

SNOA Swimming and Diving Officials Manual

Purpose

1. Unite all qualified swim and dive officials
2. Study the rules and to discuss their intent for uniform interpretations; to progressively improve the quality of officiating
3. Promote and maintain officiating ethics; to conduct each athletic contest as a way of developing character and good sportsmanship
4. Respect and follow the rules set by the National Federation of High Schools (NFHS) and Nevada Interscholastic Athletic Association (NIAA) to ensure compliance with the rules

Eligibility

Anyone 18 years old and over, who has completed high school may sign-up to officiate high school swimming and diving.

Attendance and meetings

- The SNOA Constitution requires officials to attend a minimum of 5 meetings prior to or during the season.
- Each official shall be required to take an annual swimming examination.
- The written test shall be taken in an exam setting and passed before the official is assigned to any meets.
- A satisfactory score (to be determined by the swim and dive board) on the exam is required for participating in post season officiating.
- The exam is administered prior to the beginning of the season.

Uniform

The uniform will be:

- Blue pants, shorts or skirts
- White polo or white colored shirt or blouse (preferably with SNOA logo)
- White tennis shoes are strongly suggested
- Plain white sweater or a plain white sweatshirt may be worn

- Individual walkie-talkie with multiple channels and headphone capability is the communication device used on deck by all swim officials (except dive and dry side officials)

Compensation

- All officials working games or events under the auspices of SNOA serve as Independent Contractors within the Association.
- Assignments are made by the Assignor on ArbiterSports.com.
- All officials are compensated by SNOA
- Disbursement is made through RefPay.com.
- Any official having a discrepancy on his/her checks should bring the matter to the attention of their assignor who will research the data and address the problem with the Treasurer.
- Anyone going directly to the Treasurer will be referred back to their Assignor for verification of information

Pay (per dual)

Swimming			Diving	
Position	Pay		Position	Pay
Referee	\$37.50		Referee	\$45.00
Judge	\$32.50		Judge	\$42.50
Admin Secretary	\$37.50		Admin Secretary	\$45.00
Scorer	\$29.00		Announcer	\$30.00

Compensated positions are set by the NIAA. The pay is negotiated and contracted through the Clark County School District (CCSD) and other member schools of the NIAA.

Compensation earned will be paid the first Sunday of the month. The cutoff date is the last Saturday of the prior month.

Each official incurs certain charges (fees) as a member of SNOA. These fees are deducted from the first check of the season.

Deductions that will be made from the check include, but are not limited to the following.

Initial Registration Fee	\$15.00	Onetime fee when first joining SNOA
Game Fee Assessment	7%	7% of game fees (travel pay is not assessed)
Annual Dues	\$25.00	Initial sport worked; \$10.00 each additional sport
Insurance	\$17.00	Insurance
Rule Books	\$8.00	New members must pay at registration; returning members cost is deducted from 1st check
State Association Dues	\$12.00	Annual Dues per sport worked
Fines	TBD	Fines levied against the official

Loss of Membership

Some of the reasons for loss of membership may include:

1. Failure to remain in good standing by nonpayment of dues prior to the start of the sport season.
2. Failure to attend the prescribed meetings.
3. Unprofessional or unethical conduct on or off the field.
4. Open criticism of other officials, coaches, players, or administrators except, in the prescribed manner at Association, Chapter, or NIAA Board of Control Meetings.
5. Use of intoxicating beverages or illegal substances within twelve (12) hours prior to the officiating assignment.
6. The use of all tobacco products at the meet site is prohibited. No alcoholic products or its consumption shall be permitted on meet grounds

7. Withdrawal from officiating and/or failure to meet scheduled assignments without a valid reason.

Mechanics

Refer to NFHS swimming and diving rules book

Qualifications for Post Season Officiating

- Presenting and maintaining a professional attitude on deck
- Knowing the rules and correctly applying them
- Wearing the required uniform
- Satisfactory score on the written exam demonstrating proficiency and knowledge of rules. (swimming board to determine minimum score)
- Asking questions when new officiating challenges arise,
- Giving the swimmers the benefit of the doubt in all swimming situations
- Participating in the pre season meetings
- Being flexible with location of assignments
- Available for scheduling of single or double shifts
- Coming on deck with a positive attitude and smile

Swim and Dive Board

Individual sports board members do not receive a stipend for their services. As a way to demonstrate appreciation for their volunteering to serve as board member, the percent assessment fee is waived.

The swim board will be comprised of:

- Three members serving three year terms
- This will provide for the annual election of one member and carryover of two members.

To be eligible for election to the board, a member must be:

- In good standing within the SNOA

- Must be an active member in swimming and diving for a minimum of one (1) consecutive year immediately prior to his/her nomination.

To prevent possible conflicts of interest:

- Individuals who hold positions of authority in the sport with an organization outside SNOA may not be elected to the board of the sport.
- The Swim & Dive board will determine if a conflict of interest exists
- Board members are to hold themselves to a higher level of professionalism than expected of other members.

Duties of the board

Swimming and Diving have an assignor and trainer appointed by the board of control. It is envisioned that these two individuals (not considered Control or Sport board members despite their roles) will conduct the "day-today" operations while the sport is in season.

The Swimming and Diving Sports Board will Convene as a board as required to addressing issues such as:

- a) Problems/complaints lodged against an official,
- b) Disposition of complaints against an official,
- c) Determine appropriate censure action, if warranted,
- d) Develop schedule of fines for various infractions of offenses by officials
- e) In coordination with the assignor, provide input to assignor for selection of officials for post season swim events
- f) Make recommendations to the board of control for the appointment of a new assignor,
- g) Participate as representatives in the meetings of the SNOA All Sports Board when scheduled,

- h) Participate in special meetings called by the SNOA president and at end of season meeting with the board of control,
- i) Attendance at end of season meeting with board of control is MANDATORY for board members assignors,
- j) Designate or serve as point of contact for the sport of swimming and Diving, and;
- k) Determine meeting locations, time, and day and for Swimming and Diving meetings, clinics, and exams