

**Southern California Aquatics Federation-Swimming**

# **Policies, Procedures & Guidelines**



**WORKING - C 2023**



# Southern California Aquatics Federation-Swimming

## POLICIES, PROCEDURES AND GUIDELINES

### Table of Contents

<b>2022 SCAF - SWIMMING BOARD OF DIRECTORS</b> .....	<b>2</b>
<b>2020-2021 CIF Area Liaisons &amp; Assignment Coordinators</b> .....	<b>3</b>
<b>SCAF</b> .....	<b>5</b>
STATEMENT OF PURPOSE .....	6
MEMBERSHIP .....	6
EVIDENCE OF LIABILITY COVERAGE .....	6
MANAGEMENT STRUCTURE / BOARD OF DIRECTORS .....	7
OPERATIONAL INFORMATION .....	7
DESIRABLE PROFESSIONAL TRAITS .....	8
POLICY GOVERNING ASSIGNMENT OF OFFICIALS .....	8
EVALUATION SYSTEM .....	8
POLICY ON QUALIFICATIONS OF OFFICIALS FOR POST SEASON ASSIGNMENTS .....	9
POLICY ON CONDUCTING BACKGROUND CHECKS OF OFFICIALS . . .	9
CONFLICT OF INTEREST POLICY .....	10
<b>POLICIES</b> .....	<b>11</b>
CODE OF ETHICS AND AFFIRMATIONS FOR SCAF-SWIMMING OFFICIALS .....	12
CERTIFICATION OF OFFICIALS .....	13
TRAINEE / ROOKIE .....	13
2 <sup>nd</sup> YEAR .....	13
HIGH SCHOOL & COLLEGE LIST OFFICIAL .....	13
DIVING CERTIFICATION .....	13
ADVANCEMENT TO THE COLLEGE LIST .....	14
SCAF DUES .....	15
<b>PROCEDURES/GUIDELINES</b> .....	<b>16</b>
GUIDELINES FOR THE ASSIGNER .....	17
ASSIGNMENT TO MEETS .....	19
CHANGING ASSIGNMENTS .....	20
UNIFORM AND EQUIPMENT .....	20
INCIDENT REPORT INSTRUCTIONS .....	20
EVALUATIONS .....	21
INDEPENDENT CONTRACTORS .....	22

**INFORMATIONAL..... 23**  
    NFHS/CIF Southern Section Code of Ethics- Officials ..... 24  
    CIF-LA SECTION CODE OF ETHICS-OFFICIALS ..... 25  
    CIF-SOUTHERN SECTION POLICIES ..... 26  
    2022 CIF-SOUTHERN SECTION FEES..... 31  
    2022 CIF-LOS ANGELES SECTION FEES ..... 33  
    INCIDENT REPORTS - CIF-SS ..... 34  
    INCIDENT REPORTS - CIF-LA ..... 35

