

purchased or may be provided by sponsors. Spending limits on team outfitting are based on historical spending and do not include free goods provided by sponsors.

- 4.5.6 Safe Sport: Safety is a primary and ongoing concern during the camp or zone team experience. Each athlete and parent must read and sign the NCS Team Travel Policy as part of the registration process. NCS camps and teams may require the completion of other Code of Conduct forms, Medical Forms, Insurance Forms, and Dietary Forms to ensure the safety of all team members. In addition, an athlete's club or event host may also require signed agreements/waivers/release statements, unrelated to NC Swimming, as a condition of participation.

5 OFFICIALS POLICIES

5.1 Stroke and Turn Certification

- 5.1.1 Purpose - Establish the requirements and guidelines for becoming and recertifying as a North Carolina Swimming Stroke and Turn Judge. This policy and the requirements are maintained by the North Carolina Swimming Official's Committee.

5.1.2 Requirements

- Prerequisite
 - Be at least 18 years of age
 - Register with USA Swimming as a non-athlete member within 60 days of your clinic date. (USA membership is a requirement to officiate On-Deck)
 - Complete a Level II background within 60 days of your clinic date.
 - Complete the Athlete Protection Training Course within 60 days of your clinic date.
 - Complete concussion protocol training and forward proof of completion to the NC Swimming Registrar within 60 days of your clinic date.
- Education
 - Attend a North Carolina Swimming stroke and turn judge clinic. Current scheduled clinics are posted on the North Carolina Swimming website.
 - Satisfactorily complete the USA Swimming Stroke & Turn/Timer certification test (not the Re-certification) with a score of 80% or better, prior to completing the apprenticeship.
- Training
 - ALL CERTIFICATIONS MUST BE COMPLETED WITHIN ONE YEAR (12 MONTHS) OF THE CLINIC DATE.
 - Work a minimum of 6 sessions at no less than 2 USA sanctioned or approved swim meets with at least 2 different mentors assigned by the Meet Referee. Each session shall include each of the strokes; relay events if applicable.
 - A maximum of 2 apprenticeship sessions at meets outside the NCS LSC may count towards certification providing that the mentor meets requirements set out by NCS LSC certification process and the On-Deck Apprenticeship Record is completed by the mentor at the end of the session.
 - In the first 60-days after clinic attendance date, up to 2 sessions are allowed prior to completion of prerequisites.

- Mentor for S&T apprentices need to have been certified for a minimum of 1 year
- After each session, the meet referee and/or mentor shall conduct a review of the session with the apprentice and discuss the ratings and/or comments provided on the On-Deck Apprenticeship Record (provided at clinic).
- Each session must be documented on the On-Deck Apprenticeship Record and signed by the mentor and meet referee.
- After all 6 sessions in the apprenticeship are completed; the apprentice will email a copy of their On-Deck Apprenticeship Record(s) to trainingcoordinator@ncswim.org.
- Once the NCS training coordinator verifies that the apprentice has met all requirements satisfactorily, including the reviews, he/she will enter the official into OTS as a certified S&T judge. The NCS certification card will be available at www.usaswimming.org.
- The NCS Training coordinator will notify the apprentice that he/she has completed the apprenticeship and is certified and will order a name badge for the new official.

5.1.2 Recertification Requirements - To recertify as a North Carolina Swimming Stroke and Turn Judge, the official must complete the following:

- Annually (calendar year)
 - Officiate at a minimum of 6 sessions at USA sanctioned or approved meets
 - Sessions completed during a calendar year as an apprentice will count towards the minimum requirement of sessions for that year.
 - If you are also an Administrative Official, 1 of your 6 sessions must be at the Administrative Official level.
 - Renew their USA Swimming registration as a non-athlete member.
 - Maintain a current Level II background check
 - Maintain current athlete protection education requirements
- **Tri-annually (every 3 years)**
 - Along with the annual requirements, satisfactorily complete the USA Swimming Stroke & Turn/Timer re-certification test with a score of 80% or better
 - In lieu of the on-line re-certification test, the Officials Committee may offer refresher clinics to satisfy the requirement
 - Apprentices completing their initial certification test in a testing year will be exempt from taking the re-certification test in that year.

5.2 Administrative Official Certification

5.2.1 Purpose - Establish the requirements and guidelines for becoming and recertifying as a North Carolina Swimming Administrative Official. This policy and the requirements are maintained by the North Carolina Swimming Official's Committee.

5.2.2 Requirements

- Prerequisite
 - Be at least 18 years of age

- Register with USA Swimming as a non-athlete member within 60 days of your clinic date. (USA membership is a requirement to officiate On-Deck)
- Complete a Level II background check within 60 days of your clinic date.
- Complete the Athlete Protection Training Course within 60 days of your clinic date.
- Complete concussion protocol training and forward proof of completion to the NC Swimming Registrar within 60 days of your clinic date.
- Education
 - Attend a North Carolina Swimming administrative official clinic. Current scheduled clinics are posted on the North Carolina Swimming website.
 - It is highly recommended that the apprentice also attends a Meet Manager clinic.
 - Satisfactorily complete the USA Swimming Administrative Official certification test (not the Re-certification) with a score of 80% or better, prior to completing the apprenticeship.
- Training
 - ALL CERTIFICATIONS MUST BE COMPLETED WITHIN 12 MONTHS OF THE CLINIC DATE.
 - Work a minimum of 4 sessions with a mentor assigned by the Meet Referee; the mentor must be a referee or current administrative official with a minimum of one year of experience (at least 6 sessions worked).
 - A maximum of 1 apprenticeship session at meets outside the NCS LSC may count towards certification providing that the mentor meets requirements set out by NCS LSC certification process and the On-Deck Apprenticeship Record is completed by the mentor at the end of the session.
 - In the first 60-days after clinic attendance date, up to 2 sessions are allowed prior to completion of prerequisites.
 - After each session, the meet referee and/or mentor shall conduct a review of the session with the apprentice and discuss the ratings and/or comments provided on the On-Deck Apprenticeship Record (provided at clinic).
 - Each session must be documented on the On-Deck Apprenticeship Record and signed by the mentor and meet referee.
 - After all 4 sessions in the apprenticeship are completed; the apprentice will email a copy of their On-Deck Apprenticeship Record(s) to trainingcoordinator@ncswim.org.
 - Once the NCS Training coordinator verifies that the apprentice has met all requirements satisfactorily, including the reviews, he/she will enter the official into OTS as a certified administrative official. The NCS certification card will be available at www.usaswimming.org.
 - The NCS Training coordinator will notify the apprentice that he/she has completed the apprenticeship and is certified and will order a name badge for the new official.

