



# South Texas Swimming, Inc.



## Policies and Procedures Governing Officials

Revised April 2, 2024

**\*\*\*NOTE: This version of the PPGOs complies with the USA Swimming certification standards that became effective on February 1, 2024 and that apply to all LSCs.**

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## I. Introduction

- A. South Texas Swimming (STX) is one of 59 Local Swim Committees (LSCs) in the United States, operating under the general governance of USA Swimming (USAS), which is the National Governing Body for United States Competitive Swimming. STX has jurisdiction for meets conducted in the areas of Temple, Austin, San Antonio, Corpus Christi, and far South Texas.
- B. Each LSC functions under its own set of bylaws that are documented in accordance with USAS Policies, Rules, and Regulations; which in general state that no LSC policy, rule, etc. may be more stringent and/or constraining than those of the National Body. The bylaws ([click here](#)) and Policies & Procedures ([click here](#)) for South Texas Swimming are posted on the [South Texas Swimming website](#).
- C. In STX, swimming Officials are managed and governed by an Officials Committee, appointed by the Officials Committee Chair and approved with the advice and consent of the STX Board of Directors.
  - 1. The Officials Committee Chair is elected by the currently registered Officials in STX in even-numbered years. The procedure for accepting nominations and electing the Officials Chair is documented in the [South Texas Swimming Policies & Procedures](#).
  - 2. The Officials Chair shall chair the Officials Committee, which is responsible for recruiting, training, certifying, and supervising officials for South Texas Swimming. The Officials Chair shall be a current member of South Texas Swimming, certified as a Referee for a minimum of two years, and certified as an official within South Texas Swimming for a minimum of five years.
  - 3. The members of the Officials Committee shall be the Officials Chair, who shall serve as Chair, and at least four other members, each of whom shall be a certified official of STX in good standing, plus a sufficient number of Athlete members to comprise a minimum of 20% of the committee membership. Committee members shall represent different geographical areas of the LSC, as much as possible. The Athlete member(s) do not need to be certified as officials but must be a current Athlete member of STX in good standing and meet the current eligibility requirements of STX to serve on a committee.
  - 4. The current members of the Officials Committee appear on the [Officials](#) page on the South Texas Swimming website.
- D. The [Officials page](#) on the South Texas Swimming website includes resources for officials and officiating, including a roster of all South Texas officials and their contact information and certifications; the steps and requirements for registering as an official; links to applications to official LSC championship meets and national meets; helpful forms and other resources for officials; links to online tests for officials; links to registering with USA Swimming, completing a background check, taking a concussion training protocol course, and completing the Athlete Protection Training; and an explanation of and guidance for becoming an official and certifying in additional officiating positions.

## II. Officiating Etiquette and Philosophy

- A. The primary objective of officiating is to promote fairness by consistently applying the rules and regulations across all swimmers, regardless of age, gender, team, or swim ability. USA Swimming Rules and Regulations are to be enforced as written. STX has certain administrative policies and procedures that are in addition to the USA Swimming Rules and Regulations. In addition, official interpretations will be given where doubt exists by contacting either the STX Officials Chair or your local member of the Officials Committee.

- B. Officials should show respect for the sport and the athletes by always looking and acting professionally. Remember that swim officials do not judge style. Rather, they only determine if a swimmer conforms to the rules.
- C. Officials must never “warn” swimmers. Either a violation occurred, or it did not. A warning constitutes coaching, and officials are present to officiate—not to coach. Officials must exercise great care to ensure that not even a perception of bias is exhibited.
- D. Officials should avoid discussing calls with coaches, swimmers, or spectators and should refer all questions to the Deck Referee or Meet Referee. Officials should avoid conversations with others while working as an official on deck, including conversations with their own swimmer(s) and members of their own teams.
- E. Officials should arrive at the time indicated in the meet information or in the information provided by the Meet Referee before the start of the meet, appropriately dressed and ready to officiate, or make other arrangements with the Meet Referee prior to the meet. Officials should report to the Meet Referee for the officials briefing and to receive assignments. Officials should not leave the deck without notifying the appropriate individual (Chief Judge, Deck Referee, or Meet Referee).
- F. STX officials, regardless of their level of certification, are welcome and invited to work at any and all meets in the LSC, unless otherwise indicated in the meet information. Officials should contact the Meet Referee as early as possible if they plan on working at a meet, so that the Meet Referee can plan accordingly. The Meet Referee (and his/her contact information) for each meet is identified in the meet information posted on the [Meet Information page](#) on the South Texas website. When contacting the Meet Referee, include your current certification(s), any position(s) you are training in, and the session(s) you can work. For some meets, such as Nationals, Juniors, Futures, TYR Pro, Sectionals, TAGS, and LSC Championship meets, it is likely that an Officials application will be posted. The need to complete an application, and the location of this application, will be indicated in the meet information.
- G. All meets in the LSC (and a few outside the LSC) are posted on the [Meet Information page](#). Meets conducted by USA Swimming are posted on the [USAS Events page](#) and meets held in other LSCs are posted on their respective [LSC websites](#).