**GLOSSARY..... 36**

## 2023 SCAF - SWIMMING BOARD OF DIRECTORS

X - Non-voting member

	President	Bill Sullivan	<a href="mailto:wjsully@verizon.net">wjsully@verizon.net</a>
	President-elect	Mary Jo Swalley	<a href="mailto:mjbear@earthlink.net">mjbear@earthlink.net</a>
	Past-President:	Kevin Ludwig	<a href="mailto:kevin.ludwigswi@gmail.com">kevin.ludwigswi@gmail.com</a>
X	Treasurer	Steve Marshall	<a href="mailto:srmarshall2065@outlook.com">srmarshall2065@outlook.com</a>
X	Membership Secretary	Virgis Trasikis	<a href="mailto:vtrasiki@sprynet.com">vtrasiki@sprynet.com</a>
X	Secretary	Roger Keith	<a href="mailto:rogerkeith19@gmail.com">rogerkeith19@gmail.com</a>
	At-large member	John Montrella	<a href="mailto:jmontrella@aol.com">jmontrella@aol.com</a>
	At-large member	Joyce Phelps	<a href="mailto:joycephelps@gmail.com">joycephelps@gmail.com</a>
X	Vice Training Chair	Doug Glaeser	<a href="mailto:dglaeser@cpp.edu">dglaeser@cpp.edu</a>
X	Training Chair	Linda Simons	<a href="mailto:scafswimtraining@gmail.com">scafswimtraining@gmail.com</a>
X	Board of Review Chair		
X	CIF- Southern Section Liaison	Joyce Phelps	<a href="mailto:joycephelps@gmail.com">joycephelps@gmail.com</a>
X	Parliamentarian	Roger Keith	<a href="mailto:rogerkeith19@gmail.com">rogerkeith19@gmail.com</a>
<b>AREA PRESIDENTS</b>			
	Channel	Elizabeth Boscacci	<a href="mailto:eboscacci@verizon.net">eboscacci@verizon.net</a>
	Citrus	Doug Glaeser	<a href="mailto:dglaeser@cpp.edu">dglaeser@cpp.edu</a>
	Foothill	Virgis Trasikis	<a href="mailto:vtrasiki@sprynet.com">vtrasiki@sprynet.com</a>
	Inland	Ron Crothers	<a href="mailto:swimref60@gmail.com">swimref60@gmail.com</a>
	Los Angeles	Maria Kagayama	<a href="mailto:mkagey@netzero.net">mkagey@netzero.net</a>
	North Coast	Ernie Peterson	<a href="mailto:erniep@kcienv.com">erniep@kcienv.com</a>
	Orange County	Jeff Berry	<a href="mailto:woodieberry@aol.com">woodieberry@aol.com</a>

## 2022-20232 CIF Area Liaisons & Assignment Coordinators

CIF Area	Liaison	Assigner	Area President
A Long Beach/Whittier	Ralph Aranda 11262 Clarkman St Santa Fe Springs, CA 90670 562-400-3428 (cell) <a href="mailto:ralph.lblaision@gmail.com">ralph.lblaision@gmail.com</a>	Alexis Richardson 25441 Via Piedra Blanca Laguna Niguel, CA 92677 949-698-3557 <a href="mailto:ocscfassignor@gmail.com">ocscfassignor@gmail.com</a>	Jeff Berry 23 Landing Laguna Niguel, CA - 92677 562-335-7319 (cell) <a href="mailto:woodieberry@aol.com">woodieberry@aol.com</a>
B Eastern Desert	Chuck Reid 80830 Camino Santa Elise Indio, CA 92203 949-533-1041 (cell) <a href="mailto:creid2@dc.rr.com">creid2@dc.rr.com</a>		Ron Crothers 24867 Bower St. Moreno Valley, CA - 92553 951-243-2475 <a href="mailto:bulldog_mv1@yahoo.com">bulldog_mv1@yahoo.com</a>
C Orange County	Paul Caldera 1 Laurelwood Irvine, CA 92620 714-906-5147 <a href="mailto:orgochsliasion@gmail.com">orgochsliasion@gmail.com</a>	Alexis Richardson 25441 Via Piedra Blanca Laguna Niguel, CA 92677 949-698-3557 <a href="mailto:ocscfassignor@gmail.com">ocscfassignor@gmail.com</a>	Jeff Berry 23 Landing Laguna Niguel, CA - 92677 562-335-7319 (cell) <a href="mailto:woodieberry@aol.com">woodieberry@aol.com</a>
D San Fernando Valley	Dwayne Finley 25706 Emerson Lane Stevenson Ranch, 91381 818-430-7772 <a href="mailto:sfvliasion@gmail.com">sfvliasion@gmail.com</a>	Roger Keith 365 West Mariposa #E Sierra Madre, CA - 91024-2388 Cell: (626) 622-8857 <a href="mailto:scaffoothillswim@gmail.com">scaffoothillswim@gmail.com</a>	Virgis Trasikis 2081 N. Oxnard Blvd. # 131 Oxnard-93036 805-604-1138 <a href="mailto:vtrasiki@sprynet.com">vtrasiki@sprynet.com</a>
E Inland	Dennis Pratt 15449 Colleen Court Riverside, 92508 (H)951-776-1617 (C)951-212-9668 <a href="mailto:dennisprattcif@roadrunner.com">dennisprattcif@roadrunner.com</a>		Ron Crothers 24867 Bower St. Moreno Valley, CA - 92553 951-243-2475 <a href="mailto:bulldog_mv1@yahoo.com">bulldog_mv1@yahoo.com</a>
F Los Padres	Anita Diaz 210 Dakota Dr Ventura, CA 93001 805-469-1778 <a href="mailto:adiazliasion@aol.com">adiazliasion@aol.com</a>	Peterson, Ernest 4555 Mello Ln San Luis Obispo, CA - 93401 805-541-5096 (home) 805-550-6562 (cell) <a href="mailto:erniep@kcienv.com">erniep@kcienv.com</a>	Peterson, Ernest 4555 Mello Ln San Luis Obispo, CA - 93401 805-541-5096 (home) 805-550-6562 (cell) <a href="mailto:erniep@kcienv.com">erniep@kcienv.com</a>