5.2.3 Recertification Requirements - To recertify as a North Carolina Swimming Administrative Official, the official must complete the following:

- Annually (calendar year)
 - Officiate at a minimum of 6 sessions at USA sanctioned or approved meets.
 - Sessions completed during a calendar year as an apprentice will count towards the minimum requirement of sessions for that year.
 - For officials who are also a stroke and turn and/or starter, 1 of your 6 sessions must be at this level.

- Renew their USA Swimming registration as a non-athlete member.
- Maintain a current Level II background check
- Maintain current athlete protection education requirements
- Tri-annually (every 3 years)
 - Along with the annual requirements, satisfactorily complete the USA Swimming Administrative Official re-certification tests with a score of 80% or better.
 - In lieu of the on-line re-certification test, the Officials Committee may offer refresher clinics to satisfy the requirement
 - Apprentices completing their initial certification test in a testing year will be exempt from taking the re-certification test in that year.
 - Certified Starters, Chief Judge, and/or Stroke and Turn Judges that are also certified as AOs must also take the Administrative Official re-certification test.
 - A certified Referee meets the Administrative Official re-certification testing requirement with a passing score on the Referee re-certification test.

5.3 Chief Judge Certification

5.3.1 Requirements:

- Current Stroke & Turn Official in good standing
- Attend NCS CJ Clinic
- Minimum 25 sessions (Min 6 of the 25) at a Prelim/Final Meet) as a Certified S&T Judge

5.3.2 Process for Certification

- Minimum 5 Sessions as an Apprentice CJ (XC)
 - A maximum of 2 of the first 3 sessions may be outside NC LSC, providing that the mentor meets the requirements noted below, , and the On-Deck Apprenticeship Record is completed by the mentor at the end of each session.
 - Mentors for the first 3 apprentice sessions must be a LSC certified CJ, a N2 or N3 CJ, or apprentice or certified referee.
- Pass NCS Swimming Written Test with 90% (Take prior to final evaluation)
- Evaluations – 2 Required
- Satisfactory Initial and Final XC Evaluation
 - Initial Evaluation – after 4th or subsequent session
 - Final Evaluation – After 5th or subsequent session
 - Final Evaluation completed by NCS Referee who is an N2 CJ
 - The evaluation sessions must be scheduled at an approved OQM, LSC Championship meet or meet approved by Officials Committee all where radios must be in use.

5.3.3 Recertification Requirements - To recertify as a North Carolina Swimming Chief Judge, the official must complete the following:

- Annually (calendar year)
 - Officiate at a minimum of 6 sessions at USA sanctioned, approved, or observed meets, with at least 2 of these sessions as a Chief Judge.
 - Sessions completed during a calendar year as an apprentice will count towards the minimum requirement of sessions for that year.
 - Renewal of USA Swimming registration as a non-athlete member.
 - Maintain a current Level II background check

- Maintain current athlete protection education requirements
- Tri-annually (every 3 years)
 - Along with the annual requirements, satisfactorily complete the USA Swimming Re-Certification - Stroke & Turn/Timer test with a score of 80% or better.
 - In lieu of the on-line re-certification test, the Officials Committee may offer refresher clinics to satisfy the requirement
 - Apprentices completing their initial certification test in a testing year will be exempt from taking the re-certification test in that year.

Grandfather:

Officials that complete NC Referee certification or successfully complete at least an N2 CJ evaluation will also receive LSC CJ Certification.

5.4 Starter Certification

5.4.1 Purpose - Establish the requirements and guidelines for becoming and recertifying as a North Carolina Starter. This policy and the requirements are maintained by the North Carolina Swimming Official's Committee.

5.4.2 Requirements:

- Prerequisite
 - Be at least 19 years of age
 - Must be a USA certified Stroke & Turn Judge for a minimum of 1 year and have worked a minimum of 18 sessions at a USA Swimming sanctioned or approved meet.
 - Recommendation letter from a NCS starter or referee in good standing submitted to the starter training coordinator.
 - Once the Clinician and starter training coordinator has verified the individual has met all requirements satisfactorily, approval to enter the starter apprenticeship program will be given. The starter training coordinator along with the apprentice will select a mentor who will assist the apprentice during the apprenticeship process and must be assigned prior to or at the clinic.
- Education
 - Attend a North Carolina Swimming starter clinic. Currently scheduled clinics are posted on the North Carolina Swimming website.
 - Satisfactorily complete the USA Swimming Starter certification test (not the Re-certification) with a score of 80% or better, prior to beginning the On-Deck training.
- Training
 - On-Deck, apprenticing cannot begin until all prerequisites are met and the NCS LSC card is updated to indicate Starter status as XS.
 - ALL CERTIFICATIONS MUST BE COMPLETED WITHIN 12 MONTHS OF THE CLINIC DATE.
 - Work a minimum of 6 sessions at no less than 3 USA sanctioned or approved swim meets with at least 2 different mentors (assigned by the Meet Referee). Each session shall include a minimum of 30 starts.
 - Mentors for Starter apprentices must have a minimum of one-year experience as a certified starter.

