

OF-97-01 Officials – Committee v.04.08.25

- 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
 - 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. Co-Chairs - two members
 2. At Large - seven members
 3. Athlete Representative - three members
- III. **Roles of the of the committee members:**
 - A. Co-Chairs
 1. national contact for official committee
 2. participates on LSC board
 3. manages meetings - agendas, dates, annual meetings, .
 4. oversees budget
 5. manages situational issues
 6. has limited access to OTS
 - B. 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 - three 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 two Co-chairs shall be referees and will be elected by the Officials Committee. These shall be positions that change on an alternating bi-annual basis.
 - C. A vacancy in a Co-chair position shall be filled by selection from the At Large Committee members by the Officials Committee, to serve the

remainder of that term. The election of three Non-Athlete Members shall occur every year.

- D. Each elected Non-Athlete member is for a term of three years. Terms are 1 June to 31 May and each member may be re-elected for additional terms.
 - E. Each Non-Athlete member may serve for three consecutive three year terms, at which time the member must allow one year to pass before being elected to serve again on the committee.
 - F. Vacancies occurring in an At-Large position may be filled by an appointment by the Co-chairs with the advice and consent of the Committee.
 - G. The athletes will appoint the Athlete Representative(s), identifying three 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.