CIF Area	Liaison	Assigner	Area President
G South Bay	Jeffrey Taylor, SR P. O. Box 4023 Cerritos, CA 90703 424-308-1816 <a href="mailto:jtsbliasion@gmail.com">jtsbliasion@gmail.com</a>	Troy Williams P.O. Box 01815 Los Angeles 90001 323-753-8231 <a href="mailto:letroyw@sbcglobal.net">letroyw@sbcglobal.net</a>	Maria Kagayama 1104 W 164 <sup>th</sup> St. #B Gardena, CA 90247 310-408-3923 <a href="mailto:mkagey@netzero.net">mkagey@netzero.net</a>
H Upper Desert	Darrell Havens 38265 Delacour Drive Palmdale 93550 (H)661-947-6590 (c)661-965-8398 <a href="mailto:havensdf@pacbell.net">havensdf@pacbell.net</a>	tbd	tbd
I Ventura	Anita Diaz 210 Dakota Drive Ventura 93001 805-469-1778 <a href="mailto:adiazliaison@aol.com">adiazliaison@aol.com</a>	Mary Jo Swalley 3883 Cinco Amigos Santa Barbara, CA 93105 (c) 805-895-6002 <a href="mailto:mj64bear@earthlink.net">mj64bear@earthlink.net</a>	Mary Jo Swalley 3883 Cinco Amigos Santa Barbara, CA 93105 (c) 805-895-6002 <a href="mailto:mj64bear@earthlink.net">mj64bear@earthlink.net</a>
J Foothill Citrus	Jim Johnson 540 W 3 <sup>rd</sup> Street San Dimas, 91773 (h) 909-599-1665 (ce) 909-709-7400 <a href="mailto:jjref4u@hotmail.com">jjref4u@hotmail.com</a>	Scott Poet 26 Old Wood Rd. Pomona, CA 91766 909-967-3857 <a href="mailto:scottpoet@gmail.com">scottpoet@gmail.com</a>	Doug Glaeser 1363 Gardenia Ln La Verne, CA 91750 909-241-0660 <a href="mailto:dglaeser@cpp.edu">dglaeser@cpp.edu</a>
K San Gabriel Valley	Chris McNeese  <a href="mailto:Cmcneese@earthlink.net">Cmcneese@earthlink.net</a>	Roger Keith 365 West Mariposa #E Sierra Madre, CA - 91024-2388 Cell: (626) 622-8857 <a href="mailto:scaffoothillswim@gmail.com">scaffoothillswim@gmail.com</a>	Virgis Trasikis 2081 N. Oxnard Blvd. # 131 Oxnard-93036 805-604-1138 <a href="mailto:vtrasiki@sprynet.com">vtrasiki@sprynet.com</a>
Los Angeles Section		Troy Williams P.O. Box 01815 Los Angeles 90001 323-753-8231 <a href="mailto:letroyw@sbcglobal.net">letroyw@sbcglobal.net</a>	Maria Kagayama 1104 W 164 <sup>th</sup> St. #B Gardena, CA 90247 310-408-3923 <a href="mailto:mkagey@netzero.net">mkagey@netzero.net</a>

# SCAF



## 1. STATEMENT OF PURPOSE

The purpose of the organization shall be to promote and improve the standard of officiating of swimming (including diving) at all levels of competition within the Southern California area.

