

	<b>POLICY &amp; PROCEDURE</b>	<b>POLICY NUMBER:</b> 201K
	<b>Subject:</b>  <b>ADMINISTRATION – OFFICIALS</b>	<b>EFFECTIVE DATE:</b> <b>4-1-2018</b>  Approved: <b>10-18-2017</b>

## 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 The listing of Certified Officials may not be published or otherwise distributed.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 an official 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. Officials other than the Referee and Administrative Official/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 there shall be no fewer than four (4) certified officials that have been approved by AZSI:
  - 1. 1 Referee
  - 2. 1 Starter
  - 3. 1 Administrative Official/Referee\*
  - 4. Chief Judge (optional except that a Chief Judge is required for Senior and Age Group State Championships {SC and LC} and for all Officials’ Qualifying meets [OQM])
  - 5. 2 Stroke Judges and 2 Turn Judges or 2 Stroke & Turn Judges
  - 6. Timers as required by current USA Swimming Rules & Regulations

7. 1 Clerk of Course(if applicable)
8. Place Judge(s)
9. Relay take-off Judges (if applicable)
10. 1 Announcer
11. Timing equipment operators (as needed)
12. Meet Marshals (2, or 4 in prelim/finals meets) (see AZSI policy)

Note:

- 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. Timed final and non-championship prelim/finals meets are required to have only an Administrative Official.
- c. Championship prelim/finals meets and OQM meets are required to have an Administrative Referee.
- d. The Starter may perform only one (1) other official duty, excepting the Referee and the Administrative Official/Referee position.
- e. The Stroke & Turn Judge and Place Judge may not be the same person
- f. The Meet Referee, if acting as deck referee, may not perform as Administrative Official/Referee.
- g. 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 of officials shall not be uploaded to SWIMS. 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.
  2. Meet run without less than required number of officials and/or meet marshals shall be subject to penalty as specified in policy. Amount of penalty is posted in the annual Statement of Fees.

### 3. OFFICIALS CERTIFICIATIONS

#### A. Certification

- 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. Officials shall be certified by the AzSI Officials Committee chair upon request. The following categories of officials are recognized and certified by Arizona Swimming:
  - i. Referee (DR),
  - ii. Starter (SR),

- iii. Chief Judge (CJ),
    - iv. Stroke and Turn Judge (ST),
    - v. Administrative Referee/Official (AR/AO).
  - c. Trainee 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, a deck check, and receiving a satisfactory rating from the Meet Referee where training sessions were worked.
  - d. All officials shall meet the requirements for certification in each of the above categories.
  - e. All officials shall be certified till 12/31 of the year following the year in which the category requirements were met.
- B. Recertification
- a. All officials shall be recertified each year.
  - b. All officials shall 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.
  - c. The following categories of officials are recognized for recertified by Arizona Swimming:
    - i. Referee, Chief Judge, or Stroke and Turn Judge  
(Recertification at the highest certified level will meet the requirements for all lower level positions e.g.: Recertification as a CJ will meet the requirements for recertification as a S&T; but not a Referee),
    - ii. Starter,
    - iii. Administrative Referee/Official.
  - d. Officials seeking recertification in more than one of the above categories must complete the requirements for that category.
  - e. Recertification requirements are by year:
    - a. Even years (2018, 2020, 2022, etc.) In the given year, the Official shall successfully complete the USA Swimming Recertification Test for the position and/or category desired and pass a LSC deck check at one of 4 sessions at that level or maintain a National Certification at the requested position and/ or category and work 4 sessions as a ST.
    - b. Odd Years (2019, 2021, 2023, etc.) In the given year, the Official shall successfully complete a LSC Clinic or Swimposium for the position and/or category desired and work 4 sessions as a ST.
    - c. Officials are encouraged to take the USA Swimming Recertification Test and a clinic for the position and/or category each year.

Officials shall be recertified by the AzSI Officials Committee chair to 12/31 of the year following completion of the recertification requirements (e.g. completion of the even year requirements will recertify the Official till 12/31 of the odd year).