### **III. Dress Code and Appearance for Officials**

- A. The standard uniform for officials for most timed finals and prelims sessions of a meet is a white polo shirt (with no individual team logos), khaki pants/shorts/skirts, and white tennis shoes or sneakers (no flip flops, crocs, or open shoes are allowed). Shorts and skirts should be at or just above “knee” length.
- B. For finals sessions, the standard uniform is a navy-blue polo (with no individual team logos), khaki pants or skirts, and white shoes as appropriate.
- C. The meet information will provide additional details about any changes to the uniform, including changes for outdoor meets where jackets and hats or shorts may be allowed.
- D. Once a new official has registered with both USAS and STX and has completed all required tests and clinics, STX will send the official one white polo shirt and a nametag.

### **IV. Fees, Terms, and Other Costs**

- A. The policies for reimbursements to South Texas Swimming officials members are included below and additional details are found in the [South Texas Swimming Policies & Procedures](#). Reimbursements may

include the annual USA Swimming membership fee, the background check fee, and pre-approved travel expenses.

- B. USA Swimming memberships and renewals are accomplished by the official using the USA Swimming app (“SWIMS”) or [website hub](#). Annual memberships are valid through December 31 as long as the Official is a South Texas Swimming member in good standing.
- C. South Texas reimburses the cost of the annual USA Swimming membership fee and biannual background check fee when all of the following conditions are met:
  - 1. The official is a South Texas Swimming and USA Swimming member in good standing. *Note: “In Good Standing” in this document refers to USA Swimming’s “In Good Standing” mark on a South Texas official’s membership card.*
  - 2. The official has directly paid the expense (and not the club).
  - 3. The official has satisfied all requirements and conditions for reimbursement as specified in this document and the South Texas Swimming Policies & Procedures.
  - 4. The official has at least one current and valid “Official” certification (per USAS guidelines).
  - 5. The official submits the request for reimbursement along with receipts and any other required documentation to the LSC Treasurer in a timely manner.
- D. Reimbursements for other expenses for officials, including travel, are documented in the South Texas Swimming Policies & Procedures.

## V. Reciprocal Certifications

- A. STX recognizes the certified status of visiting and transferring officials from other LSCs.
- B. Officials transferring to STX must be USAS members in good standing and should provide appropriate, current documentation attesting to their level of competence/certification in the previous LSC to the STX Officials Chair.

## VI. Categories of Officials in STX

- A. STX certifies officials in the following positions as identified by USAS: Administrative Official, Stroke and Turn Judge, Chief Judge, Starter, and Referee.
- B. STX also utilizes Apprentice designations for each certified position (e.g. Apprentice Stroke and Turn Judge) to identify officials who are training in new positions.

## VII. The Online Officials Tracking System (OTS)

- A. The USA Swimming Officials Tracking System (OTS) is used to maintain and track key information for Officials. OTS is available through each official’s Dashboard on the [USA Swimming website](#). OTS records include certification dates, test results, sessions worked, evaluations, and learning activities.

**\*\*\*NOTE: OTS support for evaluations and learning activities is currently under development. Officials are encouraged to maintain their own records for those events until those features are supported.**

- B. The Sanctions Chair enters all meets into OTS when they are approved for sanction or approval and grants the Meet Referee (as listed on the sanction) the appropriate permission to enter data for officials into the meet.

