

OF-97-01 Officials - Committee 02.04.20

1. Duties, Responsibilities and Authority:

- A. The Officials Committee is solely responsible to recruit, train, certify, evaluate, recertify and supervise officials for PNS and such other activities as may be necessary or helpful in maintaining a roster of qualified, well-trained and experienced officials of the highest caliber.

2. Composition:

- A. Members of the committee are as follows:
 - I. The Chair
 - II. At Large - 6 members
 - III. Athlete Representative – up to 2 members
 - IV. Past Chair

3. Election of Members and Term of Office:

- A. The election of Committee Members shall occur at the Annual Meeting of Officials. Each elected Member shall be a certified official of PNS. The Chair shall be a referee. The election of the Chair and 3 At Large Members shall occur in even numbered years. The election of 3 At Large Member shall occur in odd numbered years. Each elected position is for a term of two years. Each position may be re-elected for additional terms. The Past Chair, if filled, shall be for a single two-year term. Vacancies occurring in a position other than the Chair or Past Chair, shall be filled by an appointment by the Chair with the advice and consent of the Committee. A vacancy in the Chair shall be filled by a selection from the At Large Committee members, to serve the remainder of that term, or until the Officials organization elects a successor. The athletes will appoint the Athlete Representative(s).

4. Annual Meeting:

- A. The Annual Meeting of Officials shall occur a minimum of two weeks prior to the PNS Spring House of Delegates Meeting. All Officials, whose USA Swimming memberships and PNS Official certifications are current at the time of the meeting, shall have a voice.

5. Regular and Special Committee Meetings:

- A. Meetings are generally held on a 4-6 weeks basis. Any two Committee Members, in agreement, may call a special meeting of the Committee at any time. A quorum for the sanction of business shall consist of a majority of Committee members.

OF-97-02 Officials - Funds 08.30.16

1. Funds:

- A. Funds of the Committee shall be deposited in the PNS bank account. Clinician's shall provide the PNS registrar and the Officials committee with documentation of clinic attendees and funds received for deposit purposes.

OF-97-03 Officials - Certifications 09.01.19

1. Eligibility:

- A. Any person who:
 - I. Holds a current USA Swimming membership.
 - II. Completes background check through USA Swimming.

III. Completes Athlete Protection Training through USA Swimming.

IV. Completes Concussion training

2. Administrative Official (“AO” – Dry side):

- A. Must be of at least 18 years of age
- B. Attend a training clinic conducted by an approved instructor. Pay \$10 clinic fee.
- C. Complete and pass the open book online test “Certification – Administrative Official”
- D. Complete “apprentice official” registration with PNS Office prior to beginning on deck “novice” sessions (see**note)
- E. Work a minimum of 4 PNS sanctioned and/or approved meet sessions as a “Novice AO”
- F. After receiving a recommendation from the meet or training referee that you are ready for advancement, make arrangements with the clinic instructor or qualified “Observer” to be observed for certification as an AO.
- G. Credentials will be issued through the Officials Tracking System (OTS) once all requirements are met.

**NOTE: This is a 60 day registration only. When (or before) it expires, you must:

- I. Send in your non-athlete registration to PNS and the non-athlete fee
- II. Complete the background check.
- III. Complete the online Athlete Protection Training in order to continue your novice sessions – or work as a fully certified official.
- IV. Complete Online Concussion Training

3. Administrative Official (“AO” – wet side – current USA official):

- A. Must be of at least 18 years of age
- B. Attend a training clinic conducted by an approved instructor. Pay \$5 clinic fee.
- C. Complete and pass the open book online test “Certification – Administrative Official”
- D. Work a minimum of 4 PNS sanctioned and/or approved meet sessions as a “Novice AO”
- E. After receiving a recommendation from the meet or training referee that you are ready for advancement, make arrangements with the clinic instructor or qualified “Observer” to be observed for certification as an AO.
- F. Credentials will be issued through the Officials Tracking System (OTS) once all requirements are met.

4. Stroke & Turn Judge: (S&T)

- A. Must be of at least 18 years of age
- B. Attend a training clinic conducted by an approved instructor. Pay \$10 clinic fee.
- C. Complete and pass the open book online test “Certification – Stroke & Turn/Timer”
- D. Complete “apprentice official” registration with PNS Office prior to beginning on deck “novice” sessions (see**note)
- E. Work a minimum of 4 PNS sanctioned and/or approved meet sessions, comprised of at least two (2) different meets, as a “Novice Stroke & Turn” and obtain the recommendation of the meet referee to be certified.
- F. Credentials will be issued through the Officials Tracking System (OTS) once all requirements are met.

