

## OF-97-01 Officials – Committee 07.24.22

- I. **Duties, Responsibilities, and Expectations:**
  - A. All officials shall follow the USA Swimming Code of Conduct.  
[https://www.teamunify.com/oscat/UserFiles/Image/QuickUpload/usa-swimming-code-of-conduct\\_043728.pdf](https://www.teamunify.com/oscat/UserFiles/Image/QuickUpload/usa-swimming-code-of-conduct_043728.pdf)
  - B. The Officials' Committee is solely responsible to recruit, train, certify, evaluate, and supervise officials for PNS and such other activities as may be necessary or helpful in maintaining a roster of qualified, well-trained, and experienced officials of the highest caliber.
  - C. Committee members are expected to attend no less than 50% of regular meetings during any 6 month period.
- II. **Committee Composition and Roles:**
  - A. Voting Members of the committee are as follows:
    1. The Chair
    2. Vice-chair
    3. At Large - 5 members
    4. Athlete Representative - 2 members
- III. **Roles of the of the committee members:**
  - A. The Chair
    1. national contact for official committee
    2. participates on LSC board
    3. manages meetings - agendas, dates, annual meetings, referee re-cert classes.
    4. oversees budget
  - B. Vice-chair
    1. manages situational issues
    2. has limited access to OTS
    3. manages budget with Chair
  - C. At Large members
    1. meet reports
    2. scribe/agenda
    3. recruitment/retention/advancement/outreach
    4. roster maintenance, focal for official's website update
    5. N2 credential review / LSC-level credential update
    6. Athlete Representative - 2 members
      - a) Duties as assigned
- IV. **Election of Members and Term of Office:**
  - A. The selection of Committee Members shall occur at the Annual Meeting of Officials. Each elected Member shall be a certified official of PNS.

- B. The Chair and Vice Chair shall be referees and will be elected by the Officials Committee. These shall be positions that change on an annual basis.
  - 1. Progression of the Chair position is as follows: Vice Chair, Chair.
  - 2. The Vice Chair shall be an At Large Member serving the first year of the 2-year term. The second year of the term will be spent as Chair.
  - 3. A vacancy in the Chair shall be filled by the Vice Chair followed by an interim Vice Chair selection from the At Large Committee members, to serve the remainder of that term, or until the Officials organization elects a successor.
- C. The election of 4 Non-Athlete Members shall occur in even numbered years, and the election of 3 Non-Athlete Members shall occur in odd numbered years.
- D. Each elected Non-Athlete member is for a term of two years. Terms are 1 June to 31 May and each member may be re-elected for additional terms.
- E. Vacancies occurring in an At-Large position shall be filled by an appointment by the Chair with the advice and consent of the Committee.
- F. The athletes will appoint the Athlete Representative(s), identifying two Voting Members no later than 1 October. Athlete Representative terms are 1 September to 31 August and each member may be re-elected for additional terms.
- V. Removal of Members
  - A. The failure to perform the duties and responsibilities of committee member, as detailed in the subsections below may constitute cause for removal.
    - 1. Duties, Responsibilities, and Expectations enumerated in Section 1
  - B. A member may be removed for cause by a simple majority vote
- VI. Authority
  - A. The Officials Committee has the responsibility to review concerns or complaints regarding officials on a case-by-case basis.
- VII. Annual Meeting:
  - A. The Annual Meeting of Officials shall occur at least 2 weeks prior to the PNS House of Delegates (HOD) meeting. All Officials, whose USA Swimming memberships and PNS Official certifications are current at the time of the meeting, shall have a voice and may cast a vote if a vote is required.
- VIII. Regular and Special Committee Meetings:
  - A. A quorum for the sanction of business shall consist of a majority of Voting Committee members.

- B. Regular meetings are generally held on a monthly basis.
- C. Any two Committee Members, in agreement, may call a special meeting of the Committee at any time.