**Note:** As of 2/1/24, UIL (high school), USMS (masters), YMCA, and NCAA observed meets will not be recorded in OTS, and, therefore, sessions worked at these meets will not count for the required certification and renewal sessions. However, UIL, YMCA, and NCAA meets that are Approved USAS meets will count for the required certification and renewal sessions.

1. The Meet Referee is responsible for checking OTS prior to the meet start date and ensuring that all Officials working at a meet are current members of USA Swimming in good standing as of the meet date(s) and certified in the appropriate positions.

**\*\*\*NOTE: OTS support for checking officials' standing is available. OTS support for checking officials' certification-by-position is not currently supported. Meet Referees should consult the South Texas Swimming Roster of Officials posted on the [Current Officials](#) page.**

2. The Meet Director is responsible for checking to ensure that all athletes and other non-athlete members (coaches and "other" members) are current members of USA Swimming in good standing as of the meet date(s). In addition, the Meet Director is responsible for ensuring that the correct number of certified officials, holding the required certified positions as per current sanctioning rules, will be present for the entire meet.

- C. The Officials Chair can grant Training Clinic Leaders with OTS access to make additions, deletions, and changes impacting their specific training clinics. Training Clinics must be set up in OTS by either the Officials Chair or the Sanctions Chair.

- D. Within 72 hours of the conclusion of any USAS Sanctioned, Observed (including UIL and USMS), or Approved meet in STX, the Meet Referee (or the meet's point of contact, for Observed and Approved meets) must complete the following tasks:

1. For Sanctioned and Approved meets, enter each official who worked the meet into OTS, including the specific sessions and positions they worked.
  - a) For Administrative Official (AO) sessions:
    - Sessions for an official certified as an AO, but not Referee, should be entered as 'AO'.
    - Sessions for an official certified as an AO and a Referee (or as national AR), should be entered as 'AR' for prelim/finals meets and as 'AO' for all other sessions.
    - If a certified AO works as a Computer Operator or Timing Equipment Operator, those sessions may be entered in OTS as 'CO' and 'TO' respectively. (If non-certified personnel fill those roles, they are not entered in OTS.)
2. For Sanctioned, Approved, and Observed Meets complete and submit the Meet Referee's Report to the Officials Chair and to the SWIMS User for the area in which the meet was conducted. The Meet Referee Report requirements are posted on the [Current Officials](#) page.

- a) For Observed meets, include the name, position(s), and session(s) worked for at least the minimum required USAS officials at the meet in the Meet Referee's Report, as a record (outside OTS) that the meet was legally observed.
3. When applicable, the Meet Referee should confirm that the Meet Evaluator has entered any evaluations completed at Officials Qualifying Meets (OQM) into OTS for officials who requested an evaluation.

#### **VIII. Steps to be Taken by All New Officials**

- A. Go to the SWIMS login page on the [USA Swimming](#) website. There are several resources on this page in the "Help" section that provide additional details about creating an account. If you already have an account, you can log in with your existing credentials (which will most likely be the account that you used to register your minor athlete(s)). If your athlete is 18 years or older, you will need to create a new account and should not use your adult child's account. If you have no account with USA Swimming, follow the instructions to create an account.
  1. Follow the instructions to add yourself as a member and choose "Official" as the role.
  2. Complete the transaction by paying the indicated registration fee. *Note:* You must pay the registration fee to complete your registration. If you didn't pay, you are not registered. Save your payment receipt for reimbursement, per STX policy.
- B. Complete a Level 2 background check ([click here](#)) and log into your USAS account to attach the background check to your USAS membership. You will need to submit the indicated payment. Save your payment receipt for reimbursement from STX later. You will receive the results of your background check via email but you do NOT need to send your background check results to any other individual; those results are sent to you as required by law. Your results will post to your USAS account automatically.
- C. Take the Concussion Protocol Training (CPT) ([click here](#) for the current list of approved options) and submit your completed certificate to the STX registrar. This is the only test that will not update in your USAS account automatically. *Note:* If you have already taken a CPT course for school, work, or another sports or youth organization, you can submit that documentation to the STX registrar, who will determine if it satisfies the CPT requirement for USAS.
- D. Complete the Athlete Protection Training (APT) course required for non-athlete/official members ([click here](#)). Be sure to log into your USAS account so the test results will attach to your USAS membership. While the test results/record of completion will automatically update in your USAS account, we recommend that you keep a copy of your completion certification as a backup.