- a. Schools Served: all public and private high schools in the CIF Southern and LA City Sections as well as those in the southwestern region of the CIF Central Section; community colleges; universities of the California State University system and the University of California system; private colleges and universities..
- b. Geographic sub-areas of the SCAF - North Coast (northern Santa Barbara and San Luis Obispo Counties); Channel Coast (Ventura and southern Santa Barbara Counties, West L.A. county); Los Angeles (all LA City Section schools and schools in the southwestern portion of Los Angeles County); Foothill (Los Angeles County west of the 605 freeway and north of the 60 freeway); Citrus (Los Angeles and San Bernardino Counties, north of 60 freeway between 605 and 15 freeways); Inland (San Bernardino County east of I-15 and Riverside County); Orange (Orange County and southeastern portion of Los Angeles County)

## 2. MEMBERSHIP

(From the SCAF Constitution, Article IV) – The members of the Federation shall be those who are current with their annual dues (as established by the Board of Directors) and have a current certification for officiating at the appropriate level as approved by the Board of Directors. Also included in membership shall be all honorary life members voted by Board of Directors.

Non-discrimination: SCAF adheres to State CIF policies regarding non-discrimination, as attested by our signature on page 5 of this accreditation application. We agree to comply with all CIF policies as promulgated.

Qualifications/Requirements for membership: Members are qualified upon payment of annual dues, signing of codes of ethics (SCAF as well as CIF), completion of required training (including attendance at required clinics as outlined in the accompanying training curriculum), and achieving a passing score on the NFHS swimming/diving annual rules test. Individuals who do not fully complete each of these requirements annually are not certified and thus are ineligible to officiate high school competition. Members must be currently-certified to officiate CIF sanctioned competition.

Resignation/Leave of Absence: Any official in good standing may request a leave of absence for a specified period of time, by submitting a written request to the SCAF-Swimming Board of Directors. Upon return, the official granted a leave shall resume the status s/he held at the time the leave was granted, pending completion of all annual certification requirements.

A member in good standing may resign at any time by submitting a letter of resignation to the SCAF-Swimming BOD. If the member wishes to return at a later time, s/he will be classified as a “trainee” and required to complete all requirements for that status in order to be considered re-certified.

Disciplinary Process: The grounds and procedures for disciplinary action, including suspension or expulsion of a member, are established in detail in the accompanying Hearings, Appeals and Board of Review document . The Board of Review is responsible for thorough review of the situation requiring disciplinary action, including fact-finding and recommendation of sanction, which must be approved by the SCAF-Swimming Board of Directors. That recommendation includes the means by which a disciplined member can accomplish reinstatement/re-certification.

Status: All SCAF members are certified officials who have met current annual requirements as set forth in the Constitution and other documents. As certified officials, all are considered independent contractors as described by California law. There are no sub-categories of membership.

## 3. EVIDENCE OF LIABILITY COVERAGE

Officers/Directors: Policy # 68022659

RPS Bollinger Sports & Leisure, Inc.  
800-446-5311

Individual members are covered under policies secured from the National Federation of High School Associations (NFHS). SCAF members' dues cover this policy and the entire membership of the organization is thus covered. This arrangement also provides SCAF the status of an NFHS 100% member, thus qualifying members for reduced cost for/free access to various electronic materials and NFHS training courses.

#### **4. MANAGEMENT STRUCTURE / BOARD OF DIRECTORS**

Article V of the SCAF Constitution sets forth the structure of the SCAF-Swimming Board of Directors for the umbrella organization. There are currently seven sub-areas of SCAF, each of which has an area president who sits on this Board. Those seven area presidents constitute a majority of the twelve voting members of the SCAF-Swimming Board of Directors.

Within each area, in addition to the area president, an instructional coordinator is designated along with such other officers as the area deems necessary. Each area has discretion in establishing its leadership structure, provided there is no conflict with the SCAF constitution.

SCAF has no standing committees. If circumstances require creation of a group to perform a specific task (e.g., constitutional revision, disciplinary review), the BOD provides the necessary guidance for that, including committee membership and task assignment.

