



## ***Officials Committee: Mission Statement and Structure*** ***Wisconsin Swimming, Inc*** (May 15, 2007)

### ***Mission***

The mission of the Wisconsin LSC Officials' Committee is ensuring safe, fair, and equitable conditions for competitive swimming throughout the Wisconsin LSC. The Committee is responsible for the recruitment, training, and retention of Officials, in accordance with the rules and regulations of USA Swimming. We seek to inspire excellence, consistency, and professionalism among the certified Officials of the Wisconsin LSC.

### **I. Officials Committee Composition and Selection Criteria**

1. Membership consists of the Chair and ten to twelve certified Officials all of whom are certified currently as USA Swimming Officials. Selection for Committee membership considers the Official's knowledge base and skill sets, as well as Club geographic location and Club size.
2. The Committee Chair:
  - a. Makes appointments based on the recommendations of the Committee members, and with the advice and consent of the LSC General Chair.
  - b. Appoints a Secretary and Vice-Chair from the Committee members.
3. An Official may indicate his/her interest in serving on the Committee by contacting a member of the Committee or documenting his/her interest on the Annual Recertification Registration Form. In addition, the Committee Chair may ask for nominations from current Committee members.
4. Member vacancies are filled as they occur. No term limits, except for the Chair position as noted below in "committee Chair."
5. Criteria for Committee membership:
  - a. Participate in bi-monthly meetings or as determined by the Committee Chair;
  - b. Participate in activities to recruit New Officials and retain current Officials;
  - c. Assist in conducting New Officials Training Clinics and Re-Certification Clinics;
  - d. Chair or serve on subcommittees of the Officials Committee;
  - e. Maintain confidentiality of meeting information, when necessary;
  - f. Agree that two unexcused absences, i.e., failure to provide notice in advance to the Committee Chair, in a year warrants dismissal from Committee;

- g. Agree that any member of the Committee, including the Chair, may be removed by a two-thirds (2/3) vote of the entire committee membership by written ballot. Removal of the Committee Chair requires confirmation of the LSC General Chair. The LSC General Chair, then, would appoint a Committee Chair to complete the term.
- h. Ex-officio Members: LSC General Chair and LSC Administrative Chair with voice but no vote.

## **II. Duties and Responsibilities**

1. Establish policies and procedures for the certification and recertification of Officials in the Wisconsin Swimming LSC, consistent with USA Swimming requirements.
2. Provide the LSC appointed officials and officiating infrastructure for the LSC Short Course and Long Course Swimming Championship Meets.
3. Investigate allegations regarding misconduct/quality issues for Officials and impose actions/sanctions consistent with USA Swimming policies/procedures.
4. Bi-Monthly meetings, more as mandated by Committee business.
5. Make decisions by simple majority vote of committee members present, with the Committee Chair having the tie-breaking vote.
6. Record meeting minutes.
7. Submit agenda items to the Chair prior to the meeting in a timely manner.
8. Excuse non-members of the Committee in the event of a closed session.
9. Include a public comment session at the end of each agenda.

## **III. Committee Chair**

1. Is nominated in odd number years by majority vote of the Officials Committee members;
2. Is elected in odd numbered years by the LSC House of Delegates at the Annual Meeting in June, by majority vote. The elected Chair will assume office effective September 1<sup>st</sup>.
3. Hold the term of office for two years, with a maximum of four successive years. A lapse of two years is then required before becoming eligible for re-election.
4. Serve as Member of and attends LSC Board of Directors and LSC House of Delegates meetings, (January, March, June and October). Reports on Officials Committee activities at these meetings.
5. Appoints certified Officials to the Officials Committee
6. Establishes the meeting agenda for, and conducts the Officials Committee meetings.
7. Organizes and delegates Officials Committee subcommittee assignments.
8. Responds to allegations of misconduct or quality issues; conducts disciplinary investigations and implements appropriate disciplinary action.

## **IV. Vice-Chairperson**

1. Selected by Officials Committee member majority vote.
2. Serves as Acting Chairperson in the absence of the Chairperson.
3. Assists with creation of agenda and maintaining meeting decorum.
4. Investigates allegations against the Officials Committee Chair.

**V. Subcommittees of the Officials Committee**

1. New Officials Certification Clinics
2. Recertification Clinics
3. LSC website/Officials Directory
4. Rules/Policy/Procedure
5. Communications/Newsletter
6. Officials' Recognition
7. Officials' Shirts and Name Badges
8. National Certification Meets