2016 Officials' Committee Annual Meeting

Agenda
Saturday, October 8, 2016

I. Call to Order

II. Approval of Minutes from Previous Meeting of August 23, 2016

III. Review and Approval of Agenda

IV. Welcome, Guest Speakers & Introductory Remarks
   A. Reports of Executive Director, Administrative Vice-Chair and Coach & Athlete Reps
   B. OTS Tutorial Presentation

V. Reports of Chair, Vice Chair and Area Reps

VI. Unfinished Business
   A. National Meet Attendance Reimbursement Policy
   B. Clinic Forms & Materials
   C. 2016 Re-Certification
   D. Meet Reports
   E. National Evaluators for 2016-2017 OQM Meets
   F. Club Officials Requirement for Sanction
   G. AR Certification Status
   H. Name Tags

VII. New Business
   A. Observed Meet Request Form
   B. 2017 FS Championship Meet Officials
      (1) Positions to be Assigned
      (2) 2017 Spring (& Summer) Assignments
      (3) Meet Letter Input of OC and Assigned MR
   C. Proposed New FL Championship Meet Format for 2018
   D. Annual FS & USA Officials' Awards Program Update
   E. Agenda Revisions
      (1) Publishing of Agenda Prior to Meeting
      (2) Opportunity to Add Items to Published Agenda
      (3) Reading of the FL Vision & Mission Statements prior to commencing Business at Meetings
   F. Development of Long Term Plan(s) for OC
   G. Exit Interviews
   H. Other

VIII. Announcements

IX. Adjournment
Minutes of the Officials' Committee Meeting/Teleconference  
Tuesday, August 23, 2016

The meeting was called to order by Stephen Plapp, Committee Chair, at 8:05 p.m.

Attending were Stephen Plapp, Chair; Area Representatives Jeff Breault (Area 1), Ellen Johnson (Area 2), John Jansen (Area 3), Deb Landis (Area 5) and Joe Glennon (Area 6); Area Assistant Representative Mike Brewer (Area 2), Brett Ewald (Area 3) and Judi Wojcik (Area 6) and Chris Wojcik

The Minutes of the meeting of June 13, 2016 were approved without corrections.

Minutes will be moved from Official’s area on the web site to LSC Governance.

Area Representatives reported the following:

1. Area 1 (Jeff Breault) - Recertification clinic at Bolles Kick Off Meet upcoming; 12 officials have completed the recertification process to date.
2. Area 2 (Ellen Johnson) - Submitted written report on status (attached)
3. Area 3 (John Jansen) - 75 officials have attended recertification clinics; 23 remain.
4. Area 4 - No Report.
5. Area 5 (Deb Landis) - 7 new S&T officials, 1 new AO have been certified. Recertification clinics being held as needed to get everyone through the process.
6. Area 6 (Joe Glennon) - Recertification clinics continuing.

Old Business:

1. Awards - Ellen Johnson is collecting ballots through Sunday.
2. Travel Policy - There was discussion of the official’s travel policy. The “old” policy remains in effect until the annual meeting and the “new” policy is voted on and approved by the BOD. New policy is to be provided to the committee prior to annual meeting.
3. Recertification - Reports have been distributed showing clinics attended as well as tests taken since May 1, 2016. Update clinic attendance report will be sent out.
4. Clinic Packages
   • Clinic packages are out of date and need to be refreshed. Jeff Breault and Joe Glennon will work on updating the packages prior to annual meeting and present to the committee.
   • AO clinic specifically needs to be updated with the new USA time reconciliation incorporated.
   • Starters need to be required to take the timer test so they can appropriately hold a timer’s briefing.

New Business:

1. FHSAA - Busy but no reports. No one reported attending District meeting.
2. Security - The issue of meet security was brought up in light of a recent occurrence where a marshal was physically assaulted by a spectator and threatened to bring a gun to the facility. The committee would like guidance from USA Swimming on adapting a security policy and a policy for what to do in the event of a situation which escalates. What are the boundaries between officials and facilities responsibilities?
3. Annual meeting
   • Items for the annual meeting were requested from the committee so there is an agenda covering items of concern to officials within the LSC.
   • Chair proposed OTS training as a possibility.
   • Stroke and Turn.com may be onsite.

Meeting was adjourned at approximately 9:00 p.m.

Respectfully submitted,
Stephen E. Plapp, Chair

Attachment
Since our last meeting:

Area 2 has 48 active apprentices at present.

32- stroke and turns
6- starters
7- admin officials
3- meet refs

Newly Certified:
6- stroke and turns
2- starters
1- deck ref
3- admin officials

* we gained two much needed admin instructors (Mike Brewer and John Russo)

* we lost two experienced officials when they relocated out of state (Faith Hanger and Aliana Lopez de Victoria)

* recertification clinics planned for:
  
  Winter Haven - September 16-18
  Patriot- November 11-13

  possibly the Marlin and Highlander meet
* Bart and I have noticed a recent trend with apprentices at all levels being mentored by newly certified officials. i.e.: a stroke and turn got signed off Saturday morning and he is mentoring Saturday afternoon. We are trying to ensure that that doesn’t happen as much as possible. Our senior officials are more than willing to work stroke and turn if asked, some even welcome the opportunity. Our newly certified stroke and turns and starters have expressed their discomfort with being asked to take on an apprentice when they are still trying to figure things out for themselves.
10.5 National Championship Meet Attendance Reimbursement Plan

1. An annual National Championship Meet Attendance Reimbursement budget for officials to include reasonable travel, lodging and other relevant expenses shall be established each year by the Board of Directors, based upon the recommendation of the Officials’ Committee.

a. The total amount budgeted will be determined by FL Officials Chair or his/her designee and is subject to the overall approval of the FL Official’s budget by the FL House of Delegates.