**NOTE: This is a 60 day registration only. When (or before) it expires, you must:

- I. Send in your non-athlete registration to PNS and the non-athlete fee
- II. Complete the background check.
- III. Complete the online Athlete Protection Training in order to continue your novice sessions – or work as a fully certified official.
- IV. Complete Online Concussion Training

5. Starter:

- A. Must be at least 19 years of age
- B. Minimum 1 year service as a certified Stroke & Turn Judge. Minimum 10 sessions as certified S&T Judge at USA Swimming sanctioned and/or approved meets in log prior to Starter Clinic.
- C. Attend a training clinic conducted by an approved instructor. Pay \$5.00 Clinic fee.
- D. Complete and pass the open book online tests for:
 - I. Certification – “Starter”
 - II. Recertification – “Stroke & Turn/Timer”
- E. Work a minimum of 5 PNS sanctioned and/or approved meet sessions, comprised of at least 2 different meets, as a "Novice Starter".
- F. After receiving a recommendation from the meet referee (or training referee) that you are ready for observation, make arrangements with your clinic instructor to be observed for certification as a Starter.
- G. Credentials will be issued through the Officials Tracking System (OTS) once all requirements are met.

6. Referee:

- A. Minimum Requirements for Candidates for Referee Training:
 - I. Must have a referral from a member of the PNS Officials Committee to attend the Referee Training clinic.
 - II. Must be of at least 21 years of age.
 - III. Minimum 1 year service as a certified Starter. Minimum 20 sessions at USA Swimming sanctioned and/or approved meets (S&T or Starter) in log after certifying as Starter prior to attending the Referee clinic.
 - IV. Must have worked a minimum of 4 sessions as a Chief Judge; 2 Prelims and 2 Finals sessions at a PNS Championship.
- B. Training Requirements:
 - I. Attend a training clinic conducted by an approved instructor. Pay \$5.00 clinic fee.
 - II. Complete and pass the open book online tests:
 1. Certification - “Referee”
 2. Certification - “Administrative Referee”
 3. Recertification – “Stroke & Turn/Timer”
 4. Recertification – “Starter”
 5. Recertification – “Administrative Official”
 - III. Work a minimum of 8 PNS sanctioned and/or approved meet sessions as a "Novice Referee", comprised of 3 different meets, 2 different referees and 2 sessions in an Administrative Referee role.
 - IV. After receiving a recommendation from the meet referee that you are ready for Observation, make arrangements with your clinic instructor to be observed for certification as a Referee.
 - V. Credential will be issued through the Officials Tracking System (OTS) once all requirements are met.

OF-97-04 Officials - Recertification 11.12.18

1. Recertification: All Officials:

- A. It is mandatory for all officials to recertify at your highest level every two years. Attendance at a clinic to upgrade your level to a starter or referee will qualify as a recertification clinic

for the lesser level upon completion of that level's Recertification Test and presentation of a current log from OTS.

