

Lake Erie Swimming Inc.

Officials Manual

2010-11



January 10, 2011

Frank Campbell, Official's Chairman

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OFFICIALS' COMMITTEE

Officials' Chairman	Frank Campbell
Training Chairman	George Bare
Administrative Official Coordinator(s)	Jodie/Dave Wohlfeil
Re-certification Tracking Chair	Al Kominek
USA S Observed Swims Coordinator (s)	Chuck Kunsman/Teri Mikelonis
Secretary	Ginny Foster
Certification Subcommittee	All LESI Certified Referees

Referees

Pat Baker
George Bare
Julie Bare
Bob Burwell
Frank Campbell
Marilyn Duman
Tom Jones
Al Kominek
Andy Kuhl
Chuck Kunsman
Dave Wohlfeil

Deck Officials

*Sharon Badertscher
* Pat Baker
*George Bare
*Julie Bare
*Mitch Berman
*Bob Brauning
*Bob Burwell
*Frank Campbell
*Joe Cerer
Susan D' Amico
*Rosie Daniels
Rex Delventhal
*Marilyn Duman
*Ginny Foster
Brad Houston
*Tom Jones
*Julie Knurek
*Al Kominek
*Andy Kuhl

*Chuck Kunsman
Mark Marshfield
*Teri Mikelonis
*Steve Nameth
Dawn Parris
*Dan Perron
*Dale Phillips
Kurt Rakovec
Jim Rice
John Sharp
*Paul Shiller
*Mike Sokolich
* Brenda (De La Cruz) Stitzlein
*Kat Torok
*Barbara Weinzierl
*Dave Wohlfeil
**Certified Starter*

Administrative

Julie Bare
Bob Burwell
Frank Campbell
Marilyn Duman
Ginny Foster
Tom Jones
Mike Sokolich
Kat Torok
Dave Wohlfeil
Jodie Wohlfeil

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 Code.

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.
- 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 **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 Code, LESI Bylaws, or LESI Policies & Procedures, the Committee shall:
 - .1 Call regular and special meetings of the Committee;
 - .2 Establish subcommittees; and
 - .3 Amend the Officials' Manual (Manual) in accordance with Section 8.
- 2.4 **Annual and Regular Meetings** - The annual meeting of the Committee shall be held in the month of October of each year. Regular meetings of the Committee shall be in accordance with a schedule adopted by the Committee.
- 2.5 **Special Meetings** - Special meetings of the Committee may be called by the Officials Chairman (Chairman) or by at least five (5) members of the Committee.
- 2.6 **Meeting Location and Time** - All meetings of the Committee shall take place at a site within the territory of LESI. The Chairman or Committee shall determine the location and time of all meetings of the Committee.
- 2.7 **Quorum** - A quorum of the Committee shall consist of those members present and voting.
- 2.8 **Voting** - Except as otherwise provided in the Manual, all motions, orders, and other propositions coming before the Committee shall be determined by majority vote.
- 2.9 **Proxy Vote** - Voting by proxy in any meeting of the Committee shall not be permitted.
- 2.10 **Mail Vote** - Any action which may be taken at any regular or special meeting of the Committee may be taken without a meeting. If an action is taken without a meeting, the Secretary of the Committee (Secretary), by first class mail, postage prepaid, or by e-mail, shall distribute a written ballot to every member of the Committee entitled to vote on the matter. The ballot shall set forth the proposed action, provide an opportunity to specify approval or disapproval, and provide a reasonable time within which to return the ballot to the Secretary. Action resulting from written ballot shall be valid only when the number of votes cast in favor of the proposed action within the time period specified constitutes a majority of the votes entitled to be cast.

2.11 Notices

- .1 Time - Not less than 10 days written or e-mail notice shall be given to each member of the Committee for any annual, regular, or special meeting of the Committee.
- .2 Information - The notice of the meeting shall contain the agenda, time, date, and site. For special meetings of the Committee, the expected purpose of the meeting shall be stated. If an expected purpose is the amendment of the Manual, a copy of the proposed amendment shall be included in the notice.

SECTION 3

OFFICERS

3.1 Officers

- .1 Chairman - The Chairman of the Officials Committee shall be the LESI Officials Chairman.
- .2 Secretary - The Secretary of the Committee shall be appointed by the Chairman with advice and consent of the Committee.

3.2 Terms of Office

- .1 Chairman - The term shall be in accordance with provisions of the Bylaws of LESI.
- .2 Secretary - The term shall be one (1) year, with the term ending at the conclusion of the annual meeting.