- Of the 6 sessions, a minimum of 2 sessions must be at a novice or developmental meet.
- A maximum of 2 apprenticeship sessions at meets outside the NCS LSC may count towards certification providing that the mentor holds an N2-SR certification, and the On-Deck Apprenticeship Record is completed by the mentor at the end of each session.
- The 6th session will be an evaluation session that the apprentice and NCS starter training coordinator will arrange with a NCS starter training coordinator or designee. The apprentice must receive a satisfactory observation prior to completing the apprenticeship. Those individuals not receiving a satisfactory evaluation may need to have additional mentoring as determined by the NCS starter training coordinator.
- ❖ Final Starter Evaluators are designated by the Officials Committee via nomination and indicated on the NCS LSC card as “EV”
- After each session, the meet referee and/or mentor shall conduct a review of the session with the apprentice and discuss the ratings and/or comments provided on the On-Deck Apprenticeship Record (provided at clinic).
- Each session must be documented on the On-Deck Apprenticeship Record and signed by the mentor and meet referee.
- After all apprentice sessions and the satisfactory evaluation is completed, the apprentice will email a copy of their On-Deck Apprenticeship Record(s) to startertrainingcoordinator@ncswim.org.
- Once the NCS starter training coordinator verifies that the apprentice has met all requirements satisfactorily, including the reviews and evaluation, he/she will enter the official into OTS as a certified starter. The NCS certification card will be available at www.usaswimming.org.
- The NCS Starter Training coordinator will notify the apprentice that he/she has completed the apprenticeship and is certified.

5.4.3 Recertification Requirements - To recertify as a North Carolina Swimming Starter, the official must complete the following:

- Annually (calendar year)
 - Officiate at a minimum of 6 sessions at USA sanctioned, approved, or observed meets (see bullet below for further clarification on observed meets that qualify). At least 3 of these sessions shall be as a starter.
 - Sessions completed during a calendar year as an apprentice will count towards the minimum requirement of sessions for that year.
 - If you are also an Administrative Official, 1 of the 6 sessions must be at the Administrative Official level.
 - Renewal of USA Swimming registration as a non-athlete member.
 - Maintain a current Level II background check
 - Maintain current athlete protection education requirements
- Tri-annually (every 3 years)
 - Along with the annual requirements, satisfactorily complete the USA Swimming Starter re-certification test with a score of 80% or better.

- In lieu of the on-line re-certification test, the Officials Committee may offer refresher clinics to satisfy the requirement
- Apprentices completing their initial certification test in a testing year will be exempt from taking the re-certification test in that year.
- A passing score on the Starter re-certification test will satisfy re-certification testing requirements for Stroke and Turn and Chief Judge positions.

5.5 Referee Certification

5.5.1 Purpose- Establish the requirements and guidelines for becoming and recertifying as a North Carolina Referee. This policy and the requirements are maintained by the North Carolina Swimming Official's Committee.

5.5.2 Requirements

- Prerequisite
 - Be at least 21 years of age
 - Must be a USA certified Starter with a minimum of 40 sessions worked as a starter, CJ, or AO. At least 10 of these sessions must be at a prelim/final meet where both prelims and finals sessions were worked in any of these 3 positions.
 - Certified Administrative Official
 - Secure and submit a written recommendation to enter the Referee apprentice program from two NCS-L2 Referees.
 - Submit a letter for consideration to enter the NCS referee apprentice program to the Officials Chair. The candidate will be reviewed by the Officials Committee and upon majority agreement will be granted entrance into the program assuming all other prerequisites are met.
 - . Once approval has been granted, the Officials Chair along with the apprentice will select a mentor who will assist the apprentice during the apprenticeship process.
- Education
 - Attend a North Carolina Swimming referee clinic. Currently scheduled clinics are posted on the North Carolina Swimming website.
 - Satisfactorily complete the USA Swimming Referee and Administrative Referee certification test (not the Re-certification) with a score of 80% or better, before apprenticing On-Deck.
- Training
 - ALL CERTIFICATIONS MUST BE COMPLETED WITHIN ONE YEAR (12 MONTHS) OF THE CLINIC DATE.
 - Work a minimum of 15 sessions at no less than 4 USA sanctioned or approved swim meets with at least 3 different mentors (assigned by the Meet Referee; the mentor must be a referee for a minimum of 2 years).
 - Of the 15 sessions, a minimum of 4 sessions must be a prelims/final meet as an admin referee apprentice. (working prelims and finals on the same day).
 - Of the 15 sessions, a minimum of 2 sessions must be at a novice or developmental meet

- After each session, the meet referee and/or mentor shall conduct a review of the session with the apprentice and discuss the ratings and/or comments provided on the On-Deck Apprenticeship Record (provided at clinic).
- Each session must be documented on the On-Deck Apprenticeship Record and signed by the mentor and meet referee.
- After all 15 sessions in the apprenticeship are completed; the apprentice will email a copy of their On-Deck Apprenticeship Record(s) to trainingcoordinator@ncswim.org.
- Once the training coordinator reviews the apprenticeship record and verifies that the apprentice has met all requirements satisfactorily, including the reviews, he/she will enter the official into OTS as a Level 1 certified referee which allows the individual to officiate as a deck referee, administrative referee, and timed final meet referee. The NCS certification card will be available at usaswimming.org.
- The training coordinator will notify the apprentice that he/she has completed the apprenticeship and is certified as a Level 1 Referee.

