meets within Arizona shall be staffed by registered officials holding current certification(s) from Arizona Swimming (“AZSI”).
- B. Certified Officials from other LSCs are welcome to officiate in Arizona upon verification of USA Swimming membership and level of certification from their home LSC.
- C. Upon request, a listing of officials is generally available to the Meet Referee or Meet Director from the AZSI office with the permission of the Officials Chair or his designee. Additionally officials may be contacted through the use of the AZSI maintained ‘email blast’. The listing of Certified Officials may not be published or otherwise distributed.
  - 1. Officials listing and the AZSI email blast will only provide contact information about Officials who have consented to the publication of their personal registration information. See AZSI Privacy Policy - 820

## 2. OFFICIALS REQUIRED

- A. All officials acting in the capacity of Referee, Starter, Administrative Official/Referee or Stroke and/or Turn Officials at a swimming meet shall be certified in such position by AZSI prior to being assigned to officiate in that capacity. See below for AZSI certification requirements.
- B. Uncertified trainees may perform the duties of such positions when they are under the direct supervision of a certified official. Minimum number of Certified Officials as listed below applies.
- C. Except as provided below, officials other than the Referee may act in more than one officiating capacity but only when sufficient qualified officials are not available.
- D. No official may simultaneously time and judge order of finish.
- E. All swimming meets or time trials except for Dual and Intrasquad meets there should be no fewer than five (5) certified officials that have been approved by AZSI:
  - 1. Meets other than dual and Intrasquad meets: 5 Officials required\*
    - i. 1 Referee\*
    - ii. 1 Starter\*
    - iii. 3 timers per lane (one minimum if using touchpads)
    - iv. 1 Clerk of Course (if applicable)
    - v. 1 Place Judge\*(if only 5 officials, Starter may double as Place Judge).

- vi. 2 Stroke Judges and 2 Turn Judges or 2 Stroke & Turn Judges\*
- vii. Relay take-off Judges (if applicable)
- viii. 1 Administrative Official / Referee\*

**5 Required Officials Minimum**

- ix. 1 Announcer
  - x. Timing equipment operators (as needed)
  - xi. Meet Marshals (2, or 4 in prelim/finals meets)
2. Dual Meets and Intrasquad Meets: 4 Officials Required\*
- i. 1 Referee\*
  - ii. 1 Starter\*
  - iii. 2 Stroke & Turn Judges \*(one may be the Referee)
  - iv. 1 Announcer
  - v. 3 Timers per lane (one minimum if using touchpads).
  - vi. 1 Administrative Official/Referee\*
  - vii. 1 Place Judge\*(If only 4 Officials, Starter may double as Place Judge)

**4 Required Officials Minimum**

- viii. Relay take off judges (if applicable)
- ix. Timing equipment operator (as needed)
- x. Meet marshals (2)

\*Notes: a. The Administrative Official/Referee position is a full-time meet position, and in no case may the Administrative Official/Referee perform other meet duties; nor may another official with deck responsibilities also be the Administrative Official/Referee during the meet.

b. The Starter may perform only one (1) other official duty, excepting the Referee and the Administrative Official/Referee position.

c. The Stroke & Turn Judge and Place Judge may not be the same person.

d. The Meet Referee, if acting as deck referee, may not perform as Administrative Official/Referee.

e. Timing: May use 3 Timers when the timing system is 3 manual watches, 2 timers when using a semi-automatic system, and 1 timer when using a fully automatic system.

- F. In no case shall required officials be less than those required by USA Swimming and AZSI for the appropriate class of competition.
- 1. Times achieved at Meets run without required number officials shall not be uploaded to SWIMS.
    - a. Required number of Officials shall be documented by the various officials who sign in at meets on the Officials Sign-In Sheet. The Officials Sign-in Sheet will be provided to the AZSI office for review prior to posting of times to the SWIMS data base.

### **3. OFFICIALS CERTIFICATIONS**

- A. All officials must be current members of USA / Arizona Swimming and have completed the required background screening(s) and Athlete Protection training and any other additional requirement of USA Swimming and AZSI.
  - B. The following categories of Officials are recognized and certified by Arizona Swimming:
    - 1. Referee
    - 2. Referee / Non-Starter
    - 3. Starter
    - 4. Stroke and Turn Judge
    - 5. Administrative Referee/official \*
    - 6. Trainee
      - i. All officials certified in a category are deemed to be certified in all lower categories.
- \* Administrative Referees/Officials are certified only by the AzSI Officials Committee Chair upon request.

Prospective officials must meet standards set by the officials committee including but not limited to, attending a clinic, taking and passing the required on line testing and receiving a satisfactory rating from the Meet Referee where training sessions were worked. See Exhibits published on Officials web site for more information.