2. The FL Officials’ chair, or his/her designee with the advice and consent of the Officials’ Committee, will allocate funding from the predetermined approved travel budget for any FL official participating at an USA Swimming National meet according to the following guidelines:

a. The total amount of reimbursement to an individual will be determined by the FL Officials Chair or his/her designee, and shall not exceed the equivalent amount of funding for an athlete according to the FL travel fund rules and policies.

b. When all available funds are exhausted, no further reimbursements will be distributed.

a. Officials shall be reimbursed for attendance at a maximum of two (2) National Championship Meets per year.

b. The maximum amount of reimbursement to an individual per meet will be determined by the FL Officials Chair or his/her designee with the advice and consent of the Officials' Committee, and shall not exceed the equivalent amount of funding for an athlete according to the FL travel fund rules and policies (Section 4.1 of this Manual).

c. No individual shall receive reimbursement for a second meet under this policy until all qualified applicants for a single meet have been reimbursed by FL.

d. The FL Officials' Chair may set the maximum reimbursement level for a second meet at a lower amount than the maximum reimbursement level for the first meet and shall, when electing to do so, inform the FL Board of Directors in his/her budget proposal.

e. The FL Officials' Chair or his/her designee shall determine the method of distribution of available funds if they do not fully reimburse all of the individual’s requested amount.

f. Wherein all applicant amounts exceed the amount budgeted, the Officials' Chair may, with the advice and consent of the Officials' Committee:

i. Reduce the maximum reimbursement amount for the meets to equal the total budgeted amount and/or

ii. Apply the Priority Funding Priorities for allocation of funds guidelines as set forth within this policy in Subsection 4 below.

f. The FL Officials Chair or his/her designee shall determine the allocation of funds for any priority not listed in this policy

g. Travel, lodging and meal expenses paid or reimbursed by any other organization are not eligible for reimbursement by FL under this policy.

h. The FL Officials Chair or his/her designee shall determine the allocation of any FL Officials Committee budget surplus.

h. Reimbursement is not guaranteed.

3. The budgeted maximum reimbursement amount shall be shared by available to all officials attending national championship meets each year based on the following stipulations:

a. The official must be registered with FL for a minimum of four (4) two (2) years or have worked a minimum of twenty-five (25) sessions in the prior year.

b. The official must have volunteered as a deck official for a minimum of ten (10) twenty (20) sessions at FL meets during the calendar year for which reimbursement is sought.

c. LSC Championship, Sectionals and Grand Prix meets shall be excluded in meeting the sessions requirement herein.

d. Individuals requesting reimbursement must have been accepted to officiate at one of the USA Swimming National Championship meets and must have committed to working all sessions.

e. Officials may receive only one reimbursement per year.

f. Officials selected to officiate at the Olympic Trials may apply for reimbursement in addition to the aforementioned limit.
4. **When required**, Funding Priority shall be as follows:
   a. **First Priority** - Travel to a National Championship meet is needed to attain an N3 certification level for which a final N3 evaluation has been successfully completed
   b. **Second Priority** – First time attendees to a national Championship meet for any individual that holds N3 stroke and turn and at least one other N2 position.
   c. **Third Priority** – Individuals who are working in an assigned position that is not reimbursed by USA Swimming
   d. **Fourth Priority** – Individuals who have worked the highest number of sessions at FL sanctioned meets in the past 12 months
   e. **Fifth Priority** - Discretion of the FL Officials Chair or his/her designee as to the best method of allocating any additional available FL officials travel funds. The FL Officials Chair or his/her designee shall determine the allocation of funds for any priority not listed in this policy.

5. Any qualified FL official seeking reimbursement **must shall**:
   a. Apply for reimbursement using the FL Swimming Reimbursement Form and provide receipts in compliance with Section 3.2.1 of this Manual, which are to be sent to the Executive Secretary by January 30 of the following year for which reimbursement is sought.
   b. Prove with the submitted receipts the expenses that are either equal to or greater than the requested reimbursement amount or maximum reimbursement amount for said meet.
   c. **Assignment Not be assigned** as a lead official whose accommodation and travel are covered by USA swimming (i.e., Meet Referee, Head Administrative Referee, Head Starter or Team Lead Chief Judge); such assignment shall render the official as ineligible for reimbursement for that meet.

6. Additional requirements for reimbursement are:
   a. A summary of their experience at the USA Swimming National meet, including any new ideas that would benefit officials within FL Swimming, must be sent directly to the FL Official’s Chair or his/her designee.
   b. Official receiving reimbursement shall be required to serve as a mentor/evaluator during the next twelve months at a designated OQM meet in FL Swimming.

7. National championship meets for this purpose are defined as summer and winter USA-S Senior National Championships, Junior National Championships, US Open Championships or a Trials-class (Olympic Trials or World Trials) meet, and includes both short- and long-course and open water meets. *Sectional and Grand Prix meets are not included.*
FLORIDA SWIMMING - REQUEST FOR OBSERVATION - Form B

This form is used to request authorization for observation of swims at High School, YM/YWCA, Collegiate, Masters or other association season-culminating Championship meets. Observation authorization for meets that are not season-culminating Championship(s) must be requested on Request for Observation - Form A. A fee of $50.00 must accompany this Meet Observation request!

Application Requirements:

1. **Timing systems** must comply with conditions outlined in Article 102.24, and the facility must comply with Articles 103.13.1 and 2-USA Swimming Rules & Regulations.

