

Lake Erie Swimming Inc.

Officials Manual

2021



September, 2021

Jen Butler, Official's Chair

OFFICIALS' COMMITTEE

Officials' Chair	Jen Butler
Recruitment/Training Coordinator(s) - Stroke/Turn	Branden Burns and Lori Baylor
Training Coordinator(s) Strater	Sharon Badertscher and Jen Butler
Training Coordinator Referee	Julie Bare
Administrative Official Coordinator(s)	Sarah Tobin
Re-certification Tracking Coordinator	Jen Butler
USA S Observed Swims Coordinator	Jen Butler
Secretary	OPEN
Certification Subcommittee	All LESI Certified Referees

SECTION 1 NAME, OBJECTIVES, JURISDICTION

- 1.1 Name** - The name of the organization shall be Lake Erie Swimming, Inc. Officials Committee (Committee).
- 1.2 Objectives** - The objectives and primary purpose of the Committee shall be to recruit, train, test, certify, evaluate, retest, re-certify, and supervise officials for LESI and such other activities as may be necessary or helpful in developing, maintaining and overseeing a roster of experienced, well-trained, and highly qualified officials.
- 1.3 Jurisdiction** - The Committee shall have jurisdiction over the training, certification, and re-certification of officials in LESI, and any other duties delegated to it by LESI. The Committee shall discharge faithfully its duties and obligations as a Standing Committee of LESI in accordance with the Bylaws and Policies & Procedures of LESI and the USA Swimming Rules & Regulations.

SECTION 2 COMMITTEE

- 2.1 Members** - The membership of the Committee shall consist of all current non-athlete members of LESI with current certifications as Stroke & Turn, Starter, Administrative, or Referee who have satisfied membership requirements. Additionally, a sufficient number of athletes shall be members of the Committee such that they comprise at least 20% of the voting membership of the Committee.
- 2.2 Voice and Voting Rights of Members** - Individual members of the Committee shall have both voice and one vote each in meetings of the Committee.
- 2.3 Objective** - The Officials Committee shall be responsible for the recruitment, training, testing, certification, evaluation, and supervision of officials and maintain a roster of qualified, well-trained and experienced officials of the highest caliber.
- 2.4 Duties and Powers** - The Committee shall oversee the management of the affairs of the Committee and the establishment of standards, policies, procedures, and programs that would enable the Committee to achieve its objectives. In addition to the duties and powers prescribed in the USA Swimming Rules & Regulations or LESI Policies & Procedures, the Committee shall:
- .1 Call regular and special meetings of the Committee;

- .2 Elect the Chair of the Officials Committee
- .3 Establish subcommittees; and
- .4 Amend the Officials' Manual (Manual) in accordance with Section 8.

SECTION 3 OFFICERS

3.1 Officers

- .1 Officials Committee Chair
- .2 Secretary

3.2 Selection and Terms of Office

- .1 **Chair** - The Chair shall be elected by a majority of the Officials Committee members present and voting at a meeting called for by the Officials Chair in even-numbered years. The term shall be two years and shall commence the day following election. There shall be no consecutive term limit. In the event of a vacancy or permanent incapacity, the Officials Committee shall convene and elect a Chair to fill the remainder of the term.
- .2 **Secretary** – The Secretary shall be appointed by the Officials Chair in even-numbered years and shall serve a term of two years, with no consecutive term limitation.

3.3 Duties and Powers - The duties and powers of the officers shall be as follows:

- .1 **Chair** - The Chair shall perform those duties listed in the ~~Bylaws~~, Policies and Procedures, and Officials' Manual of LESI, including the appointment of the Secretary and the chairs/coordinators of all subcommittees of the Officials Committee.
- .2 **Secretary** – The Secretary shall perform such duties as delegated by the Officials Chair, including the publication of minutes from each meeting of the Officials Committee.

