

Motion 2402OC01 – Officials Committee Policies and Procedures Changes

A. Officials Committee

1. **Purpose:** The Officials Committee ensures that all officials acting in a capacity of Referee, Starter, Judge, or Administrative Official at a swimming meet are certified and trained in such position to the uniform and consistent standards set by USA Swimming prior to being assigned to officiate in that capacity. Apprentice officials may perform the duties of such positions when they are under the direct supervision of a trainer. Pacific Swimming Zones and Clubs shall not require any additional certification. To fulfill the above purpose, the Officials Committee shall:
 - a. Recruit, train, test, certify, evaluate, retest, re-certify and supervise officials for Pacific Swimming, and conduct such other activities as may be necessary or helpful.
 - b. Maintain a roster of qualified, well-trained, and experienced officials of the highest caliber.
 - c. Assign Officials to meets that are scheduled and awarded by the LSC. These assignments will be made at a meeting of the LSC Officials Committee, held annually after the meet schedule has been set for the next year.
 - d. Conduct discipline or decertification proceedings when necessary.
2. **Committee Members:**
 - a. LSC Officials Chair, appointed by the LSC General Chair,
 - b. Zone Officials Chair or Co-chairs, appointed by each zone, with the concurrence of the LSC General Chair and LSC Officials Chair.
 - c. A sufficient number of Athlete Representatives, appointed by the Athlete Committee, so as to constitute at least twenty percent (20%) of the voting membership of the Committee.
 - d. Each member of the committee shall be a certified official or athlete of Pacific Swimming and in good standing.
3. **Frequency of meetings:** the committee shall meet quarterly and more often as needed to conduct the business of the committee. Meetings shall be at the call of the Chair, or of any three members of the committee, with at least five days notice.
4. **Duties - LSC Officials Chair**
 - a. Chair meetings of the Pacific Swimming Officials Committee
 - b. Represent Pacific Swimming officials at USA Swimming Western Zone and National Officials Committee meetings, and at other appropriate USA Swimming meetings.
 - c. Communicate relevant information to all Pacific Swimming officials.
 - d. Issue interpretations of the competitive rules for use by officials, coaches and athletes at meets conducted within the territory of Pacific Swimming, after consultation with the USA Swimming Rules and Regulations Chair and USA Swimming Officials Chair, as appropriate.
5. **Duties - Zone Officials Chairs**
 - a. Schedule and conduct additional training in the zone.
 - b. Maintain a list of trained zone officials, including qualifications of these people based on experience, performance, and interest.
 - c. Assign qualified officials to zone scheduled and sanctioned meets as needed.

- d. Assist the LSC Officials Chair and meet directors in obtaining qualified officials suitable to the needs of scheduled LSC meets.

6. Pacific Swimming Officials Code of Conduct

- a. Officials bear a great responsibility for engendering public confidence in swimming. Each Non-Athlete Member of USA Swimming is bound by the USA Swimming Code of Conduct and the Center for SafeSport Code. In addition, by accepting the role of an official in Pacific Swimming, each official agrees to abide by this Pacific Swimming Officials Code of Conduct. The following Code pertains to all activities where officials or administrators (“Officials”) represent Pacific Swimming, in or outside the LSC, including practices, meets, camps, meetings, and clinics:
 - 1. Officials shall be impartial and fair when judging swimming competitions.
 - 2. Officials shall hold and maintain the basic tenets of officiating which include integrity, neutrality, respect, sensitivity, professionalism, discretion and tactfulness.
 - 3. Officials shall master both the rules of swimming and the means to enforce the rules and shall exercise authority in an impartial and controlled manner.
 - 4. Officials shall uphold the honor and dignity of the profession in all interactions with athletes, coaches, parents, volunteers, colleagues and the public.
 - 5. Officials shall avoid anything which may lead to a conflict of interest, either real or apparent.
 - 6. Officials shall dress neatly and appropriately and shall conduct themselves in a manner consistent with the high standards of the profession.
 - 7. Officials shall be punctual and professional in the fulfillment of all officiating commitments.
 - 8. Officials shall work with each other respectfully in a constructive and cooperative manner.
 - 9. Officials shall resist every temptation and outside pressure to use one’s position as an official to benefit oneself.
 - 10. Officials shall not make false or misleading statements regarding their qualifications, certifications, experience, training or competence.
 - 11. Officials shall accept responsibility for all actions taken.
 - 12. Officials shall strive to ensure a safe and healthy environment for all members of Pacific Swimming during competitions, especially the athletes.
 - 13. Officials shall consistently, accurately, and equitably apply rules, regulations, and codes of conduct of USA Swimming, the Center for SafeSport and Pacific Swimming.
 - 14. Officials shall refrain from all public criticism or discussion of calls made by themselves or by any other officials in any swimming competition whatsoever, whether in person or on-line.

7. Discipline or Decertification:

- a. Subject to informal or formal proceedings, the failure to comply with any Pacific Swimming Officials Code of Conduct rule may result in any of the following disciplinary actions:

1. A warning
 2. A reprimand
 3. Reassignment
 4. Re-education
 5. Suspension
 6. Decertification
- b. Discipline or decertification does not remove membership in USA Swimming; however, the basis for decertification may also require referral to the National Board of Review (NBOR).
- c. Discipline or decertification may occur for issues in any of the following categories:
1. Professional Qualifications. This category deals mainly with an official's lack of knowledge or application of the rules. For example, a certified Stroke & Turn official who never makes calls or incorrectly makes the same call repeatedly.
 2. Professional Misconduct. This category addresses violations of the above Pacific Swimming Officials Code of Conduct.
 3. National Code of Conduct. This category addresses violations of the USA Swimming Code of Conduct or the Center for SafeSport Code.
- d. Except for National Code of Conduct violations, the Pacific Swimming Officials chair or their designee shall endeavor to resolve the matter informally.
- e. If an informal resolution is not reached, the formal complaint process and hearing by the Pacific Swimming Officials Committee must take place before an official can be disciplined or decertified. In accordance with the established procedures of Pacific Swimming and USA Swimming the general process is as follows:
1. A written complaint is received by the Pacific Swimming Officials Chair.
 2. The Pacific Swimming Officials Committee investigates the complaint.
 3. If the committee finds that there is sufficient evidence of a violation of the Pacific Swimming Code of Conduct, then after fair notice, a hearing before the Pacific Swimming Officials Committee will be scheduled in a timely manner. The official and any complainant will be given the opportunity to present their position to the Committee. (It is a good practice to record the hearing)
 4. After the hearing, the Pacific Swimming Officials Committee decides either to dismiss the complaint, discipline or decertify, or forward the matter to the NBOR.
 5. If the decision is to decertify or recommend referral to the NBOR, a written finding of fact and decision must be completed. In the case of decertification this document must be sent to the person who is being decertified to allow them to appeal to the NBOR.