2. **Officiating:**
   a) The number of Association officials must meet the minimum requirements as provided in Article 102.10-USA Swimming Rules and Regulations. If the Association stroke and turn officials are also certified by USA Swimming and are stationed at each end of the pool, no additional observers are necessary.Officials may note compliance with USA Swimming technical rules only for those swimmers requesting observation; or the entire meet may be observed.
   b) Or, a minimum of two USA Swimming certified officials shall be assigned, one at each end of the pool, to verify compliance with USA Swimming Rules for those swims requested to be observed.
   c) Where the technical rules as listed in Article 101 are the same as the host organization, the judgment of the organization officials shall be sufficient.
   d) The designated USA Swimming official must verify compliance with the applicable rules and procedures, and shall forward any proof of times requests and final results from non-NCAA meets to the LSC NTV official.
   e) Disqualifications for USA Swimming violations from NCAA meets shall be reported to the T & R committee NTV representative/Program Operations designee; disqualifications from non-NCAA meets shall be reported to the LSC NTV official where the meet took place.

3. **Proof of Times Requests:**
   a) If an athlete’s USA Swimming ID # or full legal name and birth date are included in the electronic meet results, no individual request for data entry into the SWIMS system should be necessary. The LSC NTV official or SWIMS data officer shall enter times for any such athlete into SWIMS.
   b) If the above data is not included in the electronic results, individual requests for times may be required by the LSC NTV official where the meet took place.

Name of Meet: _____________________________ Date(s): _____________________________
Name of Facility: _____________________________ City: _____________________________

By signing below, the Meet Referee or Meet Director verifies the following (check one of the options listed below and complete the remainder of this section):

[ ] This meet will be observed in its entirety, exclusively by USA Swimming Officials, according to staffing guidelines specified in USA Swimming Rules & Regulations.

[ ] This meet will be officiated exclusively by USA Swimming officials, but due to the limited number of verification requests expected, only swims specifically requested in advance will be observed for compliance with USA Swimming Rules.

[ ] This meet will be officiated by the proper number of Association officials and also observed by a minimum of two assigned USA Swimming Stroke & Turn certified officials, one at each end of the competition course, in compliance with USA Swimming Rules.

Names of currently certified USA Swimming officials who will officiate the meet:

1) _____________________________ 2) _____________________________
3) _____________________________ 4) _____________________________

Name of Meet Referee _____________________________ Phone _____________________________
Name of Meet Director _____________________________

Signature of Meet Referee/Director _____________________________

This form must be received by the designated person in the LSC 10 days prior to the beginning of the meet.

Approved: _____________________________ (LSC NTV Official) Date: _____________________________

Please send copy or provide list of authorized meets electronically to Program Operations NTV designees.
Florida Swimming Vision:
To provide an organization that will develop and support USA Swimming programs in the Florida LSC for the benefit of athletes, coaches, parents, and the general community.

Florida Swimming Mission:
It is our mission, as the governing body for the Florida Swimming Inc., Member of USA Swimming to:

1. Provide and maintain an effective means of communication and information retrieval for member clubs.
2. Support members in the preparation of athletes for national and international caliber competition.
3. Support members in the organization of developmental competitive swimming programs through all levels of age group competition.
4. Develop a community of skilled USA Swimming Officials.
5. Assist with the education of athletes, coaches and parents.
6. Support the development of programs of diversity and disability in competitive swimming.
7. Operate in a fiscally responsible manner.
The following sections of the FLORIDA SWIMMING, INC. POLICY MANUAL, Revised & Adopted - October, 2014, relate to the Officials of FL and are provided for information purposes:

Chapter 3 - Financial

3.2 FL Travel Funding

1. General Travel Funding

Reasonable travel, lodging and other relevant expenses will be provided for FL designated representatives at meetings, workshops, seminars, conventions and other relevant activities, when approved by the appropriate FL Officer or Committee Chair, and funds for such travel have been provided in the FL budget. This includes travel to the USA Swimming (USA-S) annual convention, the Southern Zone meeting, and to clinics, workshops and conferences sponsored by USA-S.

- a. Travel funding for automobile travel (driver only) will be based on the current IRS business organization mileage rate

  (Note: Funding for automobile travel shall not exceed the lowest generally available airfare to the meeting site.)

- b. Air travel shall be at the lowest generally available airfare to the meeting site (at the time the travel is authorized or approved) from a reasonably convenient airport.

- c. Lodging expenses will be based on double occupancy (whenever appropriate).

- d. A per diem allowance of $50 per day will be provided except when meals are provided at the meeting.

- e. Airport parking will be funded at the lowest economy rate at the respective airport, not to exceed $10/day.

- f. Relevant tolls shall be funded, when appropriate.

- g. Receipts are required for all FL travel expenses.

- h. Travel, meal and lodging expenses covered by any other organization are not eligible for funding by FL.

GUIDELINES

a. If FL members/delegate prefer to make their own arrangements, they will be funded for airfare at the lowest available fare (based on 4-week advance purchase), round trip, from the departure city to the activity location. The original airline ticket stub must be mailed to the office as a receipt.

b. Any fee for a change and/or cancellation to an issued ticket is the responsibility of the member/delegate, unless such change is at the request of FL.

c. The FL office will also fund convention and/or meeting fees, room reservations, parking, etc. (when applicable) and issue the daily per diems.

2. Convention Funding Policy

- a. The intent of this policy is to cover reasonable travel, lodging and per diem expenses for voting members of FL (FL) attending the USA Swimming (USA-S) National Convention.

  i. The lodging funding shall be on a pro-rata basis and will depend on the length of stay at the convention.

  ii. A per diem allowance of $50 per day for those attending the USA-S Convention will be provided to cover food and miscellaneous expenses; the per diem may be prorated on arrival/departure days based on actual travel times to and from the convention.

- b. The General Chair, Administrative Vice-Chair, Senior Vice-Chair, Age Group Vice-Chair, Senior Coach Representative, Senior & Junior Athlete Representative and Executive Director will receive funding for their travel and lodging expenses.