SECTION 4 SUBCOMMITTEES

4.1 Non-Officer Chairs and Their Subcommittees; Coordinators

- .1 The chairs of all subcommittees and all coordinators shall be appointed by the Chair with the advice and consent of the Committee. The appointed chair or coordinator shall assume office upon the date designated by the Chair and shall serve until the conclusion of the annual meeting.
- .2 Duties and Powers of Non-Officer Chairs and Coordinators
 - A. Training Coordinators(s) - The Training Coordinator(s) (TC) shall chair the subcommittee responsible for the recruitment, testing, and apprenticeships of any and all individuals seeking first-time certification as stroke and turn officials and starters.
 - B. Administrative Official Coordinator - The Administrative Official Coordinator shall be responsible for the recruitment, testing, apprenticeships, and evaluation of administrative officials.
 - C. USA Swimming Observed Swims Coordinator - The USA Swimming Observed Swims Coordinator shall be responsible for overseeing the assignment of officials and the implementation of procedures for those meets approved by LESI and USA Swimming Program Operations for observed swims.
 - D. Re-certification Tracking Coordinator – The Re-certification Tracking Coordinator shall be responsible for maintaining the database summarizing sessions worked and clinics and meetings attended by LESI officials.
 - E. Recruitments Coordinator(s) shall be responsible for the recruitment of potential officials, for training and assigning mentors, and for any other duties assigned by the Chair or the Committee.

4.2 Members of Subcommittees - Except as otherwise provided in this Manual, members of each subcommittee shall be appointed by the Chair with the advice and consent of the Committee. Designated members of certain

subcommittees shall be as follows:

- .1 Training Subcommittee -The members shall be those Committee members who have been certified in LESI for a minimum of one (1) year and have worked a minimum of twelve (12) sessions.
- .2 Certification Subcommittee - The members shall be the Officials Chair who shall be Chair and all LESI-certified referees.

SECTION 5 CERTIFICATION

5.1 New Officials - Stroke and Turn

- .1 Procedure - After a person expresses an interest in becoming an official, the Training Coordinator shall assign the interested party (IP) a mentor, with the IP's approval, whose duty it shall be to guide and encourage the individual through the certification process.
 - A Within two days, the mentor should contact the IP, exchange contact information, answer questions, and review the requirements for certification.
 - B. The mentor shall discuss the meet schedule with the IP and make a list of meets and/or sessions that the IP would like to work as an apprentice.
 - C. The IP shall be responsible for informing the mentor of the meets/sessions at which he or she is available to train. The mentor shall arrange with the Meet Referees for the IP to apprentice at the meet/session(s) and provide the Meet Referee the relevant contact information.
 - D. The Meet Referee or his designee should discuss with the IP after each meet how the IP feels and assess the IP's progress.
 - E. Following each meet apprenticed by the IP, the mentor shall contact the IP and discuss how things went and answer any questions the IP has.
 - F. The mentor shall continue to set up meet sessions for the IP, monitoring progress, and discussing any apparent issues from a specific meet with the Meet Referee, until such time as the IP is certified.
- .2 Requirements
 - A. Qualifications – An official-in-training (OIT) must be at least 18 years of age. The OIT must become a member of USA Swimming prior to making any calls on deck. Membership as an official requires fulfillment of the following:
 - Background Screening – All officials must pass a criminal background check as required by USA Swimming.
 - Athlete Protection Education - All officials must pass an athlete protection education training course as required by USA Swimming.
 - Return to Play - All officials must be in compliance with the Return to Play concussion training required under the laws of the State of Ohio.
 - B. Testing - An OIT must complete and pass the USA Swimming test for the following positions with a minimum score of 85%, corrected to 100%: timer, stroke and turn.
 - C. OIT must attend at least one officials' orientation clinic or stroke and turn clinic. Orientation and stroke and turn clinics will be offered at least once a year. A one-on-one clinic may be held with any member of the Training Sub-Committee in between the scheduled clinics.
 - D. Apprenticeship:
 - (1) OIT must work as a deck official at various scheduled meets, at least two sessions of which must be with the younger age groups and two sessions of which must be at developmental meets until such time as the training official and the Meet Referee both feel the person has reached a comfort zone and is ready for certification;
 - (2) Ongoing evaluations will be provided by the TC and the meet referees with input from on-deck officials.
 - (3) With the concurrence of the TC, the Chair may waive any or all of the required sessions for an OIT with previous officiating experience.

- .3 Certification:
 - A. The OIT apprenticeship and certification must be completed within one year from date of completing and passing the required test; those who have not completed within one year must repeat all testing and apprenticeships.
 - B. The OIT shall be certified once s/he has completed the requirements listed above.
 - C. Certification Period - Certification shall expire December 31 of the registration year in which it is issued.