- 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 identification badges 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.
  - 1. Arizona Swimming will reimburse Graduated Officials for their annual USA /AZ Swimming membership fee only. Graduated officials are defined as those who:
    - a. Currently have no immediate family members competing within Arizona Swimming LSC or collegiately in-state.
    - b. Have a swimmer who competed for three (3) consecutive years within Arizona Swimming, and
    - c. Have a swimmer who has a diploma from an Arizona High School or equivalent.
      - i. In order to be eligible for reimbursement the Graduated Official must:
        - 1. Be registered as unattached.
        - 2. Provide dates of volunteering meets with application.
        - 3. Shall not be eligible for such reimbursement from any home club.
        - 4. Work a minimum of 3 separate meets during each of the previous SC and LC seasons.
      - ii. To be eligible for reimbursement of the previous year's registration fee, the application shall be submitted between Jan 1-31<sup>st</sup> of the calendar year immediately following the registration year.  
Example: Applications for reimbursement for 2015 may only be submitted January 1 - January 31, 2016.
      - iii. Reimbursement is subject to budget limitations.

#### **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 will provide funds to offset the cost of attending and participating at such National Meets. Only national level or sectional meets, outside of the LSC sponsored by USA Swimming qualify for assistance. National level meets that qualify are US Open, Junior Nationals Futures, Pro Series Meets, National Championships, and Olympic Trials. To following applies to reimbursement of costs for attending such national level meets:

- A. LSC Officials shall have worked 20 sessions in 12 months preceding the request for funding.
- B. The LSC Official shall notify the Officials Chair of their intend to request reimbursement after acceptance to the meet and prior to the start of the meet.
- C. The Officials Chair shall notify the Official of their acceptance for reimbursement.
- D. Inform the General Chair and Executive Director as to the availability of budgeted funds for such trip,
- E. Should the General Chair or Officials Chair decline to reimburse the Official for the Meet, the Officials Chair or Official may appeal that decision the Board of Directors whose decision shall be final.
- F. Officials who participate in this program shall not have received reimbursement from other sources e.g. Meet Host, Zone or USA Swimming.
- G. 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.
- H. Limitation as to funding of travel to National Level Meet
  - a. Reimbursed shall be for each cycle of meets, a cycle being Long Course (May to August) and Short Course (September to April) season, and
  - b. Officials requesting and approved for reimbursement will be provided one share each. The maximum funds authorized for each cycle is \$1,500. The total number of share shall be divided into the maximum funds authorized to determine the calculated share value. The share values will be determined at the end of each cycle. No share maybe greater than \$750.
  - c. Reimbursement shall be limited to the maximum of a participant calculated share value, \$750, or the approved receipts for travel and lodging whichever is smaller. Per Diem is not authorized.
- I. Limitation as to funding of travel to Sectional 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 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 above shall be available to other officials participating at a Sectional Level Meet on a first come first serve basis.

**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 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.

**6. OFFICIALS RECIPROCITY**

- A. Transferring Official will follow USA Reciprocity Policy Guidelines and provide Transfer Form to Officials Chair. The form is available in the Document Library on AzSI web site.

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**UPDATES**

<b>Dates</b>	<b>By Whom</b>	<b>Abstract of Change</b>	<b>Section</b>	<b>Control #</b>
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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
5/1/2013	National	Revise to include Admin Official	2.A.	13-002
11/19/2014	HOD	Revise limitation on travel funding	4.F.c	14-022
01/21/2015	BOD	Graduated Officials Program	7	15-002
02/18/2015	BOD	Meet Marshals Notation	2.E.2x	15-003
02/18/2015	BOD	Officials Reciprocity	6	15-004
02/18/2015	BOD	Certified Officials	3.B.Et seq	15-005
05-12-2015	BOD	Required Officials	2	15-008
5-12-2015	HOD	Grad Officials Tabled	7	15-009
5-20-2015	BOD	Graduated Officials	3.D.1	15-015
12-11-2015	Office	Add reimbursement form	All	16-006
1-20-2016	Office	3. Chief Judge	3. B	16-016
1-20-2016	Office	Required Officials penalty	2.F.2	16-017
6-15-2016	BOD	Amendments required officials	2.E,4/2.E.4.12	16-024
10/18/2017	BOD	Certifications/Reimbursement	3.A-B, 4A-I	16-060