- C. **Photo Id Badges.** As part of AzSI commitment to athlete protection, effective with registration year 2012 Arizona Swimming will begin to issue photo id badges for all AzSI non-athletes members. Effective with the 2013 registration year, such photo id's will be required for all non-athlete members.
- D. **Registration:** All officials are responsible for keeping official certification current. Additionally criminal background checks and athlete protection training must also be kept current.

#### **4. REIMBURSEMENT FOR ATTENDING NATIONAL LEVEL COMPETITION**

In addition to enforcing the rules of swimming uniformly across all meets, one of the goals of the Officials Committee is to educate the athletes in the protocols of swimming in meets at all levels. When an Arizona athlete ventures onto the national deck, they must have the knowledge as to the protocols which will be used in the administration of that meet. To educate our athletes, the officials of AzSI must also understand the way meets are conducted at that national level. To that end AzSI provides limited funds to offset the cost of attending and participating at such National Meets.

Only National Meets sponsored by USA Swimming qualify for any assistance. National Level meets that qualify are US Open, Junior Nationals and National Championships, and Olympic Trials.

To qualify for reimbursement of costs for attending such National Level meets, the Official Chair shall:

- A. Encourage officials who have not participated at the National Level, especially new referees to attend such meets.
  - B. Recommend to the General Chair the officials whom the Officials Chair feels would benefit from this experience, and
  - C. Inform the General Chair as to the availability of budgeted funds for such trip,
  - D. the General Chair's may either approve or decline to approve attendance at the National Level meet.
  - E. Should the General Chair decline to approve participation in a Meet, the Officials Chair may appeal that decision the Board of Directors whose decision shall be final.
  - F. **Limitation as to funding of travel to National Level Meet**
    - a. Generally only two officials may be reimbursed for each cycle of meets, a cycle being Long Course and Short Course season, and
    - b. Officials who have not previously been reimbursed for such participation have first priority to funding, and
    - c. Reimbursement shall be limited to air fare only with a maximum of \$350 per participant.
    - d. If no officials who have not previously been reimbursed apply for and are granted funding, then such funding as outlined in a. and c. above shall be available to other officials participating at a National Level Meet on a first come first serve basis.
    - e. Officials who participate in this program are expected to work all sessions of the meet. The Officials Chair may grant permission for the participating official to not work certain sessions such as, for example, Thursday night distant events, to limit the number of days a participating official would miss work.
5. **USA SWIMMING ANNUAL OFFICIALS TRAINING CLINIC**
- The USA Swimming Annual Officials Training Clinic is held at various venues around the country. USA Swimming limits the number of participants to this clinic to two per LSC. The procedure for selection of attendees that will be reimbursed by AzSI for certain limited expenses, subject to policy and procedure, is as follows:
- The Officials Committee Chair shall,
- A. Encourage officials especially new referees, to attend such meets, and apply for available reimbursement of expenses
  - B. Recommend to the General Chair the officials whom the Officials Chair believes would benefit from this Clinic.
  - C. Inform the General Chair as to the availability of budgeted funds for such trip.
  - D. the General Chair may either approve or decline to approve attendance at the Event.
  - E. Should the General Chair decline to approve participation in an Event, the Officials Chair may appeal that decision the Board of Directors. The appeal shall be made in writing and filed within 15 days of the General Chair's determination. The decision of the Board of Directors shall be final.

- F. Within two weeks of returning from an Event, the Committee Chair shall submit to the general Chair a written report highlighting the Event and the application of its topics to AzSI.
1. Failure to submit the required report shall disqualify the participant from further reimbursement for attending such Events.
- G. At some Events USA Swimming provides lodging, meals and a cash per diem, requiring only transportation on the part of participant. In these cases the reimbursement from AzSI shall be limited to transportation, in accordance with AzSI Policies.

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## UPDATES

| Dates      | By Whom  | Abstract of Change                     | Section     | Control |
|------------|----------|--|-------------|---------|
| #          |          |  |             |         |
| 09/01/2010 | National | Criminal background screening          | 3.D         |         |
| 09/01/2011 | National | Athlete protection training            | 3.D.        |         |
| 04/22/2011 | HOD      | removal of Meet Marshal move to 201 O  |             |         |
| 07/18/2012 | BOD      | added AzSI to clarify which OC         | 1.B*        |         |
|            |          | Codify attendance at national meets    | 4. Et seq   |         |
|            |          | Codify attendance at national training | 5. Et seq   | 12-008  |
| 5/1/2013   | HOD      | Revise Req. for number of Officials    | 2.E. Et seq | 13-001  |
| 5/1/01     | National | Revise to include Admin Official       | 2.A.        | 13-002  |