5.2 New Officials - Starter

- .1 Requirements
 - A. Qualifications - The Starter-in-Training (SIT) shall be eligible to be put into the Starter rotation after having been certified in stroke and turn for a minimum of six months and working a minimum of ten (10) sessions.
 - B. Apprenticeship - The SIT must attend a starter's clinic and work in the rotation as a starter at a minimum of five (5) sessions. Starter's clinics shall be offered at least once per year. One-on-one training clinics with a Training Sub-Committee member may be conducted in the interim.
 - C. Testing - An SIT must complete and pass the USA Swimming test for the following position with a minimum score of 85%, corrected to 100%: starter.
 - D. The Chair may waive any or all requirements for an SIT with previous starting experience.
- .2 Certification - After successful completion of the requirements, the SIT will be certified Certification shall expire December 31 of the registration year in which it is issued.

5.3 New Officials – Chief Judge

The LSC is offering an opportunity for advancement and additional certification as Chief Judge (CJ). CJ Certification is not required to act as a CJ at a meet. Certified CJs will be used in the role when possible, but if they are not available, Stroke & Turn judges (ST) may be used as CJs.

- .1 Qualifications – The Chief Judge in training (CJIT) must be a certified S&T for at least one (1) year and work a minimum of [8] sessions prior to apprenticing as a CJ.
- .2 Requirements
 - A. Education/Testing – Complete CJ training or attend a clinic for CJ. Pass the USA Swimming test for Chief Judge and the relevant Lake Erie CJ test (with a score of 85%, corrected to 100%).
 - B. Apprenticeship – The CJIT must work and be evaluated by a referee as an apprentice CJ at a minimum of two (2) sessions. Also, must successfully give the stroke briefing for at least one (1) session while evaluated by a referee.
- .3 Certification - After successful completion of the requirements, the CJIT will be certified. Certification shall expire December 31 of the registration year in which it is issued. If a Member currently holds an active national certification (N2 or N3) for CJ, the Chair can waive the above requirements to certify the Member as a CJ.

5.4 New Officials - Referee

- .1 Requirements
 - A. Qualifications - The Referee-in-Training (RIT) must be at least 21 years of age and must have been certified as starter for at least one (1) year and worked a minimum of twenty (20) sessions within the preceding three (3) years.
 - B. Education - The RIT must be familiar with the positions of administrative official, announcer, clerk of course, timer, and meet safety director.
 - C. Testing - The RIT must have passed the USA Swimming tests for timer, administrative, clerk of course, timing judge and referee and the LESI referee test with minimum scores of 85%, corrected to 100%.
 - D. Apprenticeship - The RIT must work as an apprentice referee at a minimum of two (2) different meets

under at least two different referees, totaling at least four (4) sessions. The RIT will be paid if already scheduled to work the meet. The RIT must work one deck-seeded session as an apprentice administrative official.

- E. RIT must attend one clinic/training session for admins/referees and:
1. Understand the procedures/requirements/options for swim-offs
 2. Understand the procedure for scratching finals and/or distance events, and/or declaring false starts
 3. Review scratch rule for violations and penalties
 4. Review safety concerns, procedures, etc.
 5. Understand the roles of each meet management position (meet director, entries, deck entries, check-in, clerk of course, safety director, warm-up marshals, head timer, timers, timing system operator, announcer, awards, runners, hospitality, admissions, copy room, etc.)
 6. Know the procedures for setting up and conducting time trials.
- F. The Chair may waive any or all requirements for an RIT with previous experience.

.2 Certification

- A. After successful completion of the requirements, the RIT may be certified as Referee by the Chair, with advice and consent of the meet referees under whose jurisdiction the apprenticeship sessions were conducted. The Chair may direct that additional apprentice sessions be performed.
- B. Certification Period - Certification shall expire December 31 of the registration year in which it is issued.