#### **IX. Steps to Become Certified in a New Position**

- A. South Texas Swimming certifies officials in five positions (Administrative Official, Stroke & Turn Judge, Chief Judge, Starter and Referee). The USA Swimming "job description" for each position is available [on this page](#) on the USA Swimming Officials Training webpage by clicking the "Professional Documents for Each Position" pill.
- B. Training and certifying in each of the five positions follows the same basic certification steps, with the details for each step listed in Table 1:

1. Complete the prerequisites (described in Section VIII)
2. Attend the approved clinic, either from the USA Swimming University or based on the LSC-published clinic material
3. Pass the online test(s), which are either incorporated into the USA Swimming University course material or offered separately on USA Swimming University website accessible via “Education” tab on the [USA Swimming](#) website
4. Request certification as an Apprentice
5. Complete on-deck training sessions
6. Demonstrate ‘Satisfactory Performance’ by securing passing evaluations from STX Certifiers, which may include implementing specific additional training as recommended in your evaluation feedback. (Qualifications for who can act as a Certifier are listed in Section D, Table 2 below.)
7. When you have successfully completed your on-deck training sessions *and* you have demonstrated satisfactory performance in each skill listed in your evaluation tracking document, request promotion from Apprentice to Qualified Official

<b>Table 1: Certification Steps</b>	<b>Administrative Official (AO)</b>	<b>Stroke and Turn Judge (ST)</b>	<b>Chief Judge (CJ)</b>	<b>Starter (SR)</b>	<b>Referee (DR)</b>
Complete Prerequisites	Register as an Official with USA Swimming Complete BGC, APT, CPT		Certified ST for at least 16 sessions	Certified ST for 3 months, and at least 4 sessions over 2 meets	Certified AO, ST, SR
Attend a Clinic <sup>1</sup>	1. Foundations of Officiating, from USA Swimming University 2. LSC Admin Official Clinic, offered 1-on-1 from an experienced official	1. Foundations of Officiating 2. Stroke & Turn Certification  Both available on <a href="#">USA Swimming University</a>	LSC CJ Clinic  Offered 1-on-1 from an experienced official	LSC Starter Clinic  Offered 1-on-1 from an experienced official	LSC Referee Clinic  Offered 1-on-1 from an experienced official
Pass the Online Test <sup>2</sup>	USA Administrative Official Certification Test	N/A (test included in clinic)	N/A (no test required)	USA Starter Certification Test	USA Referee Certification Test
Request Certification as APPRENTICE	** After completing <b>ALL</b> above steps, send an email to the <a href="#">Officials Chair</a> requesting certification as an Apprentice official in the new position. **				
On-Deck Training Sessions <sup>3, 4, 5</sup>	At least 4 training sessions over 2 meets	At least 4 training sessions over 2 meets <sup>7</sup>	At least 4 training sessions over 2 meets	At least 4 training sessions over 2 meets	At least 4 training sessions over 2 meets
Secure Satisfactory Performance Evaluations <sup>6</sup>	Submit a passing STX AO self-evaluation, and get a passing STX AO evaluation from 2 Certifiers	Submit a passing STX ST self-evaluation, and get a passing STX ST evaluation from 1 Certifier	Submit a passing STX CJ self-evaluation, and get a passing STX CJ evaluation from 2 Certifiers	Submit a passing STX SR self-evaluation, and get a passing STX SR evaluation from 2 Certifiers	Submit a passing STX DR self-evaluation, and get a passing STX DR evaluation from 2 Certifiers
Request Promotion to QUALIFIED	** After completing <b>ALL</b> above steps, send an email to the <a href="#">Officials Chair</a> requesting promotion to a Qualified official in the new position. **				

**Note 1:** Each clinic (other than those from USA Swimming University) must use the content posted on the South Texas Swimming website and be given by a member of the Officials Committee or an experienced official approved by the Officials Chair. Contact a member of the Officials Committee if you need help identifying a clinic presenter in your area.

**Note 2:** The online tests are those provided on the USA Swimming [testing website](#).

**Note 3:** An official (certified or apprentice) may only participate in on-deck training if they are a USA Swimming member in good standing and their BGC, APT, and CPT are current.