SCAF has no employees. The only "paid" position in each area is the assigner, who receives compensation via a fee paid by each individual member to the assigner.

#### **5. OPERATIONAL INFORMATION**

Meetings: Annual membership meeting and quarterly meetings of the SCAF-Swimming Board of Directors are the norm, though more frequent BOD meeting may be utilized. Individual areas meet at their discretion

Records: Current membership and certification records are maintained by the membership secretary. Organizational archives normally are passed from one president to the next. There is no permanent office or officer for SCAF; continuity of information requires careful attention and is not always as reliable as might be hoped, but longer-term, more senior members provide an ample sense of institutional history and memory.

Dues: Current annual dues are \$80 per member.

Finances: The SCAF treasurer maintains a checking account from which all organizational disbursements are made. Each year the treasurer shall submit a budget to the board of directors for approval for the following fiscal year. SCAF purchases liability insurance for each member annually, which consumes the majority of an individual's dues. In addition, rules books, training materials, and other resources are provided for individual members. The annual Arbitrator fee is paid from the SCAF account, and that assignment system is used by individual area assigners. Other expenses related to the annual meeting and any unusual one-time occurrences are also covered.

The checking account signatures meet the bank requirements.

Governance Procedures: All organizational decision-making falls to the SCAF-Swimming Board of Directors. Where necessary (e.g., amendments to the SCAF Constitution) decisions may require vote of the membership. Elections for the president-elect position are conducted at the annual meeting with all current members eligible to participate.

Operational Changes: Any alteration in existing procedures is accomplished by majority vote of the

SCAF-Swimming Board of Directors – matters such as setting meeting and training calendars, moving officials to a higher (collegiate) rating, changes in the policy/procedures manual, and similar “normal” operational decisions are accomplished by action of the BOD. Changes in the SCAF Constitution require quorum (majority) of the eligible voters voting via either an electronic method, USPS mail or at a general membership meeting, announcement of which must be made 30 days prior.

Elections: See SCAF Constitution, Article VI

The only position determined by election is that of president-elect. That individual serves two years as a voting member of the SCAF-Swimming Board of Directors, then assumes the position of president for an additional two years, and “retires” to the position of past president for a final two years. All three positions are voting members of the BOD. Other offices, including member at large, are filled by presidential appointment. The three positions noted above plus the two at-large members constitute the five voting members of the BOD who, along with the seven area presidents, comprise the voting membership of the BOD.

Each area conducts elections at its discretion on a timetable that most suitably meets the needs of its area members.

## **DESIRABLE PROFESSIONAL TRAITS**

### **1. POLICY GOVERNING ASSIGNMENT OF OFFICIALS**

Given the structure of meets and other realities in CIF Southern Section, the policy for assignments is often one of “everybody gets assigned.” Across the Section, most schools compete on the same limited number of days. Thus, on one or two days a week, activity is frenetic; on the other days, it’s completely dead. Each sub-area of SCAF has a designated assigner who is responsible for securing schedules from schools within that area and placing officials for all competitions. Individual officials pay a fee to that assigner, and the assigner works in close collaboration with the area’s leadership to provide the assignments in a suitable fashion, which varies from one area to the next. Some areas choose to rank their officials by seniority and provide selection by officials of the meets they wish to work via that seniority ranking; others simply divide the number of meets by the number of officials certified for the area, and provide an equal number of contests to each official. Letting each sub-area determine its own method/process is generally satisfactory, though not always the perfect solution.

### **2. EVALUATION SYSTEM**

During the regular season, officials generally work one official per meet so peer evaluation is difficult. New officials, in the early season, are supervised by a senior official for two meets but thereafter work on their own. When complaints are received, or when an official requests evaluation as part of the process of moving to a higher (collegiate) level of certification, peers are assigned to conduct such evaluations. It is challenging to accomplish much in the way of regular peer review because all officials are often working at the same time. Each sub-area of SCAF provides opportunities for coaches to evaluate officials, including simple electronic forms that are provided to the coaches at the time assignments are published. Unfortunately, this is not a reliable source of information on officials’ performances because few coaches take advantage of the opportunity provided, unless motivated by outrage over a particular incident.