5.5 New Officials - Administrative

.1 Requirements

- A. Qualifications - An administrative official-in-training (AIT) must be a minimum of 18 years of age and a non-athlete member of USA Swimming. Membership requirements include the following:
- Background Screening – All officials must pass a criminal background check as required by USA Swimming before being assigned or working at any meets.
 - Athlete Protection Education - All officials must pass an athlete protection education training course as required by USA Swimming before being assigned or working at any meets.
 - Return to Play - All officials must be in compliance with the for Return to Play concussion training required under the law of the State of Ohio.
- B. Testing - An AIT must complete and pass the following tests with a minimum score of 85%, corrected to 100%, within the immediate year prior to becoming an AIT: (1) USA Swimming tests for timer, timing judge, administrative, and clerk of course, and (2) LESI test for administrators.
- C. Apprenticeship - After successful completion of A and B above, on-deck apprenticeship will be required in accordance with the following:
- (1) AIT must work in deck entries a minimum of one (1) session.
 - (2) AIT must work in check-in a minimum of one (1) deck-seeded session.
 - (3) AIT must work with the timing system operator a minimum of one (1) session.
 - (4) AIT must the meet management system at least one (1) deck-seeded session.
 - (5) AIT must work a minimum of two (2) consecutive sessions as administrative official at a meet with timed finals and a minimum of two (2) preliminary sessions as administrative official at a meet with prelims/finals. An administrative official clinic may be substituted for one or both of the preliminary sessions; such clinics may be one-on-one with a training administrator.
 - (6) The AIT shall continue to apprentice as administrative official until such time as the supervising administrative official and Meet Referee feel the person has reached a comfort zone and is ready for certification.
 - (7) With agreement from the Chair, the Administrative Official Coordinator may waive any or all of the required sessions for an AIT with previous experience.

- .2 Certification - After successful completion of all requirements, the AIT shall be certified. Certification shall expire December 31 of the registration year in which it is issued.

5.6 Transfer of Certifications from another LSC

- .1 Requirements
 - A. Qualifications
 - (1) The Transferring Official (TO) must become a member of LESI. (Unless other arrangements are approved by the Chair.)
 - (2) The TO must present to the Chair proof of current certifications in his former LSC.
 - B. Testing - Referees must pass the LESI referee tests with minimum scores of 85%, corrected to 100%. Administrative Officials must pass the LESI Administrative test with a score of 85% corrected to 100%.
 - C. Apprenticeship - The TO must work (unpaid) at a minimum of one (1) meet sessions in the position for which certification is being sought.
 - D. The Chair may waive any or all of the requirements for a TO about whom he has personal knowledge.
- .2 Certification - After successful completion of the requirements, the TO shall be certified in the appropriate position if on-deck evaluations were satisfactory.
 - D. Certification Period - Certification shall expire December 31 of the registration year in which it is issued.

5.7 Re-certification

- .1 All certifications and re-certifications are valid for the registration year in which they are issued.
- .2 Re-certifications shall be granted by the Chair or his designee to officials who have successfully fulfilled requirements for re-certification.
- .3 Requirements for Re-certification
 - A. All officials must attend a minimum of one Committee meeting/workshop in a calendar year. Attending stroke briefings at an OQM will satisfy this requirement. Referees and Administrative Officials/Referees must also attend one clinic/training session for admins/referees.
 - B. The non-referee official must work a minimum of four (4) sessions in the calendar year. A referee must work a minimum of six (6) sessions in the calendar year with a minimum of two (2) of the six (6) sessions as referee. All re-certification sessions must be at sanctioned or approved meets within LESI.
 - C. The official must maintain satisfactory evaluations.
 - D. The official must pass the written rules test for the areas of re-certification in even-numbered years.
 - E. Tests required (all online at USA Swimming web site):
 1. S&T- S&T/Timer Recert. Test;
 2. Starters- S&T/Timer Recert. Test and Starter Recert. Test;
 3. Referees- Referee Recert. Test;
 4. Admin- Admin Recert. Test
- .4 The Chair may waive re-certification requirements for individuals, subject to the approval of the LESI Board.
- .5 The Officials Chair shall notify by mail, phone, or e-mail by November 1st any official(s) who has not completed the recertification requirements for his/her position(s) and work with said official(s) to facilitate the fulfillment of the requirements. Subsequent failure of the official(s) to complete the requirements by December 31st shall mean that said official(s) shall not have his/her certification renewed, unless a waiver is granted by the Board of Directors.

5.8 Suspension of Certifications - The Chair may suspend the certification of any official who has failed to fulfill his/her responsibilities as an official or has conducted himself/herself in an inappropriate manner. The official may petition the LESI Administrative Review Board for a hearing if he/she feels the suspension or length of the suspension is improper.

