

# **New England Swimming**

## **Policy for Designation and Assignment of Championship Meet Officials**

### **Purpose of this Policy and Statement of Goals:**

The purpose of the attached document is to codify past practice and policy of New England Swimming in regards to the operations of its championship meets. This puts into written form the proposed standards and selection process that should be adhered to during this process. The key goals of this policy are the following:

**1. Facilitate Neutrality:**

Maximize the real and perceived neutrality of the officiating for our championship meets by establishing and clarifying that key officials at these meets are directly responsible to New England Swimming.

**2. Improve Advanced Preparation for our Championship Meets:**

Plan for the officiating responsibilities for our championship meets in advance.

**3. Improve the Quality of our Meets:**

Provide the best possible officiating for our athletes and coaches at the championship meets. For most of our members, these meets will be the most competitive meets they will attend. Improve the officiating at LSC calendar meets by establishing championship meet assigned position criteria that include requirements for participation at LSC calendar meets.

**4. Prepare our Members for the Next Levels:**

Run our championship meets as close to national meet protocol as practicable so that our athletes, coaches and officials are better prepared for national, sectional or zone level meets.

**5. Enhance the Experience and Education of Officials:**

Further the educational experiences of our officials, by creating opportunities for our more experienced officials to work in mentoring situations, encourage our National Championship officials to participate in meets in the LSC and rotating more officials into key positions.

### **Summary and Effective Date of Policy:**

Starting with the 2005-2006 Short Course Season the New England Swimming Board (NES Board) through its Official Committee, Senior Committee, Age Group Committee and Championship Meet Directors, shall designate key officials for its Championship Meets which will include the following: The Senior Championship; The Open Championship; The 13 and Older Age Group Championship; and, The 12 and Under Age Group Championship Meets.

### **Definition of Designated Official:**

The Designated Official position(s) will include as a minimum, the Meet Referee for all Championship Meets; and also Administrative Referee and Clerk of the Course for Championship Meets with trials and finals. Ideally another Designated Official for NES championship meets would be Announcer. Based on special circumstances, the Designated Official list for some meets may be expanded to include Head Deck Referee, Head Starter, Lead Chief Judge and Timing Judge.

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### **Identification of Championship Meets that Apply:**

In advance of each season the NES Board will identify the meets for which NES will supply Designated Officials. The NES Board will also determine the Designated Official positions that it will provide to the host team or meet management organization for each meet based on recommendations from the Officials Committee, Senior Committee and Age Group Committee Chairs.

The schedule of compensation to the host team or meet management organization will be adjusted based upon the number of officials to be designated and supplied by New England Swimming. Host teams or meet management organizations will be bidding on the administration of these meets with the knowledge and certainty of the officials that will be designated and supplied by NES.

The host team or meet management organization shall identify a Meet Referee for championship meets that are not selected by the NES Board for designation of officials. Meet Referees identified by host teams or meet management organizations shall be subject to review and confirmation by the Officials Committee on behalf of the NES Board. New England Swimming championship meet bidding forms, compensation schedule and related documents will be modified to reflect this policy.

### **Designated Official Selection Process and Criteria:**

On behalf of the NES Board, the Officials Committee shall select the Designated Official(s) from a list of qualified candidates that meet the criteria established by the Officials Committee for the specific key position(s) for the specific meet(s). The criteria will include, but not be limited to the following:

- 1) Demonstrated preparation, success, ability and familiarity with all of the responsibilities and positions to be performed or supervised by the official;
- 2) Length of service;
- 3) Frequency of service at NES calendar meets; and,
- 4) Rotation of individuals so that no individual is selected for the same primary assignment repeatedly.

The Officials Committee shall utilize additional, preferred criteria for designation of Championship Meet Referees. These criteria may include, but not be limited to the following:

- 1) the Championship Meet Referee shall demonstrate that he/she has worked at a minimum of 4 LSC calendar meets during the prior 12 months leading up to the designation.

If the meet is a National Certification Meet, the Meet Referee must be a National Certified Referee and preferably should be certified as a National Championship Deck Referee. The Administrative Referee, Head Deck Referee, Head Starter and Lead Chief Judge will also be designated for a National Certification meet with preference for those with experience in these positions at a National Championship or National level meet.

### **Confirmation of Designated Officials:**

The Officials Committee Chair shall present its recommendation for the Designated Official(s) and with a summary of reasons for selection to the Senior Committee Chair (for the Senior and Open Championship Meets); or to the Age Group Committee Chair (for the Age Group Championship Meets); and to the Meet Director for review, discussion and confirmation. The Senior or Age Group

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Chair and Meet Director shall confirm the recommendation unless they identify a valid and compelling reason to question the recommendation. If necessary, conflicts of opinion shall be worked out in consultation with the NES General Chair.

### **Compensation and Reimbursed Expenses for Designated Officials:**

Consistent with past practice NES will compensate the Meet Referee with a stipend (the amount to be determined annually) and if necessary, expense reimbursement for lodging and parking, and a per-diem amount (to be determined annually) for meals. Similar expense reimbursement shall be provided by NES to the Administrative Referee and the Clerk of the Course. Compensation or expense reimbursement for additional Designated Officials shall be decided on a case by case basis by the NES Board.

### **Definition and Benefits of Assigned Officials:**

Assigned Official positions are officiating positions assigned based on written applications submitted by NES officials. The benefits of the assignment of officials for NES are advanced planning and improvement of officiating quality. Assigned Officials may include Deck Referees; Starters; Chief Judges; Stroke and Turn Officials; and, Announcers. Assigned Officials will receive no compensation or expense reimbursement from New England Swimming.

### **Assigned Official Selection Process and Criteria:**

The Officials Committee may seek written applications from the officials of New England for Assigned Officials at some or all of the championship meets using forms issued by the Officials Committee. Individuals for Assigned positions will be selected by the Officials Committee Chair based on the following:

- 1) Demonstrated success, ability and familiarity with all of the responsibilities and positions to be performed or supervised by the official;
- 2) Length of service; and,
- 3) Frequency of service at NES calendar meets; and,
- 4) Rotation of individuals so that no individual is selected for the same primary assignment repeatedly.

Officials that do not apply for Assigned Official positions will be most welcome to participate at the championship meets but should understand that they may not be asked to serve in their highest certification level if opportunities to serve in those positions are filled by officials that submitted applications.

If an application process is not used for a meet, all officiating positions will be assigned at the meet by the Meet Referee or another official with this responsibility delegated by the Meet Referee.