5.5.3 Additional Requirements to advance to a Level 2 Referee:

- Level 2 qualifies the Referee to be the Meet Referee for a prelim/final's format meet. The level 1 referee will notify the NCS Officials Chair that he/she would like to be considered as a level 2 referee. The NCS Officials chair or his/her designee will determine if the Level 1 referee is eligible for the Level 2 program. Consideration will be based on the following criteria:
- Worked all sessions as an assistant or admin referee at a prelim/final meet before requesting L2 review.
- The number and scope of TF meets that the candidate has served as meet referee within the last 24 months
- The number of L2 level meets worked.
- Attendance at HOD meetings (at least one is recommended in the last 12 months)
- Recommendation by an L2 level referee
- Upon acceptance, the Level 1 referee will be assigned a mentor by the NCS Officials Chair, or his/her designee.
- The level 1 referee must work all sessions of a minimum of 3 prelim/final meets. The first two meets will be in a learning capacity with duties determined by the mentor referee. One of the two meets must be as assistant AR or AR for all of the Prelim final sessions. A review will be conducted after the meet by the mentor. For the third meet, the level 1 referee will be sanctioned as the meet referee for the prelim/final meet. The mentor must be present to evaluate the performance.
- Upon completion of the third meet, the mentor shall conduct a review of the meet with the Level 1 referee. The mentor referee will then provide a written report with details summarizing that the meet was satisfactorily completed, and that the candidate referee is knowledgeable about the applicable rules for a prelim/final meet. The mentor referee will also provide a recommendation of advancement to level 2 status, or specific areas that need to be addressed before the Level 1 referee is recommended for advancement.
- The review will be copied to the candidate and sent to the NCS Officials Chair. Upon receipt and approval by the NCS Officials chair, the candidate will be notified, and their

certification level will be update to Level 2.

5.5.4 Recertification Requirements - To recertify as a North Carolina Swimming Referee, the official must complete the following:

- Annually (calendar year)
 - Officiate at a minimum of 10 sessions at USA sanctioned, approved, or observed meets (see bullet below for further clarification on observed meets that qualify). A minimum of 6 of these sessions shall be as a Meet Referee, Deck Referee, or Administrative Referee.
 - Sessions completed during a calendar year as an apprentice will count towards the minimum requirement of sessions for that year.
 - Renew their USA Swimming registration as a non-athlete member.
 - Maintain their Level II background check current
 - Maintain their athlete protection education requirements current
- Tri-annually (every 3 years)
 - Along with the annual requirements, satisfactorily complete the USA Swimming Referee re-certification test with a score of 80% or better.
 - Apprentices completing their initial certification test in a testing year will be exempt from taking the re-certification test in that year.
 - Referee recertification clinics approved by the Officials Committee may be utilized in lieu of on-line testing
 - A passing score on the referee re-certification test will satisfy re-certification testing requirements for all other subordinate positions.

5.6 Open Water Official Certification

5.6.1 Purpose - This policy lays out the requirements and procedure for maintaining the North Carolina Swimming Open Water official certification program. This policy and the requirements are maintained by the North Carolina Swimming Official's Committee.

5.6.2 Requirements

- Prerequisites
 - Open Water Judge:
 - Successful completion of USA Swimming Open Water Judge test with a score of 80% or better prior to attending an Open Water Clinic
 - If not a current LSC certified official, must complete the registration requirements, which include:
 - ❖ Annual USA Swimming non-athlete registration
 - ❖ Current level 2 background check
 - ❖ Current Athlete protection training
 - Open Water Starter & Referee
 - ❖ Successful completion of USA Swimming Open water judge and referee test with a score of 80% or better
 - ❖ Officials holding ST, SR, and/DR certifications within NCS:
 - ❖ Attend 1 OW event as a judge in previous 12 months
 - ❖ Open Water Judge Officials (only):

- ❖ Attendance at 5 sanctioned OW events in previous 3 years
 - Open Water Starter – Current NCS Stroke & Turn judge, Starter, or Referee
 - Open Water Referee – Currently certified as a NCS Referee
- OW Judge Apprenticeship Process:
 - Attend an NCS Open Water Clinic.
 - Not a currently certified S&T, SR, or DR for NCS
 - ❖ Participate in two meets each of a USA Swimming sanctioned open water event in the role as an observed apprentice for Open Water Judge
 - Current NCS S&T, SR, or DR for NCS
 - ❖ Participate in one meet of a USA Swimming sanctioned open water event in the role as an observed apprentice for Open Water Judge
 - OW Meet Referee to notify Officials Chair or designee of successful completion of requirements after OW event.
 - Upon granting certification, the Officials Chair or their designee will notify the candidate, update the LSC certification in OTS
- OW Starter/Referee Apprenticeship Process
 - Send request to OW Meet Ref to apprentice as Starter at OW Event
 - At completion of event, OW Meet Ref to inform Officials Chair of understanding of responsibilities of Starter or Referee
 - Officials Chair or designee will update LSC certification card in OTS

5.6.3 Certification Period - Three-year term coincided with NC Swimming official certification.

5.6.4 Recertification Requirements

- Participate in at least 1 open water meet as an OW Judge or 2 open water meets as a Starter or Referee (as applicable)
- Maintain certification as an USA Swimming official at the appropriate level.
- Pass the appropriate on-line USA Swimming Open Water Test

5.6.5 References:

- USA Swimming Handbook, Part 7 “Open Water”
- NC Swimming Open Water Clinic Presentation

5.7 Transfers

5.7.1 Purpose - This policy lays out the requirements for officials joining and leaving North Carolina Swimming.

5.7.2 Transferring to North Carolina Swimming

5.7.2.1 General Requirements

- The Transferring Official (TO) must become a member of North Carolina Swimming.
- The Transferring Official must present to the Officials’ Chair: current level(s) and expiration date(s) of certification within their previous LSC and the number of sessions worked (at each level, if applicable) during the current and previous year. (information that may be available in OTS)

- Letter (or email) of standing from previous LSC Officials' Chairperson stating that the TO had departed in good standing.
- Background Screening, Athlete Protection Training, and Concussion Protocol Training: The TO must have a current approved Level II Background Check and be current with Athlete Protection Training as required by USA Swimming before being assigned or working at any NCS sanctioned meets.