- c. If any of the above delegates are unable to attend and an alternate representative attends in their place, said alternate shall receive funding for their travel and lodging expenses.

- d. The General Chair may extend convention expenses to others attending the USAS Convention representing FL.
e. The General Chair, with the advice and consent of the Board of Directors, may appoint additional delegates to attend the USA-S Convention when additional votes are made available to FL, and those voting delegates shall receive funding for their travel and lodging expenses.

f. In addition, those FL members who have a vote at the Convention by reason of a National or International position with USA-S, shall be funded for their travel and lodging expenses, provided that the representative is not funded by USA-S and is also currently active with FL (other than only as a Club Coach.)

g. FL delegates may leave the convention after adjournment of the House of Delegates meeting on the last day of the convention.
   i. Delegates returning on Saturday evening are responsible for any airfare or other penalties which may result from their early departure.
   ii. FL will not be responsible for additional expenses incurred by the delegate on the last day, such as late check-out, airline ticket change fees, etc.
   iii. Travelers taking a “red eye” flight and arriving after midnight are not entitled to the per diem allowance for the morning of their arrival.

3. Zone All-Star Travel
   Travel will be determined by the FL Age Group Chair and Committee with agreement of the General Chairman.

4. Seminars and Workshops
   a. FL will provide transportation, meals and lodging for various seminars and workshops hosted by USA-S.
   b. Delegates must meet the criteria for attendance and be appointed by the appropriate committee chair or General Chair.

GUIDELINES
1. Make your own flight arrangements and hotel accommodations; you will be reimbursed for your travel at the lowest available fare round trip, from your departure city to your destination. Your original ticket stub for flight and room must be mailed to the office as your receipt.
2. Any fee for a change and/or cancellation to an issued ticket is the responsibility of the delegate.
3. The FL office will issue per diems (if indicated) and pay registration fees prior to departure.

Chapter 4 - FL National Athlete Funding

4.1 Athlete/Coach Funding

1. General
   Participation in a USA-S National meet is defined as competing in at least one individual event at the specified meet.
   a. Swimmers who are disqualified from an event for either a stroke or turn violation or a false start may count that event for participation.
   b. Swimmers who are disqualified for failure to swim a deck-seeded event after they have checked in, or who fail to swim at Finals in an event for which they have qualified, except when such non-participation is for medical reasons, may not count that event (i.e., a swimmer may not scratch from Finals in an event for which they have qualified and count that event toward participation.)
   c. Swimmers who are disqualified for unsportsmanlike conduct or because of a violation of a safety rule may receive travel support only after review and approval by the FL Board of Directors.

2. Requirements for Athlete and Coach Funding
   a. Athlete Funding will be provided to a swimmer for only two (2) meets during the year. Coach Funding will also be provided for only two (2) meets during the year.
   b. Registration
      i. A Swimmer must have current registration in FL at the time of any funded travel.
ii. A Swimmer must have been registered with FL for at least the last twelve (12) consecutive months. The funds must not exceed the amount spent.

iii. The length of registration will determine the amount of travel assistance for National level MEETS, as follows:

1. First full 12 month continuous registration year in FL – 25% allowance;
2. Second 24 month continuous registration year in FL – 50% allowance;
3. Third 36 month continuous registration year in FL – 100% of allowance
4. Requests for funding must be received in the FL office prior to December 31 of the year of participation. Late acceptances must be approved by the FL BOD.

Chapter 7 - Types of Meets

7.2 Approved Meets

1. Definition

a. An Approved Meet (see USA Rulebook, Article 202.4) is a competition conducted in accordance with USA Swimming technical rules but where all athletes are not members of USA-S.

b. Requirements for an Approved Meet are set by USA-S but approval of such meets is granted by the LSC.

c. Host organizations do not have to be members of USA/FL.

2. Requirements

a. Approvals may be issued to either USA Swimming member clubs or non-member clubs or organizations for meets conducted in accordance with USA Swimming technical rules.

b. Both USA-S athlete members and non-USA-S athlete participants may compete in an Approved Meet.

c. A written application for recognition of an Approved Meet should be submitted to FL prior to the competition.

d. Application for approval shall be accompanied by complete meet or event information and fee.
e. There must be the required number of USA-S officials, certified by FL, present to observe and certify that the conduct of competition and all times achieved in such competition were in conformance with all applicable USA-S technical rules including, but not limited to, the following:
   i. Individual stroke and relay rules,
   ii. Entry limit per day,
   iii. False start rule,
   iv. Requirements for official time/performance,
   v. Timing resolution (including table) and
   vi. Minimum standards for facilities
f. The organization requesting approval must permit USA-S officials, if applicable, to be on the deck at both ends of the course where they can properly view strokes and turns.
g. No approval for domestic competition will be issued to any organization or person whose interest in amateur athletic competition is purely commercial, or where the event is to be promoted solely for the profit or the advertising value to be derived there from. Any income derived from approved events must be used for the further promotion of swimming, for an approved charity, or for the general welfare of the promoting organization as a whole.
h. Approvals issued to one organization cannot be transferred to another. FL may deny further approval to any organization violating this provision.
i. No approval will be given to any organization which has failed to satisfy expense obligations to athletes or to award prizes as stated on its entry blank or event information until the obligations are satisfied or the prizes awarded.
j. Complete meet results shall be submitted to FL within fourteen (14) days of the completion of the Meet.

3. Times
   a. Times achieved by member athletes may be used for entry into any USA-S competition.
   b. The times achieved by Member Athletes at an Approved Meet may be used for National Times Verification purposes and consideration for National Top 16, FL Top10, FL records, and FL Zone Team.