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

- .1 Chairman - The Chairman shall perform those duties listed in the Bylaws, Policies and Procedures, and Officials' Manual of LESI.
- .2 Secretary - The Secretary shall be responsible for keeping a record of all meetings of the Committee and issuing meeting notices, and shall perform the other duties incidental to the office of Secretary, as directed by the Chairman.

SECTION 4

SUBCOMMITTEES

4.1 Non-Officer Chairs and Their Subcommittees; Coordinators

- .1 The Chairmen of all subcommittees and all coordinators shall be appointed by the Chairman with the advice and consent of the Committee. The appointed chairman or coordinator shall assume office upon the date designated by the Chairman and shall serve until the conclusion of the annual meeting.
- .2 Duties and Powers of Non-Officer Chairmen and Coordinators
 - A. Training Chairman - The Training Chairman (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. Certification Chairman - The Certification Chairman shall chair the subcommittee responsible for the certification of officials in LESI.
 - E. Re-certification Chair – The Re-certification Chair shall be responsible for maintaining the database summarizing sessions worked and clinics and meetings attended by LESI officials.

4.2 Members of Subcommittees - Except as otherwise provided in this Manual, members of each subcommittee shall be appointed by the Chairman 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.
- .2 Certification Subcommittee - The members shall be the Officials Chairman who shall be Chair and all LESI-certified referees.

SECTION 5

CERTIFICATION

5.1 **New Officials - Stroke and Turn**

.1 Requirements

- A. Qualifications – An official-in-training (OIT) must be at least 18 years of age and a member of LESI.
- 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/timer.
- C. OIT must attend officials' orientation clinic or stroke and turn clinic.
- D. Apprenticeship - After successful completion of A above, on-deck apprenticeship will be required in accordance with the following:
 - (1) OIT must work at no fewer than two (2) different meets;
 - (2) OIT must work at no fewer than eight (8) sessions at meets that are not limited to swimmers who are equal to or faster than B time standards. At least five of these sessions must be at the sessions scheduled for the younger swimmers; and
 - (3) OIT must work at a minimum of two (2) sessions of a developmental meet.
 - (4) Ongoing evaluations will be provided by the TC and the meet referees with input from on-deck officials.
 - (5) With the concurrence of the TC, the Chairman may waive any or all of the required sessions for an OIT with previous officiating experience.
- E. Background Screening – All officials must pass a criminal background check as required by USA Swimming before being assigned or working at any meets.

.2 Certification - After successful completion of all requirements, an OIT may request observation for certification.

- A. The OIT apprenticeship and certification shall be completed within one year from date of completing and passing the required test.
- B. Observation - At least three (3) members of the Certification Subcommittee (CS) will observe the OIT at the same session (s) for a minimum of one (1) full session or the number necessary to observe all strokes. No more than two (2) of the observers may be working at that session in any on-deck capacity.
- C. Evaluation - The CS will prepare a written evaluation of the OIT, with one copy sent to the TC and one to the OIT.
- D. Vote
 - (1) Affirmative - Upon a majority vote of the observing members of the CS, the OIT will be certified in stroke and turn.
 - (2) Negative - If the majority of observing members of the CS vote to deny certification, the OIT must work at the recommended number of sessions before again requesting observation for certification.

- E. 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 certified in stroke and turn for a minimum of six months.
- 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.
- 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 Chairman may waive any or all requirements for an SIT with previous starting experience.

- .2 Certification - After successful completion of the requirements, the SIT may be approved for certification by the TC for Starters (or his/her designee) and the Referee under whom the SIT most recently apprenticed. If either the TC or Referee under whom the SIT most recently apprenticed feels the SIT is not ready for certification, the SIT must work at the recommended number of sessions before again being considered for certification. Certification shall expire December 31 of the registration year in which it is issued.

5.3 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.
- B. Education - The RIT must be familiar with the positions of administrative official, announcer, clerk of course, chief judge, timer, timing judge, 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 meet management and rules tests with minimum scores of 85%, corrected to 100%.
- D. Apprenticeship - The RIT must work as an apprentice 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.
- E. RIT must complete the Administrative Apprenticeship (see 5.4). Certification as an Administrative official is optional.
- F. The Chairman may waive any or all requirements for an RIT with previous experience.
- G. Background Screening – All officials must pass a criminal background check as required by USA Swimming before being assigned or working at any meets.