5.7.2.2 Certification Procedures:

- After successful completion of the requirements, NCS Officials' Chair will arrange for the TO have an on-deck meeting and observation at a swim meet(s) agreeable to both parties.
- Stroke & Turn Judges/Starters: The TO must be observed for a minimum of one (1) on-deck session by the NCS Officials' Chair or his/her designee in their current certification as documented from their previous LSC. The TO will maintain their current certification(s) if they meet NCS minimum session requirements as arranged for the TO by the NCS Officials' Chair or his/her designee. Those not meeting the minimum arranged session requirements may need to attend a clinic or have additional mentoring, as determined by the NCS Officials' Chair.
- Referees: The NCS Officials' Chair will arrange for the TO have an initial on-deck meeting and must be observed for a minimum of two (2) sessions by two (2) different NCS Officials' Chair Referees designees with at least two (2) years' experience. With satisfactory on-deck observations the TO will maintain their current certification(s). Those not receiving satisfactory on-deck observations may need to have additional mentoring, as determined by the NCS Officials' Chair.
- The on-deck observations will be documented with the appropriate NCS minimum requirements for each certification(s). Upon review and approval of the on-deck observations by the NCS Officials' Chair or his/her designee, the TO will be entered in the NCS official's database and credentials issued by the NCS Officials' Chair.
- The NCS Officials' Chair reserves the right to waive any or all of the on-deck observations with prior experience and personal knowledge of a Transferring Official.

5.7.3 Leaving North Carolina Swimming

- Provide the NCS Officials' Chair with the following information:
 - Name, phone number and e-mail address
 - The name of the USA Swimming Local Swim Committee (LSC) to which the Official is transferring with the address (or e-mail) of the new LSC's Officials' Chair to whom the Letter of Standing should be sent.
 - Date of Departure from NCS.

5.8 Re-Entry Policy

- 5.8.1 Purpose - This policy defines the requirements and procedures for a previously certified North Carolina Swimming (NCS) official requesting to re-join NCS and USA Swimming as a certified official. This policy is maintained by the NCS Officials' Committee.

5.8.2 General Requirements

- An individual, who has not been certified as a NCS or USA Swimming official for eighteen (18) months or less, may be able to re-enter at their previous NCS certification(s) after completing the steps outlined in this policy.
- An individual, who has not been certified as a NCS or USA Swimming official for greater than eighteen (18) months, must re-enter at the Stroke and Turn apprentice level and must follow the current policy and procedures outlined in the NCS Certification and Advancement program.

5.8.3 Certification Procedures:

- An individual shall obtain a written recommendation from a current NCS certified referee who has at least two (2) years' experience and is in good standing with NCS. This recommendation shall be emailed to the NCS Officials Chair and should include a statement of their personal experience of the individuals' existing officiating skills at the certification level being requested.
 - Upon receipt of the recommendation, the NCS Officials Chair and Committee will review the request. The NCS Officials Chair (or designee) will send an email to the individual confirming receipt, approval to begin the recertification process, and specify the requirements necessary to complete the process.
- The individual, upon notification to proceed with the recertification process, shall:
 - Register with USA Swimming as a non-athlete member.
 - Complete the required Level 2 background check through USA Swimming.
 - Complete the Athlete Protection Training through USA Swimming.
 - Complete Concussion Protocol Training and forward certification of completion to NCS registrar.
 - Complete the appropriate USA Swimming on-line test with a score of 80% or better for their requested certification level(s) as listed:
 - Stroke and Turn
 - ❖ Recertification-Stroke & Turn/Timer
 - Administrative Official
 - ❖ Recertification Administrative Official
 - Starter
 - ❖ Recertification-Starter
 - Referee
 - ❖ Recertification-Referee
- Upon completion of the previous steps, the individual shall send an email to the NCS Officials Chair (or designee) indicating the steps are complete. The NCS Officials Chair (or designee) will set up the individual as an apprentice for the appropriate certification level and will receive an official's certification card from USA Swimming. The individual is not permitted to work On-Deck until these steps have been completed.
- The NCS Officials Chair (or designee) will arrange for the individual to complete the applicable on-deck evaluation(s) as indicated below with an evaluator. The evaluation session must include each of the strokes competed and at least one relay event. A written recommendation by the evaluator, signed by the evaluator and meet referee, shall be emailed to the NCS Officials Chair (or designee). Negative feedback from the evaluations may require additional and positive evaluation(s).

- Stroke and Turn – One evaluation session
- Administrative Official – One evaluation session
- Starter – Two evaluation sessions:
 - One evaluation as a stroke and turn judge
 - One evaluation as a starter. The individual shall conduct the timer’s meeting, be the primary starter for the session, and have no less than 50 starts.
- Referee – Four evaluation sessions:
 - One session as an administrative official
 - One evaluation as a stroke and turn judge
 - One evaluation as a starter. The individual shall conduct the timer’s meeting, be the primary starter for the session, and have no less than 50 starts.
 - One evaluation as a deck referee. This session may include specific activities as directed by the NCS Officials Chair (or designee). As a minimum, the individual shall complete the official assignments and conduct the stroke briefing.
- Once all the evaluations are completed satisfactorily and received by the NCS Officials Chair, the chair (or designee) will update the individual from apprentice to certified status. The individual will receive an email for the NCS Officials Chair (or designee) stating that the process is complete and will receive an official’s certification card from USA Swimming.

5.9 YMCA Reciprocity

5.9.1 Purpose: This policy defines the requirements and guidelines for YMCA officials seeking USA Swimming’s certification with North Carolina. This policy is maintained by the North Carolina Swimming Official’s Committee.