For multi-official meets, including invitationals, Section championships and occasionally league championships, peer evaluations can be organized. Each crew member on a Section championship is evaluated by the crew leader, meet management, and the CIF administrator/staff. Assignments for invitationals are often intentionally made to include one or more less-experienced officials with several senior officials, so that mentoring and evaluation can occur to provide assistance to the newer officials in improving their skills. Such endeavors, over time, have proven to be the most effective means of advancing officials to higher levels and improving their officiating skills.

### **3. POLICY ON QUALIFICATIONS OF OFFICIALS FOR POST SEASON ASSIGNMENTS**

Post-season opportunities include league championships, CIF-SS and CIF-LA City Section championships, and State CIF championships. League championships require multiple officials and because they are typically held on a limited number of days during the final week of the season, almost all SCAF members are needed to fill the necessary positions. Thus, even new officials are often utilized in league championship week.

For the CIF-SS meet, a SCAF official who is interested/available for the various divisional championships submits an application to a designated sub-group of the SCAF-Swimming Board of Directors (usually the CIF liaison and the training coordinators). That body screens the applications and submits recommendations for each division meet's crew to the CIF-SS championship meet director and CIF-SS administrator for swimming, who then extend invitations to the officials for the various sessions.

For the CIF-LA City Section championships, the Section swimming administrator and the officials' assigner for City Section regular season meets collaborate in appointing the officials for the Section championships.

For the State meet, applications are submitted by individual officials across the State for all positions (swimming deck officials as well as diving judges). Selection of officials is made by the State office and meet referee, in consultation with Section commissioners.

NOTE: throughout each season, SCAF leadership is expected to observe officials wherever opportunities are presented, and to encourage newer officials who appear to be capable to apply for the Section championships. Thus, most CIF-SS Section championship crews are a mixture of more senior and newer officials. While the Section championships are never considered training meets, newer officials working with senior officials can improve their skills in the process of working the meet, hopefully making them even better qualified for future competition.

### **4. POLICY ON CONDUCTING BACKGROUND CHECKS OF OFFICIALS**

SCAF does not conduct background checks of officials. Each official, in order to be considered certified, must sign not only the CIF code of ethics but also the SCAF code of ethics. That latter code includes the following provision:

*6. I certify that I have not been convicted of a sexual offense, or a crime against a minor, or a crime involving illegal drugs which would prohibit me from contact with minors.*

Many SCAF members are also certified as officials with U.S.A. Swimming, the national governing body for swimming, and must pass a background check periodically in order to maintain certification with USAS.

## **CONFLICT OF INTEREST POLICY**

A conflict of interest can arise when a member has personal interests which can influence or can appear to influence the members ability to act impartially. The conflict of interest can exist personally, professionally or economically and can exist in the members role as an official or as a member of the officiating organization. It is the responsibility of the official to make the assigner aware of any potential conflict of interest. In general, conflict of interest areas should be considered within the last 5 years.

### **Conflict of interest with respect to SCAF Swimming.**

A SCAF member must act in the best interest of the association. A member may not promote a competing organization.

### **Conflict of Interest Professionally**

A SCAF member should not officiate a competition for a school or team in which they engage professionally. A SCAF member should not conduct business activities, outside of the realm of competition, with any school that they officiate.

### **Conflict of Interest Personally**

A SCAF member may not officiate a competition with a school or team in which any relative is competing. A SCAF member should not officiate for a school or team that a relative currently attends.

### **Conflict of interest Economically**

A SCAF member may not establish or maintain a relationship with a school or organization in which they receive monetary or other benefits outside of the scope of officiating the competition.

# POLICIES

## CODE OF ETHICS AND AFFIRMATIONS FOR SCAF-SWIMMING OFFICIALS

Declaration of policy:

Schools have entrusted us to assist them in the educational development of their youth through athletics. The proper operation of such a process requires that officials be independent, impartial and responsible with the people they interact. These instructions are with both the public and fellow officials. The purpose of the Code of Ethics is to establish guidelines for ethical standards of conduct for all officials. The Code of Ethics does not exhaust the moral and ethical considerations of professional behavior and attitude. Compliance with this Code of Ethics depends primarily upon understanding and voluntary compliance, secondarily upon reinforcement by peer and public opinion, then finally, upon enforcement through disciplinary proceedings.