.2 Certification

- A. After successful completion of the requirements, the RIT may be certified as Referee by the Chairman, with advice and consent of the meet referees under whose jurisdiction the apprenticeship sessions were conducted. The Chairman 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.

5.4 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 LESI.
- 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 clerk of course/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 work with the meet management system at least one (1) deck-seeded session and operate the system at least one (1) additional 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.
 - (6) The Chairman may waive any or all of the required sessions for an AIT with previous experience.
- D. Background Screening – All officials must pass a criminal background check as required by USA Swimming before being assigned or working at any meets.
- .2 Certification - After successful completion of all requirements, an AIT may request observation for certification.
- A. Observation - The Chairman or his designee will observe the AIT for part or all of one (1) session.
 - B. Evaluation - The Chairman or his designee will prepare a written evaluation of the AIT.
 - C. Determination - The Chairman will certify the AIT as an Administrative Official if the AIT has a satisfactory evaluation for the observed session.
 - D. Certification Period - Certification shall expire December 31 of the registration year in which it is issued.

5.5 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 Chairman.)
 - (2) The TO must present to the Chairman proof of current certifications in his former LSC.
 - B. Testing - Referees must pass the LESI rules and administrative tests with minimum scores of 85%, corrected to 100%.
 - C. Apprenticeship - The TO must work (unpaid) at a minimum of two (2) meet sessions.
 - D. The Chairman may waive any or all of the requirements for a TO about whom he has personal knowledge.
 - E. Background Screening – All officials must pass a criminal background check as required by USA Swimming before being assigned or working at any meets.
- .2 Certification - After successful completion of the requirements, the TO may request observation for certification. After receiving certification in LESI as stroke and turn and starter, the TO must work at an additional two (2) sessions as referee in order to become certified as referee in LESI.
- A. Observation - At least three (3) members of the CS will observe the TO for one complete session or the number of sessions necessary in which to observe all strokes for certification as stroke and turn and to observe the TO during enough starting rotations to view both forward and back starts for certification as starter.

- B. Vote - Stroke and Turn and/or Starter
 - (1) Affirmative - Upon a majority vote of the observing members of the CS, the TO will be certified as stroke and turn and/or starter.
 - (2) Negative - If the majority of observing members of the CS vote to deny certification, the TO must work at the recommended number of sessions before again requesting observation for certification.
- C. Referee - The TO will be certified by the Chairman with the advice and consent of the referee (s) under whose jurisdiction the TO worked as referee.
- D. Certification Period - Certification shall expire December 31 of the registration year in which it is issued.

5.6 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 Chairman or his designee to officials who have successfully fulfilled requirements for re-certification.
- .3 Requirements for Re-certification
 - A. The official must attend a minimum of one Committee meeting/workshop in a calendar year. Attending stroke briefings at an OQM will satisfy this requirement.
 - 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.
 - Tests required (all online at USA Swimming web site): S&T- S&T/Timer Recert. Test;
 - Starters- S&T/Timer Recert. Test and Starter Recert. Test;
 - Referees- Referee Recert. Test;
 - Admin- Admin Recert. Test, Clerk of Course Recert. Test, Timer Recert Test, and Timing Judge Recert. Test.
- .4 The Chairman 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.

5.7 Suspension of Certifications - The Chairman 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 Board of Review for a hearing if he/she feels the suspension or length of the suspension is improper.

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

- 1. The official must apply for reinstatement to the Chairman by mail or e-mail.
- 2. The Chairman and Training Chairmen 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 Chairman or Training Chairmen will make the necessary arrangements, to ensure that the proper training and/or observation will take place.

SECTION 6
MEET ASSIGNMENTS

- 6.1** The Chairman 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.
- 6.2** 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, they 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 Chairman within 24 hours after the end of the meet.
 - E. USA Swimming Code and LESI Handbook.
- .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. Blank pistol and shells or bell;
 - E. Clipboard;
 - F. LESI Officials' Manual;
 - G. Meet announcement with entry information; and
 - 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 Chair 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 BOR Chairman. 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. If no violation occurs, be sure you e-mail the BOR Chairman to let him/her know. 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 BOR is Matt Salerno, 12410 Falcon Ridge Road, Chesterland, OH 44206, msalerno@mcdonaldhopkins.com

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).

Invigilator: \$8.00 fee.

Timer's Meeting: \$4.00 fee.

Where the facility charges for parking, meet host shall reimburse or provide passes.

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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