- B. Recertification tests at your "highest" certified position must be completed and passed.
- C. Work a minimum of 10 USA Swimming / Masters, sanctioned, approved, or observed meet sessions each year, 20 sessions minimum in the 24 months prior to your recertification clinic date.
 - I. Referees / Starters / Stroke & Turn / Administrative Officials (Wet side) - should work a minimum of 2 sessions per year (of the required 10), or 4 per 2 year period (of the required 20 sessions), in each position for which they are certified.
 - II. "Dry Side" Administrative Officials must work a minimum of 4 sessions per year or 8 sessions per 2 year period.
- D. Check frequently that your sessions have been logged into the Officials Tracking System (OTS) to ensure a correct log of sessions/activities worked.
 - I. **Administrative Official – Dry side:**
 - 1. Complete the online, open book test for Recertification – "Administrative Official".
 - 2. Attend a training clinic conducted by an approved instructor. Pay \$5 clinic fee.
 - 3. Bring your current OTS card, log of sessions worked, and confirmation of "passed" recertification test.
 - 4. Credentials will be issued through the Officials Tracking System (OTS) once all requirements are met.
 - II. **Administrative Official – Wet side:**
 - 1. Complete and pass the online, open book tests for Recertification – "Stroke & Turn/Timer" or Recertification – "Starter", as appropriate plus the Recertification – "Administrative Official".
 - 2. Attend a training clinic conducted by an approved instructor. Pay \$5.00 clinic fee.
 - 3. Bring your current OTS card, log of sessions worked, and confirmation of "passed" recertification tests.
 - 4. Credentials will be issued through the Officials Tracking System (OTS) once all requirements are met.
 - III. **Stroke & Turn Officials:**
 - 1. Complete online open book test for Recertification – "Stroke & Turn/Timer"
 - 2. Attend a training clinic conducted by an approved instructor. Pay \$5 clinic fee.
 - 3. Bring your current OTS card, log of sessions worked, and confirmation of "passed" recertification test.
 - 4. Credentials will be issued through the Officials Tracking System (OTS) once all requirements are met.
 - IV. **Starters:**
 - 1. Complete and pass the online open book test for Recertification – "Starter" plus the Recertification "Stroke & Turn/Timer"
 - 2. Attend a training clinic conducted by an approved instructor. Pay \$5.00 clinic fee.
 - 3. Bring your current OTS card, log of sessions worked, and confirmation of "passed" recertification tests.
 - 4. Credentials will be issued through the Officials Tracking System (OTS) once all requirements are met.
 - V. **Referees:**
 - 1. Complete and pass the online open book test for Recertification – "Referee"
 - 2. Referees must yearly attend one of the two referee meetings, held Fall and Spring.

3. Bring your current OTS card, log of sessions worked, and confirmation of “passed” recertification tests. Pay \$5.00 clinic fee.
4. Credentials will be issued through the Officials Tracking System (OTS) once all requirements are met.

2. Expired Certification:

- A. **All Officials:** USA Swimming membership must be maintained at all times in order to work on deck in any capacity as an Official. Should recertification requirements not be met by the time the 2year certification expires the official enters a 6 month period in which to complete the recertification requirements. Attending an appropriate clinic and the full “Certification” test for the position is required. During this time the official may work the deck, at the discretion of and with express permission of the Meet Referee as long as USA Swimming membership is maintained. If all requirements are not met by the end of the six months period, the individual will no longer be a PNS official. Any return will be as a new official at the entry level.
- B. **Referees:** the Officials Committee may review on a case-by-case basis, the referee and circumstances.

OF-97-05 Officials - Transferring Officials 02.10.15

1. All certified officials in “good standing” from another LSC of USA Swimming are welcomed into PNS. Credentials will be issued as a PNS Official once the appropriate Recertification Clinic has been attended and it’s requirements met. At the discretion of the Clinician, officials with LSC level (N1) credentials, may be requested to complete additional Novice Sessions or add log sessions prior to credentials being issued. Transferring N1 Starters will need to complete an on-deck Observation session(s) prior to receiving credentials. Transferring N1 Referees will need to work with the Officials Chair or their designee.
2. Officials transferring from FINA will work directly with the Officials Chair or their designee.

OF-97-06 Officials - Uniform 02.09.15

1. To uphold our standards of professionalism on deck, the following uniform for Novice and Certified Officials is to be used for all Sanctioned and Approved meets in the Pacific Northwest LSC (unless the dress uniform is specified otherwise in the Meet Announcement or on an Application to Officiate).
 - A. **All positions except Meet Referee:**
 - I. White polo shirt, neat and tucked in at the waist. No USA Swimming banned logos (tobacco, alcohol, etc.) or excessive brand logos.
 - II. Solid navy blue shorts, skirt or long pants (no blue jeans). Shorts and skirts to be of professional appearance and length. In a preliminaries and finals meet, long pants or skirt are required for "finals" sessions.
 - III. Shoes shall be deck friendly white shoes and worn with white socks. No sandals or open heeled shoes.
 - IV. Outdoor meets may require hats, sunglasses, jackets, etc. - keep a professional image in mind with extra attire.

B. **Meet Referee:** The Meet Referee shall adopt the same uniform with the following exceptions:

- I. Navy blue polo shirt, neat and tucked in at the waist.
- II. Solid white or khaki shorts, skirt or long pants.

OF-97-07 Officials – Clinicians 02.09.15

1. Clinic Instructors are selected by the Officials Committee and approved by the Officials Chair, and are authorized to conduct initial and recertification clinics. Clinic Instructors are listed on the PNS website under the Officials tab.