**ROLES AND RESPONSIBILITIES FOR STONEGATE STINGRAYS MEET OFFICALS**

**PURPOSE**

To establish and clarify the roles and responsibilities, within the League Bylaws and Policies, for Stonegate Stingrays (SGS) swim meet officials. These roles and responsibilities shall not supersede the League Bylaws and Policies but will supplement the League rules and policies due to updated technology and innovation.

**GENERAL RESPONSIBILITIES**

Personal conduct of team members, parents and guests at all meets is the responsibility of the coaches, and Parent Representatives (PR), and the SGS Board.

Meet officials are expected to be professional, consistent, and competent. Their decisions are final.

There must be mutual agreement between the PR from the home and visiting teams regarding commencement, suspension, cancellation, and termination of dual meets due to weather or other safety issues (from League Bylaws and Policies).

All protests from coaches, officials and/or parents will be brought directly to the PR and forwarded to the Pool Referee for protests that occurred in the water. Concerns/issues outside of the water shall be brought to the PR, who will communicate with the visiting PR for final resolution.

Unless otherwise defined or listed as exceptions in the policy, all SGS swimming events and meets shall be conducted in accordance with the rules and policies of the League.

With respect to any instance where information stated in this policy adds to or defines the roles and responsibilities of SGS officials to effectively run swim meets without delay, overlap, conflict and constraint, it shall supplement the rules and policies of the League.

**DUAL MEETS**

Scheduled home meets: It will be the responsibility of SGS PR to provide the visiting team with warm-up times, parking information, confirmation of address, set up locations, relevant peculiarities of the pool, and Head coaches contact information.

PR and the Head Coach are the primary point of contact for all communication between teams.

Meets shall adhere to a standard and sequence of ninety events. In the event of a weather cancellation or other circumstance; a swim meet that has concluded 45 events is considered a completed swim meet. Swim meets that do not reach 45 events will be deferred to League rules and policies as to make up or cancel the swim meet.

Meets shall adhere to the Meet Rule Policy as established by the League, to the extent those Policies have been updated to meet current technology. In absent of updated Policies, the SGS Board will establish policy and procedures to ensure a smooth and efficient swim meet is run.

**OFFICIALS AND THEIR DUTIES**

**Meet Manager:**

Meet Manager may also be the Scorer.

This position is defined as the person who has control of the meet iPad (with Swimmingly) or any other device and/or technology that tracks scoring, swimmer placement and disqualifications.

The Meet Manager or designee shall conduct a scratch meeting to determine if there are any scratches or additions. Additions at dual meets are at the sole discretion of the home team.

Receives approved or disapproved disqualifications from Pool Referee and inputs in the current scoring software/program.

Can act as the Scribe for the swim meet, if needed.

Will follow the League scoring procedures.

Will post event and meet results on an electronic platform OR will post in a conspicuous location for all participants to view.

May communicate with the Pool Referee for the need to adjust the pace of the swim meet for data management and/or other technological issues.

**Meet Referee:**

The Meet Referee shall be the Parent Representatives (PR) for SGS.

Shall be primary contact and liaison with the PR of visiting team.

May act as designee, as assigned.

‘In the water’ issues i.e., disqualifications or challenges from coaches, will be brought to the PR who will then inform the Pool Referee for judgement. The Pool Referee will have final decision of all ‘in the water’ decisions. All other issues outside of the pool will be decided by the Meet Referee in conjunction, if needed, with the PR of the visiting team.

**Pool Referee:**

Required to read, understand, and attend any training by the League on the official swimming rules governing summer swimming.

As a standard, this role should require the individual to have at least 3 years of experience as a summer stroke judge or 2 years as a USA swimming stroke and turn judge.

Pool Referee or designee shall have full authority of all activities in the water and of officials that have responsibilities of the actions in the water. All other decisions will be deferred to the Meet Referee.

Enforcing all applicable swim rules and shall decide on all questions relating to the actual conduct of the meet that involve activities in the water. The final settlement of which is not otherwise assigned by said rules; can overrule any meet official on a point of rule interpretation or on a judgment decision pertaining to an action which they have personally observed in the water.

At their discretion may prohibit use of any bells, sirens, horns, or other noisemakers during a meet.

Shall rule on protests arising from the competition itself. Decisions shall be final.

Shall summarize and confirm disqualifications at the end of each race either visually or vocally.

Shall not serve in another capacity during swim meets. Exception is serving as Head Stroke Judge in absence of a designated volunteer to this position.