**Note 4:** On-deck training sessions count toward the training requirement only if they take place at USA Swimming sanctioned meets or USA Swimming approved meets.

**Note 5:** On-deck training must be completed within 1 year of the date of the clinic.

**Note 6:** Certifiers for each position are listed in Section D, Table 2.

**Note 7:** During on-deck training, Apprentice Stroke and Turn Judges may not impose disqualifications during competition unless directly supervised by a certified official



- C. Only fully qualified (certified) officials may be listed as a condition of sanction for meets. Although apprentices may act in the position in which they are training, they may not be listed in their training position on the sanction.
- D. Evaluations, whether they are self-evaluations or evaluations conducted by qualified Certifiers, should be made using STX online tools on the [Officials Training-Advancement](#) web page. Table 2 below list the qualifications for an STX official to act as a Certifier for each position.

<b>Table 2: LSC Certifier Qualifications</b>	
<b>Position</b>	<b>Qualifications</b>
ST	Any official with a national N3-Stroke and Turn certification, or Any official with an LSC Referee certification, or Any member of Officials Committee who holds an LSC Stroke and Turn certification
CJ	Any official with a national N2 or N3 Chief Judge certification, or Any Experienced LSC Referee* who holds a CJ certification, or Any member of Officials Committee who holds an LSC Chief Judge certification
SR	Any official with a national N2 or N3 Starter certification, or Any Experienced LSC Referee* who holds a Starter certification, or Any member of Officials Committee who holds an LSC Starter certification
DR	Any official with a national N2 or N3 Referee certification, or Any Experienced LSC Referee*, or Any member of Officials Committee who holds an LSC Referee certification
AO	Any official with a national N2 or N3 AO or AR certification, or Any LSC Admin Official with at least 2 years' <i>and</i> 24 sessions' experience, or Any LSC Admin Official who previously held an Admin Referee Certification, or Any member of Officials Committee who holds an LSC Administrative Official certification

\* An Experienced LSC Referee is one who formerly held an MR certification -or- has been an LSC Referee for at least 2 years and 24 sessions.

#### **X. Certification as an Open Water Judge and Open Water Referee**

- A. South Texas Swimming does not currently have an active Open Water swimming program. Officials interested in Open Water officiating and certification can find additional resources from USA Swimming by [clicking here](#) or by contacting the STX [Officials Chair](#) for more information.

#### **XI. Minimum Participation and Other Recurring Requirements**

- A. STX Officials must remain in good standing as Official members of STX and USA Swimming, including annual re-registration and maintaining current APT, BGC and CPT.
- B. STX Officials' certifications will be valid for three years from the certification or recertification date per USA Swimming LSC certification guidelines.
- C. An official can request recertification for an additional three years if the certification expiration date is no earlier than 6 months ago (already expired) and no later than 6 months from now (soon to expire). Within that recertification window, the official must:

1. Have worked the required number of sessions, per USA Swimming rules (typically 8 sessions in the past 3 years).
  2. Take the required recertification course, per USA Swimming rules (typically the course for highest certification held), and pass the included test.
  3. Demonstrate 'Satisfactory Performance' by securing passing evaluations (as listed in Table 1) from STX Certifiers, which may include implementing specific additional training as recommended in your evaluation feedback.
- D. Requests for a waiver of the policies concerning lapsed membership/certification must be submitted to the LSC Officials Chair in writing, in a timely manner. Requests for such waiver will require a majority vote of the Officials Committee to be granted.

