

Inland-Scaf

Policies

and

Procedures



Inland SCAF Swim Policies and Procedures

Meetings

Members shall be required to attend 4 Inland SCAF Swim training meetings (18 hours) and pass a written and performance test.

Failure to attend the above listed meetings may result in additional training and/or reduction in schedule.

Failure to complete additional training may result in reduction of schedule and/or member being removed from available list.

Members assigned to League Finals and/or CIF meets are required to attend one additional meeting specific to those meets. Failure to attend may result in removal from such meets.

Training

New members are required to work 2 meets with a senior official and receive an acceptable evaluation before they will be assigned to a meet by themselves. They shall not be paid for such training meets.

Should new members not receive an acceptable evaluation they will receive additional training specific to their needs assigned by the Training Chair and will be assigned an additional training meet.

After the additional training meet, should the new member not receive an acceptable evaluation, they shall be set at trainee status for the remainder of the swim season and restart the training process the following year. They may continue to attend meets and/or meetings and observe senior officials.

Members that miss any Inland SCAF Swim training meeting may be assigned additional training by the Training Chair. Additional training for senior officials may include but not be limited to evaluation of junior officials. Additional training for junior officials may include but not be limited to working an additional meet and receiving an evaluation from a senior official. There shall be no pay for additional training.

Officials from outside the Inland SCAF Swim area shall be received as trainees. Officials from outside the Inland SCAF Swim area with a letter of recommendation from another Scaf area shall be placed at the appropriate level by the Training Chair. A training meet may be required for evaluation of such official.

Uniform and Equipment

Each member shall provide their uniform and equipment. Proper uniform shall consist of:

- White pants/skirt/shorts
- White shoes and socks
- White hat (optional)
- White shirt/blouse

The uniform shall be neat, clean and fit properly. Inclement weather clothing should also be white if possible.

Equipment shall consist of but not limited to the following:

- Starting device
- Whistle (Acme Thunderer or similar w/pea)
- Pick sheets and a pen. (Green ink Recommended)
- Sounding device for the 500 freestyle

Evaluations

The evaluation procedure shall serve several functions including providing a fair and objective evaluation of each members abilities for advancement and consideration for League Championships and CIF Finals. Evaluations may also be used when complaints are received from a coach, Athletic Director or swimmer and will provide for objective evaluation for suspension and/or removal of a member found to be below acceptable levels.

Complaints received on members shall be reviewed by the Training Chair. If it is an operation issue, the Training Chair shall have the member evaluated at the members' next meet. The member may be notified of the complaint and/or evaluation. If the evaluation is acceptable no action will be taken and the complainant will be notified. If the evaluation is not acceptable in any area the Training Chair shall assign appropriate training and additional evaluation. The Training Chair may recommend to the Board that the members schedule be suspended until the member receives an acceptable evaluation.

If the complaint is a behavior issue it shall be forwarded to the Inland-Scaf President for action by the Board.

Evaluations by members shall be completed on Inland SCAF Swim evaluation forms. Online evaluations by coaches shall be reviewed by the President and

Training Chair and any evaluations below acceptable levels shall follow the above listed procedure.

Incident Reports

Should there be an ejection involving a team member, student, or fan an incident report shall be completed by the official. Should there be any serious injury to a team member, student or fan an incident report may need to be completed by the official.

Should the meet not be completed because a coach has pulled their team from the deck the official shall complete an incident report.

Should the behavior of team members and/or fans be such that the official cannot complete their duties an incident report shall be completed.

The official shall call the President within 3 hours of the completion of the meet and report the incident. The official shall complete the written incident report and forward it to the President within 24 hours.

The President shall notify the Area Liason within 24 hours of the incident and forward a copy of the written report to the appropriate CIF administrators.

All incident reports should be completed on the appropriate Inland-SCAF Swim form.

Assignments

Inland SCAF Swim shall train and certify members for assignments to dual meets, invitationals, League Championships and CIF consideration.

Assigners Responsibility

The Assigner shall notify all members of the date the schedule will be published on Arbiter. The Assigner may also remind members of Arbiter procedures and important information regarding the use of Arbiter.

Changes, Additions and Cancellations

If the change, addition or cancellation is within 3 days the Assigner will notify the official by phone, text or email. If the Assigner cannot contact the official(s) the additional or changed meet may be given to another official. The official will receive no compensation for a canceled meet in this situation. If the change, addition or cancellation is outside 3 days the involved official(s) is responsible for checking the schedule and notifying the Assigner whether they accept or decline the changed or added meet and/or have received the cancellation. If the involved official has not contacted the Assigner within a reasonable time the Assigner may give the changed

or added meet to another official. The official will not receive compensation for a cancelled meet in this situation.

Officials Responsibility

Officials will respond to the posting of the original schedule and accept or decline meets on or before the response date. (Arbiter)

Cancellations

If the official has to cancel an accepted meet, they should do so at least 24 hours prior to that meet. The official shall contact the Assigner by phone or text and receive a response.

If an official has to cancel two (2) accepted meets the Board may reduce the officials schedule and/or remove the official from consideration for League Championships and CIF Finals.

Late to meet

If an official is going to be late for a meet they shall call the school and the Assigner and report an estimated time of arrival.

If this is the officials' first late meet and they call both the school and the Assigner there will be no penalty.

If this is the officials' first late meet and they do not call both the school and the Assigner or this is the officials' second late meet the Board may reduce the officials schedule and/or remove him/her from the list to work League Championships or CIF Finals.

Missed Meets

If an official misses a meet the Board may reduce the officials' schedule and remove him/her from League Championships and/or CIF Finals consideration.

If this is the officials' second missed meet, the Board may recall the officials' schedule for the current and following year.

Officials shall not change or accept meets from other officials or accept assignments from coaches or Athletic Directors.

All meet assignments will be the responsibility of the Inland SCAF Swim Assigner. Meet assignments from other Areas must not conflict with Inland SCAF Swim assignments.

Conflict of Interest

Officials should not be assigned to meets at schools where they are on staff or have a child that is a student. Should an official be assigned, the Assigner shall obtain consent from each coach and/or Athletic Director 24 hours prior to the meet.

SCAF Dues Disbursement

As of 01/01/2010 annual dues for SCAF Swim are \$80 per official. This amount may change as a result of increases in the cost of insurance. Area rebates are based on the submission of an Area budget to the SCAF Swim Treasurer and the expenses incurred by SCAF Swim.