7.3 Observed Meets
1. Definition
   a. An Observed Meet (see USA Rulebook, Article 202.5) is a meet held under rules other than those of USA Swimming, but from which certain times can be used for entry into any USA-S Meet.
   b. USA-S certified officials must observe individual swims and provide verification that the swimmer has complied with current USA Swimming Rules.

2. Requirements
   a. The Meet must be a season-culminating Championship (i.e., League, Conference, District, Sectional, Regional or State championship) or be specifically approved by the USA Swimming Program Operations Vice President through application to the National Times Coordinator.
   b. A time trial held in conjunction with the meet that is officiated in accordance with the same standard as the championship meet may also be observed.
   c. An application to have a Meet recognized as an Observed Meet must be submitted to the FL Office at least ten (10) days prior to the Meet.
   d. USA Swimming observers approved or assigned by the FL Administrative or Officials' Chair must be present at the Meet.
      i. Observers must be currently certified at Stroke & Turn level or higher.
      ii. At least two (2) observers are required at each session; observers may not work as regular officials at the meet.
      iii. Names of the officials must be included on the application.
      iv. A sufficient number of observers must be present on the deck to adequately verify compliance with USA-S Rules.
   e. The Meet Director shall provide an opportunity for each swimmer or coach to designate which swims are to be observed before the start of each session.
      i. Prior to the start of the competition, the observers shall be notified of the individual swims that are to be observed.
      ii. Alternatively, with the approval of FL, the observers may be asked to "observe" the entire meet.
   f. In order for an "observed" swim to be recognized by USA-S, the observed swimmer must be a current member of USA-S at the time of the swim.
g. A time achieved as an observed swim in compliance with USA-S rules as stated in the USA Swimming Rules and Regulations, will be considered an official time for the swimmer and will be acceptable for National Time Verification purposes.

3. Times
   a. A time achieved as an observed swim in compliance with USA-S rules as stated in the USA Swimming Rules and Regulations, will be considered an official time for the swimmer and will be acceptable for National Time Verification purposes.
   b. The times achieved as an Observed swims may be used for National Times Verification purposes and consideration for National Top 16, FL Top10, FL records, and FL Zone Team.

Officials

10.1 General Requirements, Meet Duties & Responsibilities

1. General Requirements for All Certified Officials
   a. All certified officials must be current non-athlete members of USA Swimming, subject to the USA-S Code of Conduct
      i. All officials must have successfully completed the USA-S Level II Background Check as part of the membership process.
      ii. All officials must have successfully completed the USA-S Athlete Protection Training Program as part of the membership process.
      iii. All officials must renew the Level II Background Check and Athlete Protection Training Program prior to the expiration date(s) shown on their non-athlete registration card.
   b. Certified Officials shall be assigned to one of the six Florida Swimming (FL) Areas based on the address of the applicant’s team.
      i. In the event that the applicant is unattached, assignment will be based on the mailing address of the applicant’s residence.
      ii. Certifications must be approved by the respective Area Representative for that official.
   c. Officials newly certified at each Certification Level (Stroke & Turn Judge, Starter, Administrative Official or Deck Referee) are ineligible to volunteer at any FL Championship Series (FLAG’s, Senior Championships, All Star Dual Meet) or higher level meet (i.e. Sectionals) in any newly achieved position prior to working a minimum of fifteen (15) sessions in at least five (5) different meets in that position.

2. Officials Duties/Responsibilities for Meet Operations
   a. Prior to the start of the meet, the Meet Referee and any official choosing to work at the meet should read the Meet Announcement including the Order of Events and be aware of the host team’s stipulations for the conduct of the meet.
   b. Check-In
      i. All officials and apprentices should arrive at the venue prior to the start of the officials briefing unless excused by the Meet Referee
      ii. All officials should sign the Officials Meet Sign-in Sheet to assure credit for attendance at the meet
   c. Officials briefings - All sessions of meets should be preceded by an officials’ briefing to include:
      i. Assignment of officials/apprentices
      ii. Jurisdiction of officials
      iii. Rules and Stroke briefing
   d. Conduct of the Meet
      i. The Meet Referee shall be ultimately responsible for the conduct of the meet; the Meet Referee shall:
         i. Clearly instruct the other officials in his expectations and their duties for the meet;
         ii. Verify the work of the Scoring Room and Administrative Official as regards the determination of the swimmers’ official times;
         iii. Monitor the conduct of the meet to be aware of any problems or errors that may occur;
         iv. Promptly answer all questions about procedures, official times, disqualifications, etc.
         v. Be proactive in solving problems.
      ii. All other officials shall perform their assigned duties in a manner consistent with the USA-S rules for swimming competitions and, should any problems or other unusual situation arise, immediately report the details of such to the Meet Referee.
   e. Post-Meet – the Meet Referee or his/her designee shall:
i. Enter all officials, as well as their number of sessions worked in each position, into the USA-S OTS system within 72 hours of the meet’s conclusion; For purposes of determining sessions worked at a meet, a session shall consist of all scheduled strokes completed by all age groups in a particular segment of a meet regardless of how many sessions a segment of a meet may be divided.
   (1) To receive credit for a session, an official or apprentice must work a majority of the events contained in that session.
   (2) Incomplete sessions caused by weather or other conditions beyond the control of the meet officials may be credited at the discretion of the Meet Referee based upon the actual length of the session and the circumstances of the meet.

ii. FL Meet Referee report to be sent to the FL Treasurer and Vice-Chair of the Officials' Committee within 72 hours of meet’s conclusion.