## **XII. Meet Operations**

- A. Although the Meet Referee often recruits one or more additional officials for the sanction, it is ultimately the responsibility of the Meet Director/Host to assure the minimum number of necessary officials for legal competition when securing the meet sanction. Per STX Sanctioning Policies and Procedures and USA Swimming rule 102.10, the minimum number of certified officials for an LSC meet is:
- 1 Referee (who cannot fill any additional roles)
  - 1 Admin Official (who cannot fill any additional roles)
  - 1 Stroke and Turn Judge
  - 1 Starter (who also acts as a second Stroke and Turn Judge)
- B. Due to the nature of their responsibilities, the Meet Referee and Admin Official who are designated on the sanction shall officiate at all sessions of the meet. Any request to have a different Meet Referee or lead Admin Official for different sessions of the same meet must be approved in writing in advance by the Officials Chair. The Meet Director/Meet Host must notify all participating teams of any such "shared" Meet Referee or lead Admin Official
- C. If, at any time during a session, there are an inadequate number of officials present per Section XII.A above, the Meet Referee and Meet Director/Host may elect to either conduct/continue or cancel the session/meet.
- D. Any official who agrees to be included as a required official on the sanction for a meet, but then fails to officiate all sessions *resulting in one or more sessions being canceled or conducted with inadequate officials* shall be penalized.
1. For the first occurrence in a three-year period, the official shall not be eligible to be listed on a sanction for 12 months from the date of the noncompliant meet.
  2. For the second occurrence in a three-year period, the official shall not be eligible to be listed on a sanction AND shall have their officiating privileges under any current certifications other than Stroke and Turn suspended for 12 months from the date of the noncompliant meet.
  3. An official is excused from these penalties if they informed the Meet Referee not later than 1 hour before competition *and* the absence was due to a medical or family emergency OR if the official provided a similarly qualified substitute official. For the avoidance of doubt, typical logistical conflicts (e.g. traffic, work responsibilities, social commitments, other conflicting family events) do not qualify as emergencies. If the absent official is excused from the penalty for a medical or family

emergency, the Meet Host is similarly excused. Any question of the validity of an emergency may be appealed to the Officials Committee for a majority determination at their sole discretion.

- E. Should the Meet Referee and Meet Host elect to conduct the session with an inadequate number of Officials, the following will apply:
  - 1. Insurance coverage remains in force
  - 2. The session can be scored
  - 3. Awards can be made
  - 4. Times will be entered in the SWIMS database
  - 5. Prior to the start of the impacted session(s), the Meet Referee must inform coaches from all teams attending a meet when there will be an inadequate number of Officials.

### **XIII. National Certifications**

- A. The National Officials Certification Program is administered by the USAS Officials Committee. Even for those who have no interest in working at a national-level meet, the National Certification Program can be very valuable as a learning tool.
- B. Certification at any level requires a combination of several things, including evaluations, participation at local meets, continuing education, and the training and mentoring of other Officials.
- C. There are three levels of Certification for each of the following five positions: Stroke and Turn Judge, Chief Judge, Starter, Deck Referee, and Administrative Referee:
  - 1. N1: Local, LSC certification in the specific position—recognizes that an Official is capable of working any local, LSC meet. This is the initial certification for all officials and for all positions.
  - 2. N2: The first National level for a position—recognizes that an Official is experienced and has been evaluated as capable of working the position at Sectional, Zone, TYR Pro, and similar higher profile meets.
  - 3. N3: The second National level for a position—recognizes that an Official has the experience, skills, and knowledge to be considered for selection to work National Championship level meets in the position.
- D. Evaluations can only be done at Officials Qualifying Meets (OQMs). Attempts will be made to hold two or more OQM meets in South Texas every year; usually, these two meets are the STAGS meets held during short course and long course seasons.
- E. For more information about the National Certification Program, contact the STX [Officials Chair](#) or your local Officials Committee Member, or check the [USA Swimming Officials page](#).

**Appendix A. Transitioning to the USAS New Certification Rules**  
(effective 2/1/2024)

USA Swimming promulgated new rules concerning LSC Officials Certification effective February 1, 2024. This appendix lists how those rule changes, along with the addition of the new LSC Chief Judge certification, impact STX Officials whose certifications may have changed as a result of the transition. This appendix is valid through December 31, 2025, at which point this transition rules will no longer apply.

For now-certified LSC Referees who were not previously certified as LSC Meet Referees:

- The LSC Officials Committee will offer a transition clinic on Meet Referee duties, and strongly recommends that Referees take this clinic before agreeing to be listed on a sanction as Meet Referee.
- The LSC will keep record of this on the STX Officials' Roster so Meet Hosts can see who has attended the clinic.

For now-certified LSC Referees who were not previously certified as LSC Starters and/or Administrative Officials:

- The LSC Officials Committee strongly recommends that Referees who aren't Starters or Administrative Officials work to achieve those 'missing' certifications and will try to facilitate clinics and training where possible.