5.9.2 YMCA Certified Official seeking USA Swimming Official’s certification

- Prerequisite
 - The YMCA Official (YO) must register as a non-athlete member of USA Swimming/North Carolina Swimming.
 - Obtain a Level II Background Check with USA Swimming.
 - Complete the online Athlete Protection Training with USA Swimming.
 - Complete Concussion Protocol Training and forward certification of completion to NCS registrar.
 - The YMCA Official must present to the NCS Official’s Chair or his/her designee: current level(s) and expiration date(s) of certification within the YMCA and the number of sessions worked (at each level, if applicable) during the current and previous year.
 - Letter (or email) of standing from the YMCA Officials’ Chairperson or their designee, that the YO is in good standing.
 - Attend an approved North Carolina Swimming clinic for their appropriate level. (Level I YO – Stroke & Turn Judge clinic, Level II YO – Starter clinic).
 - Satisfactorily complete the USA Swimming re-certification test for their appropriate level (Level I YO – Stroke & Turn Judge re-cert test, Level II YO – Starter re-cert test) with a score of 80% or better, prior to completing the evaluation process.

- Evaluation Process:
 - After successful completion of the prerequisite requirements, NCS Officials' Chair will arrange for the YO to have an on-deck meeting and observation at a swim meet(s) agreeable to both parties.
 - Stroke & Turn Judges/Starters: The YO must be observed for a minimum of one (1) on-deck session by the NCS Officials' Chair or his/her designee for each of their current certification(s). (Level I YO – one (1) session as a Stroke & Turn Judge, Level II YO one (1) session as a Stroke & Turn Judge and one (1) session as a Starter). With a satisfactory on-deck observation(s) the YO will receive current NCS certification(s) for the appropriate level(s). (Level I YO – Stroke & Turn Judge; Level II YO – both Stroke & Turn Judge and Starter certifications.)
 - Those not meeting the minimum arranged session(s) requirements or not receiving a satisfactory on-deck observation may need to have additional mentoring, determined by the NCS Officials' Chair.
 - The on-deck observations will be documented with the appropriate NCS minimum requirements for each certification(s). Upon review the approval of the on-deck observations by the NCS Officials' Chair or his/her designee, the YO will be entered in the NCS officials' database and credentials issued by the NCS Officials Chair.
 - Successfully receiving reciprocity, the YMCA Official agrees to maintain all annual and tri-annual requirements for recertification with NCS.
 - The NCS Officials' Chair reserves the right to waive any or all of the on-deck observations with prior experience and personal knowledge of a YMCA Official seeking USA Swimming Official's certification within NCS.

5.9.3 Additional Policy & Procedures and Information:

- The highest level of LSC certification for a YMCA Official seeking reciprocity with USA-S in North Carolina Swimming is Starter/Stroke & Turn Judge for Level II YMCA officials.
- YMCA Level II Referee-Starter officials seeking status as a USA-S Referee within North Carolina Swimming must complete the following:
 - Individual(s) must complete all the policies and procedures previously outlined within the Officials YMCA Reciprocity policy.
 - Must work a minimum of eight (8) sessions at a USA-S sanctioned or approved meet. A minimum of four (4) of those 8 sessions officiating as a Starter.
 - Once the above steps are complete, Individual(s) must enter the full NCS Referee Training program and correctly follow the entire process outlined in the policies and procedures for North Carolina Swimming.

5.10 Official De-Certification

5.10.1 Purpose - This policy lays out the conditions and process for de-certifying an official.

It is the responsibility of all officials to observe and evaluate the officials who are working for and with them. All issues should be reported to the meet referee, who may address them at the time of the meet. However, should it become apparent the issue(s) are serious; they should be reported to the LSC Official's Chair.

5.10.2 Reasons for Decertification

- Professional Qualifications - This category relates to matters involving deficiencies in the professional qualifications of the official. It relates to the technical aspects of the field of officiating, such as a lack of knowledge of the rules, improper application of the rules, etc.
- Professional Misconduct - This category relates to matters involving misconduct in the performance of the official's professional duties that do not rise to the level of acts specifically covered by the Code of Conduct (Article 304.3 of the Rules and Regulations of USA Swimming).
- Code of Conduct - This category involves all acts that fall under Article 304 of the Rules and Regulations of USA Swimming. This category does not fall under this policy. Any complaints in this category should be passed on to the Zone/National Board of Review for resolution

5.10.3 Process and Outcomes- Professional Qualifications

- LSC Official's Chair. The Chair is primarily responsible for addressing the situation. It must be kept in mind that at this stage the approach needs to be remedial rather than punitive.
 - The first step for the Chair is to gather all the facts. The Chair may conduct the investigation or may assign the role to another trusted official. It is important that all the facts are discovered and documented to the extent they can be.
 - Additionally, when conducting the investigation, the following shall be determined concerning the official:
 - knowledge of the rules,
 - application of the rules,
 - Judgment On-Deck in applying the rules, and professionalism on and off the deck.
 - After the facts are obtained, the Chair should schedule a meeting with the official and review in depth the performance of the official. The official needs to be given the facts as gathered by the Chair and the full opportunity to state his or her side of the matter and to make a request for help, should the official choose to do so. At this stage, if the Chair believes it is in the best interest of the official, it is appropriate to bring in other members of the Officials' Committee or some third person who is a friend of the official to assist in the meeting. In the latter situation, the friend should be an official, because we are addressing professional qualifications. Furthermore, should the Chair believe it is inappropriate for him or her to meet with the official or address the issue, the Chair may assign the matter to another official.
 - Outcomes:
 - To reassign the official to a lower position, where the official is qualified (i.e., referee to stroke and turn judge). The Chair should present the official with a program to be performed within a given time frame, providing the official the opportunity to regain his or her position. It is recommended that the program include re-training, observation over a series of sessions, and testing.
 - To leave the official in his or her current position but establish a retraining program to correct any deficiencies. Again, any program proposed should include observation over a series of sessions and testing. In this situation, the Chair may decide to withhold any future assignments at the certified position until the official completes the program and is signed off by the training official(s).