10.2 Official’s Positions – Requirements for Certification and Advancement

1. Requirements for Certification for all Officials’ Positions in FL
   a. Meet the minimum age as designated for each position prior to beginning the certification process for that position.
   b. Attendance at an Apprentice Training Clinic
      i. Apprentice Training Clinics may be held in conjunction with a swim meet or at any location
      ii. Apprentice Training Clinics shall be taught by Certified Clinic Instructor (CCI) or Area Representative where required.
      iii. Officials Clinic Report Form shall be completed and sent to the Area Representative by the Clinic Instructor
   c. Completion of the required exam/test for the appropriate position with the required minimum score for the position.
   d. Completion of an “apprenticeship” for the appropriate position
      i. Apprenticeship may not begin prior to attending the appropriate clinic and successfully completing the appropriate exam(s).
      ii. Upon completion of the apprenticeship, the candidate must also satisfactorily complete the required review(s) by the Instructor or other designated individual.
   e. Individual must hold current USA-S Non-Athlete Membership prior to certification.
   f. All certifications shall be verified and approved by the Area Representative of the FL Area to which the new official will be assigned.
   g. FL Certification cards will be available electronically via USA-S’s Officials’ Tracking System (OTS) to:
      i. All certified officials
         (1) Upon approval of the Area Representative once they have met the requirements for certification.
         (2) The cards will specify the official’s area and level(s) of certification.
      ii. All apprentice officials
         (1) Once the introductory clinic and any necessary testing requirements have been met for each apprentice certification level as indicated in the OTS system.
         (2) The cards will specify the official is eligible to apprentice at the specified level.

2. Stroke & Turn Judge
   a. Minimum age of eighteen (18).
   b. Completion of a Stroke & Turn clinic taught by a Certified Clinic Instructor (CCI) for this position prior to beginning the apprenticeship.
   c. Completion of the Stroke & Turn exam with a minimum score of 80%.
   d. Prior to beginning the Apprenticeship, the individual must register with USA-S by completing either the Apprentice Official Registration Application or the USA-S Non-Athlete Membership Registration process.
      i. The Apprentice Official Registration shall only be valid for a period of sixty (60) days.
      ii. The individual must have completed the current year USA-S Non-Athlete Membership prior to the expiration of the Apprentice Official Registration period.
      iii. If the individual has not attained full USA-S Non-Athlete membership prior to the expiration of the Apprentice Official registration period of sixty (60) days, the individual's apprenticeship shall be suspended until the USA-S Non-Athlete Registration is complete, at which time the apprenticeship may be completed.
iv. All individuals must have attained full USA-S Non-Athlete membership to be certified as a Stroke & Turn Judge.
e. Completion of Apprenticeship
   i. Completion of a minimum of twenty (20) hours apprentice time on deck
   ii. Mentored/instructed by three (3) or more different certified Stroke & Turn officials that each have a minimum of one (1) year certification as a Stroke & Turn Judge.
   iii. Completed at a minimum of two (2) different meets.
   iv. Apprenticeship must be completed within one (1) year of completion of the clinic.
f. Completion of Graduation Review Outline with the final Instructor.
g. Approval of the Meet Referee of the final meet apprenticed by the official.

3. Starter
   a. Minimum age of eighteen (18)
   b. Completion of Starter clinic taught by a CCI for this position prior to beginning the apprenticeship.
   c. Completion of Starter exam with a minimum scores of 80%.
   d. Prior to beginning the Apprenticeship, the individual must complete a minimum of twelve (12) sessions worked as a certified Stroke and Turn Judge at a minimum of three (3) different meets.
   e. Completion of Apprenticeship
      i. Completion of a minimum of twenty (20) hours apprentice time on deck
      ii. Mentored/instructed by three (3) or more different certified Starters
      iii. Completed at a minimum of three (3) different meets and at least five (5) sessions.
f. Completion of the Starter Review with the final Instructor

g. Approval of the Meet Referee of the final meet apprenticed by the official.

4. Deck Referee
   a. Minimum age of twenty one (21)
   b. Completion of Deck Referee clinic taught by a CCI for this position prior to beginning the apprenticeship.
   c. Completion of the Referee, Timing Judge and Clerk of Course exams with minimum score of 80% for each exam.
   d. Prior to beginning the Apprenticeship, the individual must have:
      i. Completed one (1) year as a certified Stroke & Turn Judge and certified Starter;
      ii. Obtained certification as a Starter
      iii. Worked a minimum of fifteen (15) sessions on deck as a certified Stroke & Turn Judge and
      iv. Worked a minimum of five (5) sessions on deck as a Starter.
   e. Completion of Apprenticeship
      i. Completion of a minimum of twenty (20) hours deck apprentice time.
      ii. Mentored/instructed by three (3) or more different certified Deck Referees
      iii. Completed at a minimum of three (3) meets and at least five (5) sessions
   f. Completion of the Deck Referee Review with the final Instructor

g. Approval of the Meet Referee of the final meet apprenticed by the official.