5.9 Reinstatement of official who has been suspended or a former official whose certifications have lapsed

- .1 The official must apply for reinstatement to the Chair by mail or e-mail.
- .2 The Chair and Training Coordinators will decide what training will be required. The suspended official or the official whose certifications have lapsed will be notified as to these requirements. Factors to be considered will be length of time that they were an official, local certifications of the official, and national certification level of the official. The Chair or Training Coordinators will make the necessary arrangements, to ensure that the proper training and/or observation will take place.

SECTION 6

MEET ASSIGNMENTS

- 6.1** The Chair or his designee shall assign meets in an equitable fashion, rotating assignments in conjunction with the following factors:
- .1 Requests of meet directors;
 - .2 Ability and level of experience in regard to level of the meet;
 - .3 Club affiliations;
 - .4 Availability; and
 - .5 Past reliability and level of commitment.
- .6 Officials shall submit their availability by the deadline established by the Chair. Officials may indicate a desire to work specific sessions only.
- .7 Officials who request to work only one session of a meet with consecutive sessions shall receive hourly pay (no minimum pay) and shall not have parking expenses reimbursed.
- 6.2** When necessary, the Meet Referee is authorized to use those officials assigned to the meet in positions in which they are not certified or are not apprenticing.

SECTION 7

UNIFORMS AND EQUIPMENT

7.1 Uniforms

- .1 Standard Uniform - Navy blue slacks, shorts, or skirt; white shirt or blouse; white shoes and socks.
- .2 Special Uniform - With the agreement of all of the officials assigned to the meet, the Referee may specify a different uniform.

7.2 Equipment

- .1 Deck officials should report to a meet equipped with the following:
 - A. Whistle;
 - B. Pen or pencil;
 - C. DQ and relay take-off slips;
 - D. Radio
 - (1) Radio must be purchased no later than 3 months after the official is certified. After this time, if the official has not purchased a radio, s/he must pay a rental fee of \$10.00 per meet worked for the use of a LESI- owned radio. The fee must be paid to the Meet Referee at the meet or mailed to the Chair within 24 hours after the end of the meet.
 - E. USA Swimming Rules & Regulations.
- .2 Referees should report to a meet equipped with all items listed under deck official as well as the following:
 - A. No-show slips;
 - B. Officials pay record;

- C. Evaluation forms;
- D. bell
- E. Clipboard
- G. Meet announcement with entry information
- H. Referee check list.
- I. Remember to send a copy of the pay sheet or any other document/notification to the current Re-certification Tracking Coordinator within 24 hours of the end of the meet. Please make sure to include apprentices and observers who worked in any official capacity.
- J. Meet Reports are on line at the LE web site under Officials for 4 hour rule violations, complete it as required and mail to the Chair of the Administrative Review Board. A copy also goes to the Meet Director if there is a violation. Do this ASAP, but no later than 24 hours after the end of the meet. Be sure to include the name and date(s) of the meet as well as the name of the host club. Do this ASAP, but no later than 24 hours after the end of the meet. The current chair of the Administrative Review Board can be found on the website.

**SECTION 8
AMENDMENT OF MANUAL**

Any provision of this Manual not mandated by USA Swimming or LESI or proscribed by them may be amended at any meeting of the Committee by a majority vote of the members present and voting.

**APPENDIX B
FEE SCHEDULE FOR LESI OFFICIALS**

Meet Referee: \$8.00/hour (start of duties to end of duties) plus \$10.00 (minimum pay of \$45).

Meet Admin: \$8.00/hour (start of duties to end of duties) plus \$10.00 (minimum pay of \$45).

*Deck officials: \$8.00/hour (start of meet to end of meet) (minimum pay of \$35).

*Officials who request to work only one of two consecutive sessions of a meet shall receive \$8.00/hour (start of session to end of session worked)

Invigilator: \$8.00 fee in addition to the minimum pay.

Timer's Meeting: \$4.00 fee in addition to the minimum pay.

Where the facility charges for parking, meet host shall reimburse or provide passes except to those officials who have requested to work only one session of a meet with consecutive sessions.

Note: Minimum pay applies to any meet with consecutive sessions or to each session where the sessions are non-consecutive. Sessions are considered to be non-consecutive when the end of one session is 90 minutes or more before the start of the warm-up for the next session. Where the referee or admin for non-consecutive sessions are the same person(s) as the previous session, the minimum pay for the second session shall be \$35.

**LAKE ERIE SWIMMING
OFFICIALS' COMMITTEE DIRECTORY**

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