- If the Chair is confronted with the situation where it is apparent the official does not comprehend and understand the rules, and, in the opinion of the Chair, the official will not be able correct the situation, and then the Chair has the power to recommend to the Officials' Committee that the official be decertified as an official.
- LSC Officials' Committee
 - At this stage, the Officials' Committee will enter the picture and make the final decision on de-certification. This step should include a hearing with the official, where the official has full opportunity to make his or her position with the Committee. (See HEARINGS below.)
 - A decision to de-certify the official should only be made as a last resort and on the recommendation of the LSC Official's Chair. If there is no recommendation from the Chair, then there will be no de-certification.

5.10.4 Process and Outcomes- Professional Misconduct

- LSC Official's Chair.
 - A complaint alleging misconduct on the part of an official needs to be in writing and filed with the LSC Official's Chair. The complaint must set out the facts and the misconduct alleged.
 - It is then the duty of the Chair to investigate the allegation and develop all the facts. The Chair or someone chosen by the Chair may conduct this investigation. In choosing someone to conduct the investigation, the Chair needs to choose someone who is organized, thorough, honest, and objective. The person should have no relationship with the situation or the official.
- LSC OFFICIALS' COMMITTEE
 - Once the investigation is completed, the entire file is delivered to the Officials' Committee. The Committee will then schedule a hearing.
 - If the Official's Chair is the investigating person, then the Official's Chair should not participate in the deliberations or the hearing. The Chair is the "prosecutor" in this role and should not sit as part of the jury. However, if the penalty is to be de-certification (by position), then the Committee should consider this penalty only if the Official's Chair has recommended it to the Committee
 - Outcomes:
 - To issue a verbal warning, however, the warning must be accompanied by conditions to be met to correct the problem and the possible consequences if they are not met (even though it is a verbal warning it should be documented in the notes of the Committee accompanying the hearing);
 - To issue a written reprimand, but again the reprimand must be accompanied by the conditions to be met and possible consequences if they are not;
 - To reassign and to establish a re-training program, such as is set forth above by the Chair and the decision must be documented in the notes of the hearing;
 - To suspend the official, however, the suspension shall be accompanied by conditions the official must complete during the suspension period, and

- To permanently de-certify the official from a level of certification. This should be for the most serious offenses and should be ordered only after all other remedial measures have been exhausted.

5.10.5 Hearing

- The period for conducting the hearing should be set by the LSC but should not exceed the periods set out in the bylaws of the LSC. There should be a provision for an emergency hearing if the facts warrant.
- The conduct of the hearing need not be as formal as a hearing before a Board of Review, but the proceedings need to be documented with written notes. The official should be given full opportunity to present his or her side of the issue with the approach being primarily remedial unless the facts dictate otherwise.
- The vote of the Officials' Committee may be by majority; however, if it is by majority, caution should be taken to make sure the quorum requirement for an official meeting of the Committee is such that a majority vote represents a substantial number of the members of the Committee. The final decision should be written, and a copy given to the official. It need not be formal document and can be in a letter format.

5.10.6 The official shall have the right to appeal any decision imposing penalties on the official, including suspension or de-certification, to the LSC Board of Directors and the opportunity to appeal should be made known to the official. No decisions should go beyond the Committee.

5.10.7 Appeal - The Officials' Committee has the final authority on decisions of de-certification of LSC certifications within North Carolina Swimming. Decisions can be appealed through a Zone Board of Review.

5.10.8 National Officials Committee Chair: In the event the NCS Officials Committee's decision is full decertification of all certifications and/or the official holds any N2 or N3 level certifications for the level being recommend decertifying, the National Officials Committee Chair is to be notified and provided all documentation for final review and decision.

5.10.9 The LSC General Chair will also be notified of recommendation for certification and involved in deliberations as necessary with National Officials Committee Chair and LSC Officials Chair.

5.11 Travel Reimbursement

5.11.1 Purpose - The purpose of this policy is to establish the requirements and guidelines for NCS officials seeking reimbursement for travel expenses while participating as an official at an USA Swimming National Meet(s). This policy and the requirements are maintained by the North Carolina Swimming Official's committee

5.11.2 Criteria - The NCS Officials Chair or designee will allocate funding from a predetermined travel budget for any NCS official participating at an USA Swimming National meet according to the following guidelines:

- The total amount budgeted for NCS officials travel fund will be determined by the NCS Officials chair or designee and is subject to the overall approval of the NCS officials budget, by the NCS House of Delegates

- Total amount of reimbursement to an individual will be determined by the NCS Officials chair or designee and shall not exceed the equivalent amount of funding for an athlete according to the NCS travel fund rules and policies.
- An individual must satisfy the requirements and guidelines set forth within the NCS officials travel fund policy.
- An individual may receive multiple reimbursements, but the total funding may not exceed \$1,200.00, during each NCS budget year (Olympic Trials are exempt). Officials may receive reimbursement for Olympic Trials in addition to the above limit.
- Reimbursement is not guaranteed.
- When all available travel funds are exhausted, no further reimbursements will be distributed. o Priority for allocation of funds will be in accordance with the guidelines set forth within this policy.
- The NCS Officials chair or designee shall determine the allocation of funds for any priority not listed in this policy, or for any NCS Officials committee budget surplus or for how available funds will be distributed if available funds do not fully cover all individuals requested reimbursements.
- Officials whose travel expenses are being reimbursed by USA Swimming are not eligible for reimbursement from NCS travel funds for that meet.

5.11.3 Funding Priority:

- 1st - Travel to a national championship meet is needed to attain an N3 certification level for which a final N3 evaluation has been successfully completed.
- 2nd - First time attendees to a national championship meet for any individual that holds N3 stroke and turn and at least one other N2 position.
- 3rd - Individuals who are working in an assigned position that is not reimbursed by USA Swimming.
- 4th - Individuals who have worked the highest number of sessions at NC sanctioned meets in the past 12 months.
- 5th - Discretion of the NCS Officials chair or designee as to the best method of allocating available NCS officials travel funds.