5. Meet Referee
   a. Minimum age of twenty one (21).
   b. Prior to beginning the Apprenticeship, the individual must complete a minimum of twelve (12) sessions worked as a certified Deck Referee at a minimum of three (3) different meets.
   b. Completion of Clinic, Test and Apprenticeship
      i. For a candidate holding current Administrative Official certification, the candidate shall:
         (1) Complete Meet Referee Clinic taught by a CCI for this position prior to beginning the apprenticeship;
         (2) Not be required to complete a test;
         (3) Complete a minimum of twenty (20) hours apprentice time working with the Meet Referee and shall not include time spent on deck in any other assigned position (i.e., Deck Referee, Starter or S&T Judge);
         (4) Be mentored/instructed by two (2) or more different certified Meet Referees;
         (5) Completed at a minimum of three (3) different meets and at least five (5) sessions;
         (6) Apprenticeship shall include a minimum of one (1) session each with the automatic timing system and scoring/computer system operators;
      ii. For a candidate that does NOT hold current Administrative Official certification, the candidate shall:
(1) Complete an Administrative Official Clinic and a Meet Referee Clinic taught by a CCI for these positions respectively prior to beginning the apprenticeship;
(2) Complete the Administrative Official exam with a minimum score of 80%;
(3) Complete a minimum of twenty-five (25) hours apprentice time working with the Meet Referee and shall not including time spent on deck in any other assigned position (i.e., Deck Referee, Starter or S&T Judge);
(4) Be mentored/instructed by two (2) or more different certified meet Referees;
(5) Completed at a minimum of three (3) different meets and at least seven (7) sessions;
(6) Apprenticeship shall include a minimum of two (2) sessions each with the automatic timing system and scoring/computer system operators.
(7) Upon successful completion of ALL of the Meet Referee requirements, the Meet Referee candidate shall also be certified as an Administrative Referee;
c. Completion of the Meet Referee Review with the final Instructor.
d. Approval of the Meet Referee of the final meet apprenticed by the official.
6. Administrative Official
a. Minimum age of eighteen (18)
 b. Completion of Administrative Clinic taught by a CCI for this position prior to beginning the apprenticeship.
c. Completion of the Administrative Official exam with a minimum score of 80%.
d. Prior to beginning the Apprenticeship, the individual must register with USA-S by completing either the Apprentice Official Registration Application or the USA-S Non-Athlete Membership Registration process.
   i. The Apprentice Official Registration shall only be valid for a period of sixty (60) days.
   ii. The individual must have completed the current year USA-S Non-Athlete Membership prior to the expiration of the Apprentice Official Registration period.
   iii. If the individual has not attained full USA-S Non-Athlete membership prior to the expiration of the Apprentice Official registration period of sixty (60) days, the individual's apprenticeship shall be suspended until the USA-S Non-Athlete Registration is complete, at which time the apprenticeship may be completed.
   iv. All individuals must have attained full USA-S Non-Athlete membership to be certified as an Administrative Official.
e. Except for certified Meet Referees and individuals who are apprenticing to become certified Meet Referees, complete an Apprenticeship:
   i. Completion of a minimum of eight (8) hours apprentice time;
   ii. Mentored/instructed by a certified Administrative Official or Administrative Referee;
   iii. Complete a minimum of two (2) sessions as an apprentice.
e. Completion of the Administrative Official Review with the final Instructor
f. Approval of the Meet Referee of the final meet apprenticed by the official.
7. An official certified by another LSC will receive FL certification in like position(s) upon completing all of the following requirements:
a. Establishment of residence within the territory of FL;
b. Provision of evidence of current valid Official’s certification(s);
c. Clinic attendance for the highest position for which certification is sought;
d. Completion of one (1) session apprenticeship with Area Officials Representative or his designee for the highest level position for which certification is sought;
e. Achievement of a score of 80% or better on the current recertification exam for the highest position for which certification is sought.
8. Certified Clinic Instructors
a. Certified Clinic Instructors (CCI) for Stroke & Turn Judge, Starter and Deck Referee shall be appointed by the Area Representative for the Area in which he/she resides with the approval of the Officials’ Chair.
   i. Initial term shall not exceed two (2) years and shall expire in conjunction with the term of the Area Representative for the area in which he/she resides.
   ii. Once appointed, Certified Clinic Instructors for Stroke & Turn Judge, Starter and Deck Referee may be reappointed to multiple consecutive two (2) year terms upon the recommendation the Area Representative for the area in which he/she resides with the approval of the Officials’ Committee.
b. Certified Clinic Instructors for Administrative Official and Meet Referee shall be appointed by the Officials' Chair with the advice and consent of the Officials' Committee.
   i. Initial term shall not exceed two (2) years and shall expire in conjunction with the term of the appointing Officials' Chair.
   ii. Once appointed, Certified Clinic Instructors for Administrative Official and Meet Referee may be reappointed to multiple consecutive two (2) year terms upon the recommendation of the Officials' Chair with the approval of the Officials' Committee.

c. All Certified Clinic Instructors shall have maintained Meet Referee certification for a minimum of six (6) months and be actively working as an official in their local area.

d. Certified Clinic Instructors shall be permitted to conduct clinics in compliance with the then current clinic requirements and utilizing the materials approved by the Officials' Committee.

e. Certified Clinic Instructor status may be suspended or revoked at any time upon the recommendation any Officials' Committee member with the approval of the Officials' Committee.
   i. Any Certified Clinic Instructor that fails to recertify as a Meet Referee shall have his/her CCI status suspended until such recertification is attained.
   ii. Any Certified Clinic Instructor that is determined to NOT be actively working in the local area is subject to having his/her CCI status revoked by the Officials' Chair with the approval of the Officials' Committee.

9. Recertification
   a. All officials will be required to be recertified every two (2) years:
      i. All individuals that hold Administrative Official certification only shall be required to be recertified in odd numbered years.
      ii. All other officials shall be required to be recertified in even numbered years.
   b. All officials must satisfy the following recertification requirements:
      i. Attend a biannual recertification clinic conducted beginning no earlier than March 1 of the year to coincide with officials’ certifications expiring at the end of that year.
         (1) Shall be given by the Officials Chair or their designee
         (2) Shall be offered at FL Championship Series events as designated by the Officials’ Chair or such other sites to be determined by Officials Chair and Area Representatives
      ii. A minimum of six (6) sessions per year worked.
         (1) A minimum of two (2) of the sessions worked each year must be as a Stroke & Turn Judge.
            Exception: Officials seeking recertification as an Administrative Official ONLY will not be required to work as a Stroke & Turn Judge; all other requirements shall still apply.
         (2) A minimum of two (2) of the sessions worked must have been at the “highest” position for which recertification is sought.
            Exception: Officials seeking recertification as a Meet Referee may include sessions worked as a Deck Referee to meet the “highest” position requirement herein; all other requirements shall still apply.
      iii. Completion of any required exam as specified by the Officials' Committee with a minimum score of 80% for each exam such exam.
   f. Officials not completing their recertification requirements by December 31 of the respective recertification year may be de-certified by the Officials Committee or FL Board of Review.