Shall ensure, with the Starter, that all stroke judges and timers are in place before each event and heat.

Shall determine lane jurisdiction for stroke judges.

It is within the discretion to remove any timer or judge that is not performing their duties satisfactorily.

Pool Referee or designee shall conduct a stroke judge briefing prior to the start of each meet and at each shift change. This will allow for an additional briefing of responsibilities for the incoming shift of stroke judges.

**Starter:**

Required to read, understand, and attend any training by the League on the official swimming rules governing summer swimming.

As a standard, this role should require the individual to have at least 1 year shadowing the current Starter AND should have served 2 years as a summer stroke judge or 1 year as a USA swimming stroke and turn judge.

Shall not serve in another capacity during swim meets.

Assumes full control of swimmers until a fair start is achieved.

May modify starting rules to adapt for handicapped swimmers.

Shall serve as place picker for home meets.

May disqualify any swimmer who, after stepping on the block or upon taking a starting opposition, delays the start by entering the water, willfully disobeys an order, or for any other misconduct taking place at start.

Shall ensure all timers are ready and that all stroke judges are in place before each heat and event.

**COMMITTEE HEADS**

**Stroke Judge:**

Read, understand, and attend any training by the League on the official swimming rules governing summer swimming.

Head up shift change meetings with volunteer stroke judges to ensure continuity between all volunteer judges before and during the swim meet.

Work with Pool Referee to assure proper execution of strokes and turns as described in current League rules.

May also serve as the Pool Referee.

There shall be at a minimum 2 judges for dual meets. One from each team, except virtual meets in which both judges can be from the same team.

Schedule and oversee training for new stroke judges. \*The League highly encourages all teams to implement a mentoring approach for new judges. New judges should “shadow” an experienced stroke judge for two shifts prior to assuming an unsupervised role as a judge.

Report any violations to Pool Referee or designee and must detail the disqualification.

Work with the Volunteer Committee Head to ensure stroke judge shifts are filled for each shift at each swim meet.

May have to work volunteer shifts that have not been filled.

**Clerk of Course:**

Head up shift change meetings with heating volunteer parents to ensure continuity and coverage within the heating area before and during the swim meet.

Ensure that swimmers are ready at least 3 events or heats ahead of the event/heat being swam.

Ensure that swimmers are in proper place for each heat and/or event.

Report un-sportsman like conduct in the heating area to the PR. Continuous misconduct will result in the PR informing the appropriate coaches and Pool Referee for possible disqualification.

Work with the Volunteer Committee Head to track unfulfilled shifts.

Combine events and heats through Clubhouse or other platform the League uses after all entries have been declared and verified by the PR.

Have heat sheets printed and ready for swim meet. Number of heat sheets printed will follow League rules.

**Head Timer:**

Lead shift change meetings with volunteer timers to ensure continuity and organization before and during swim meet.

Work with the Meet Manager to address any issue (s) that may arise before, during, and after an event to make sure the most accurate time is recorded.

Communicate with the Volunteer Committee Head to track unfulfilled shifts.

Ensure a minimum of one timer in each lane.

**Volunteer Coordinator:**

Organize and ensure all volunteer shifts are covered for swim meets.

Track and organize that all shifts have been attended by the scheduled volunteer or their replacement.

Communicate the volunteer shifts that where not attended by a scheduled parent with the PR.

Send out reminders of volunteer shifts before each swim meet.

**Event Planner:**

Schedule, organize, and plan events for SGS.

Includes: Picture Day, Pizza Night, Ice Cream social, age group functions, soak the coaches, end of the year banquet, and other activities.

Work with the Volunteer Committee Head to track unattended shifts.

Communicate with the Board about the budget for specific social events.

Turn in all receipts for SGS events to the Treasurer.

**Concessions:**

Organize food and drink orders for all home meets. Includes Prelims or Finals.

Meet with PR to create an ordering plan based on numbers expected at each home swim meet.

Establish a budget with the Treasurer for all purchases.

Work with the Treasurer to turn in receipts and cash box.

Handle and be responsible for all money: (cash, credit, and electronic accounts).

Organize volunteers and record who has or has not shown up for a shift.

Report to the Volunteer Committee Head to track unattended shifts.

**Apparel:**

Order, track, and organize and distribute team apparel.

Work with SGS apparel company.

Work with Event Planner to organize Apparel Night and have apparel available for fittings.

**RATIFICATION**

APPROVE ON: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNED: President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Vice President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Treasurer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Secretary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Parent Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_