5.11.4 Requirements/Guidelines

- 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.
- All reimbursements will be paid directly to the NCS official upon acceptance of the NCS reimbursement request sent to the NCS Treasurer at treasurer@ncswim.org
- Each person receiving funding agrees to working as a mentor/evaluator at least once in the following year at a designated OQM meet in NC.

5.11.5 All reimbursements amounts are subject to change without notice and are the equivalent of, and not to exceed the amounts of funding for an athlete according to the NCS travel fund rules and policies.

5.12 Radio Use

5.12.1 North Carolina Swimming has purchased radios to be used according to the policy stated below. When not in use, the radios will be the responsibility of the officials chair or his/her designee and will be kept by that person until a request is approved, at which time the radios will be shipped via UPS to the requested referee. North Carolina Swimming will reimburse the referee for the shipping upon delivery of the shipping receipt to the NC Swimming Treasurer or his/her designee. Radios may be requested for use at any North Carolina Swimming sanctioned swim meet.

5.12.2 The following conditions must be met:

- The meet referee must make request via email to the official's chair or his/her designee at any time after sanctioning but no later than the Monday of the week the competition is to take place.
- The meet referee accepts responsibility for the safe keeping and return shipping via UPS within 5 days of the conclusion of the meet. A return UPS labeled will be provided.
- The meet must be a prelims/final format and a meet which chief judges will likely be used. A timed final session may be included as part of a meet with a prelims/final format.

5.12.3 Approval process:

- The officials chair, or his/her designee shall approve each meet that the radios will be used. If multiple requests are made for the same period, the officials chair, or his/her designee shall determine which meet will be awarded use of the radios. This determination will be made according to the number of officials expected and the level of meet competition. Radio use shall be reserved for all state championship competition regardless of other requests during the same period.

5.13 Election of NCS Officials Chair

5.13.1 Eligibility:

- Any NCS registered officials certified for at least one year as a referee in North Carolina is eligible.

5.13.2 Process:

- The election of the Official Chair shall be conducted during the officials meeting at the Fall HOD or, failing that, at a time and place and in a manner designated by the Board of Directors.
- The official's committee shall nominate at least one candidate for election.
- Nominations can be made from the floor by any NCS registered certified official. Nominees from the floor must be present to accept the nomination.
- Any NCS registered and certified official present, may vote for the official's chair
- The candidate must be elected by more than 50% of those casting votes.

5.13.3 Replacement:

- If the Official Chair resigns or no longer meets the eligibility requirements, the officials committee shall elect a replacement to complete the term subject to the eligibility

requirements.

6. VOLUNTEER POLICIES

6.1 Volunteer Awards / Recognition

6.1.1 Purpose: The purpose of this policy is to establish the criteria for NCS Award/Recognition program(s) for LSC member's commitment of inspiring excellence with service and support to the North Carolina Community.

6.1.2 Phillip 66 Award

- Sub-Committee to consist of past NCS Phillips 66 winners.
- Award committee chair to collect nominations and initiate discussion
- Sub-Committee to consider any NC Swimming member serving as a volunteer to the LSC
- Criteria to consider should include length / quality of service on BOD, committees, as official, or meet support for LSC championships
- The sub-committee to vote on recipient prior to USA Swimming deadline

6.1.3 Jack Lynch Award

- This award is not given annually and should be given in recognition of special service to North Carolina Swimming
- Award committee chair to convene a taskforce to consider recipients when appropriate
- Taskforce to consider any NC Swimming member serving as a volunteer to the LSC
- Criteria to consider should include length / quality of service on BOD, committees, past Phillips 66 recipients, as official, or meet support for LSC championships
- The taskforce to vote on recipient prior to NCS awards banquet

6.1.4 Life Membership

- Sub-Committee to consist of a maximum of 5 past Life Members awarded by North Carolina Swimming
- The sub-committee shall elect a chair each year at Fall HOD who shall initiate the process the following spring.
- Sub-Committee to consider any NC Swimming member serving as a volunteer to the LSC
- The primary criteria to consider should include length / quality of service on BOD, committees, as official, or meet support for LSC championships. In addition, volunteer service to USA Swimming and other LSCs can be considered as a secondary criterion.
- Lifetime Membership candidates should be expected to continue to provide service to the LSC.
- A guideline, Lifetime Membership candidates should have been a member for at least 10 years. Candidates could have been members for a shorter period under extraordinary circumstances.
- The sub-committee to vote on Life memberships prior to USAS convention deadline.
- A maximum of three life membership can be awarded annually.

6.2 Meet Director Certification

- 6.2.1 Purpose - The purpose of this policy is to establish the requirements and guidelines for Meet Director certification. This policy and the requirements are maintained by the North Carolina Swimming (NCS) Meet Management Committee.
- 6.2.2 Policy - All Meet Directors who conduct a NCS sanctioned meet, except for NCS Championship meets, should be certified by NCS. All Meet Directors for NCS Championship meets shall be certified. This certification requires Meet Directors to participate in a one-day clinic conducted by NCS which will address responsibilities prior to, during, and after the meet as presented in the NCS Meet Director's Handbook. One may be exempt from this requirement if such Meet Director has demonstrated their knowledge and proficiency of past performance of successful meet conduct.

6.3 Meet Manager Operator Certification

- 6.3.1 Purpose - The purpose of this policy is to establish the requirements and guidelines for Meet Manager Operator certification. This policy and the requirements are maintained by the North Carolina Swimming (NCS) Meet Management Committee.
- 6.3.2 Policy - All Meet Manager Operators who work a NCS sanctioned meet, except for NCS Championship meets, should be certified by NCS. All Meet Manager Operators for NCS Championship meets shall be certified. This certification requires Meet Manager Operators to participate in a one-day clinic conducted by NCS which will address the operations of Meet Manager and the responsibilities of the operator as presented in the NCS Meet Manager's Handbook. One may be exempt from this requirement if such Meet Manager Operator has demonstrated their knowledge and proficiency by past performance of successful meet conduct.