10.3 Officials at LSC Championship Series Meets or other LSC-hosted meets

1. Appointment of Officials
   a. In order to provide the appropriate officiating level at FL Championship swim meets, the LSC Officials' Chair, with the advice of the Officials Committee, shall appoint the “Lead Team Officials,” as designated below, to be responsible for each of the meets.
   b. Assigned officials shall be recommended by their Area Representative or have previously worked one of the FL Championship series meets in an assigned position.
   c. Assigned Meet Referees and Administrative Referees shall have a minimum six (6) months, five (5) meets, and fifteen (15) sessions experience in their assigned position or higher.
   d. Assigned Lead Team Chief Judge shall:
      i. Meet the experience requirement for the Administrative and Meet Referee as above or
      ii. Hold current National N2 Chief Judge Certification.
e. The assigned Meet Referee must:
   i. Have previously worked at least one (1) FL Championship Meet at each of the other assigned positions (Team Lead Chief Judge and Administrative Referee).
   ii. Hold current National N3 Deck Referee Certification to be assigned to the Southern Zone South Sectional Championships held under FL Sanction.

f. These provisions will apply to all FL sanctioned FL Senior Championships, Age Group Championships, Southern Zone South Sectional Championships and All Star Championships.

g. The appointed Lead Team Officials are required to be present at the entire meet.

2. All other officials shall have worked a minimum fifteen (15) sessions at five (5) different meets in the position(s) assigned. Officials Check-In sheets at LSC Championships will include a check box for officials to affirm that the requirement has been met.

3. Assigned Lead Team Official Positions
   a. FL Senior and Age Group (FLAGS) Championships
      i. Meet Referee
      ii. Administrative Referee
      iii. Team Lead Chief Judge
   b. FL All Star Meet
      i. Meet Referee
      ii. Administrative Official/Referee
      iii. Team Lead Chief Judge
   c. Southern Zone South Sectional Championships held under FL Sanction
      i. Meet Referee
      ii. Administrative Referee
      iii. Head Starter
      iv. Team Lead Chief Judge

4. Reimbursement of Lead Team Officials - The above designated Lead Team officials and any assigned National Evaluator(s) shall be, at their discretion, reimbursed for their travel expenses as follows:
   a. Appropriate accommodations in the form of a hotel/motel room shall be provided to them at such FL Meets when the meet is not in the local area of the Lead Team Official.
   b. If a “Comp Room” is not available, the expense for the room shall be part of the meet expenses of the host team.
   c. Assigned officials shall be compensated based upon the prevailing Meals & Incidental (M&EI) per diem rate allowed under IRS rules for the location and date of the meet for all meals and incidental expenses not provided by the host team, broken down to amounts for breakfast, lunch, dinner and incidental expenses.
   d. The mileage rate shall be the IRS prevailing standard mileage.
   e. Incidental expenses (supplies, copies, etc.) shall be reimbursed for the actual amount of the expense as evidenced by original receipts submitted by the Lead Team Official.
   f. These other expenses (e.g., mileage, food and incidental) will be reimbursed by FL upon submission of the approved Reimbursement Form.

10.4 Loss of Certification, Reinstatement & Mentoring

1. Decertification (either loss of full officiating certification or the revocation of one or more officiating certifications) may be made by the Officials Committee or FL Board of Review for the following reasons:
   a. Failure to renew membership with USA-S
   b. Failure to fulfill recertification requirements
   c. Failure to pay to FL or one of its members an indebtedness proven to the satisfaction of the committee
   d. Conduct unbecoming an FL official, including but not limited to:
      i. Failure to uphold USA-S and FL Rules and Regulations, By Laws and/or Policies and Procedures
      ii. Unsportsmanlike conduct
      iii. Dishonesty, favoritism, manipulating results, misrepresentations

2. Reinstatement
   a. The reinstatement process may include, but is not limited to, re-testing, additional apprenticeship sessions/hours at any or all officiating positions and levels, clinic attendance or participation,
and/or any other requirements deemed beneficial by the FL Officials Committee as recommended by a mentoring group.

b. Specific remedies for certain decertification situations are:
   i. Reinstatement for the failure to renew membership with USA-S shall be achieved by:
      (1) Submitting the required form(s) and payment to the FL Office.
      (2) If the official has completed the recertification program, they will be eligible to officiate upon completion of the membership renewal above.
      (3) If the official has not completed the recertification program, they will be eligible to officiate upon completion of the membership renewal and fulfillment of the recertification requirements listed below.
   ii. Reinstatement for the failure to fulfill recertification requirements shall be achieved by:
      (1) Completing the appropriate recertification test with a score of 80% or better
      (2) Ten (10) hours of on-deck apprenticeship
      (3) Such other requirements determined by the Area Representative and/or Officials Chair

c. A mentoring group may be called upon by the Officials Committee Chairman to assist in the Reinstatement and/or Recertification of any FL official who has had either a Loss of Certification, or Decertification, change in Certification Level, or is named in complaints to the Officials Committee or FL Board of Review.
   i. The mentoring group shall be composed of the Area Representative for which the official is a registered member, two (2) senior officials from that area, the Officials Committee Vice Chairman and at least one other Officials Committee member.
   ii. The mentoring group may use its discretion to formulate any program or process to aid in the reinstatement or recertification of the named official.

10.5 National Championship Meet Attendance Reimbursement Plan

   (See earlier attachment for current wording and proposed changes)