For the new LSC Chief Judge certification, some officials will be granted immediate certification or a 'short cut' path to certification:

- Any official with existing national N2 or N3 Chief Judge certification is now an LSC Chief Judge.
- Any official who has worked at least 3 sessions as a Chief Judge at an OQM between January 1, 2019 and March 31, 2024 is now an LSC Chief Judge.
- Any official who is a certified Referee -OR- has previously worked at least 16 sessions as a Chief Judge can be certified as an LSC Chief Judge *after they attend a refresher clinic* focused on CJ duties in an OQM setting.
- All other officials seeking Chief Judge certification should follow the normal certification process.

Effective April 1, 2024, only officials certified as Chief Judges (or Apprentice Chief Judges) can receive credit as CJ (or XC) in OTS. Meet Referee's still have broad discretion to assign CJ-like duties to their certified officials (including Stroke and Turn Judges) as needed.

## **Appendix B. Officials Chair Roles and Responsibilities**

The Officials Chair shall chair the Officials Committee, which is responsible for recruiting, training, certifying, recertifying, mentoring, retaining, and supervising officials for STS.

TERM: 2 years

TERM LIMITS: The term of the Officials Chair will follow the same term limits and policies for board members, including the policy for term limits and filling an unexpired term.

ELECTION: Nominee selected by and elected by current STS officials in good standing in even-numbered years (Policies & Procedures, Appendix F)

COMMITTEES: Officials Committee, nonvoting member of the Board of Directors, nonvoting member of the House of Delegates, and other committee assignments as requested by the Board of Directors

QUALIFICATIONS: Current member of STS in good standing, certified as a Meet Referee for a minimum of two years, and certified as an official in STS for a minimum of five years.

DUTIES:

- Regular attendance of the STS Board of Directors and House of Delegates meetings, the National Officials Committee meetings, meetings of the STS Officials Committee, Zones, and National meetings, and other meetings as requested. Submission of written reports and/or delegation to Committee member may be substituted when unable to attend.
- Schedule and lead meetings of the Officials Committee, at least quarterly, and publish meeting minutes within one week of each meeting for posting on the STS website.
- Develop and manage the training programs for apprentice candidates for all levels of officials so that they receive the appropriate training, evaluation, and certification testing via online or manual methods. This includes maintaining and updating common training material; offering regularly scheduled clinics; and identifying, recruiting, and training senior officials to provide local mentoring/clinics and recommend/approve certification promotions in their area.
- Develop and manage the certification and recertification programs for officials.
- Work with the members of the Officials Committee to ensure that all areas of the LSC have a designated member who is available to assist with training, mentoring, and recruiting officials in their local area.
- Maintain the list of officials, their contact information, and their current certifications.
- Request rule clarifications and distribute rule interpretations to STS officials as provided by the Rules & Regulations Committee.
- With feedback from the Officials Committee, determine invitees and arrange for LSC level officials to attend the annual official's clinics sponsored by USA Swimming.
- Develop policy or recommend STS rules changes as they pertain to officials or meet conduct.
- Provide input to the annual STS budget to ensure that the needs for training, recruiting, and retaining officials are adequately funded.
- Promote opportunities for LSC officials to advance and officiate on USA Swimming national decks (the "1-5 star" meets).
- Identify and schedule LSC-level and national evaluators for OQM meets in the LSC as needed.
- Make recommendations and provide any required references or documentation as requested by the National Officials Committee for officials who request national evaluations or assignments.

- Appoint committees or subcommittees as necessary to fulfill the duties & responsibilities of the Officials Committee.
- Receive and follow up on any issues related to USA Swimming members at meets (such as behavior issues, Safe Sport violations, facility issues, etc.) as documented in the Meet Referee's Report.
- Receive and follow up on any issues related to the training and educational needs of any STS officials who require additional assistance with performing their duties.
- Communicate with the General Chair, Officials Committee members, and LSC staff to keep them informed of any issues or potential issues impacting officials or the LSC.
- Enforce the Policies and Procedures for Governing Officials (PPGOs) as written, work with the Officials Committee to keep the PPGOs current, and, on an annual basis, review the content and make any necessary changes.
- Provide the requested assistance as needed to USA Swimming in support of Zones, National meets, and SWIMS database storage and maintenance.