Affirmations:

1. I devote time, thought and study to maintain the highest standards of our sport. I strive to perform in as professional a manner as possible.
  - a. By acting within the governing rules and mechanics of competition;
  - b. By acting in a spirit of good sportsmanship;
  - c. By having a protective rather than punitive attitude toward enforcement of the rules;
  - d. By being impartial;
  - e. By maintaining my focus on observation, not expectation, nor anticipation, nor preference;
  - f. By insuring the conditions of a competition are fair and equitable for all participants.
2. I strive to work with fellow officials in a spirit of harmony and cooperation. I am respectful and courteous of others, cognizant that differences of opinion and interpretation may occur. I critically evaluate my performance after each competitive session as a step toward improvement and growth.
3. I resist every temptation and outside pressure to use my position as an official to benefit myself. Under all circumstances, I avoid promoting the special interests of any person or group of people other than the athletes we serve. I recognize that it is important to honor contracts regardless of possible inconvenience or financial loss. **I have read and follow the SCAF-SWIMMING CONFLICT OF INTEREST.**
4. I do not use illegal or recreational drugs or alcohol immediately before, during or immediately after any competition session where I am working or in attendance as an observer.
5. I have not engaged nor will I ever engage in any behavior that utilizes the influence of my position to encourage inappropriate sexual intimacy with any minor, athlete, coaching staff or any facility staff.
6. **I certify that I have not been convicted of a sexual offense, or a crime against a minor, or a crime involving illegal drugs which would prohibit me from contact with minors.**

I agree to abide by the SCAF-Swimming Policies and as an official that I am an independent contractor and therefore not covered by the Workers Compensation Statues. I agree that it is my responsibility to comply with the appropriate statues. I also agree to abide by the Code of Ethics. Failure to follow this policy may result in my termination with SCAF-Swimming. Further, I acknowledge that any training received does not guarantee employment from SCAF-Swimming as I am an independent contractor.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# STATEMENT OF POLICIES FOR SWIMMING OFFICIALS

## CERTIFICATION OF OFFICIALS

### TRAINEE / ROOKIE

A new swimming official must do the following to advance to 2<sup>nd</sup> year Status:

1. Pay SCAF-SWIM dues and sign code of ethics forms.
2. Pass the NFHS rules test with a minimum score of 90%.
3. Receive two ACCEPTABLE evaluations from a Senior Official as a starter at a high school meet.
4. Return the **TRAINEE WORKSHEET** and the **REFEREE EVALUATION** form(s) to your SCAF-Swimming Area President. (Forms are on the SCAF-SWIM.ORG website)
5. Complete a minimum of 18 hours of CIF required training, logged by the individual official.

### 2<sup>nd</sup> YEAR

A Rookie swimming official must do the following to advance to the High School list:

1. Pay SCAF-SWIM dues and sign code of ethics forms.
2. Pass the NFHS rules test with a minimum score of 90%.
3. Receive one ACCEPTABLE evaluation from a Senior Official as a starter at a high school meet.
4. Return the **ROOKIE WORKSHEET** to your SCAF-Swimming Area President.
5. Complete a minimum of 18 hours of CIF required training, logged by the individual official.

### HIGH SCHOOL & COLLEGE LIST OFFICIAL

To maintain certification, a previously certified swimming official must:

1. Pay SCAF-SWIM dues and sign code of ethics forms.
2. Pass the NFHS rules test with a minimum score of 90%.
3. Officials on the College List must also participate in a college clinic and take the NCAA test
4. Complete a minimum of 18 hours of training, logged by the individual official.

### DIVING CERTIFICATION

To be diving certified:

1. Pay SCAF-SWIM dues and sign code of ethics forms.
2. Pass the NFHS rules test with a minimum score of 90%.
3. Receive two ACCEPTABLE evaluations from a Senior Area Official as a diving judge.

Certification: Officials are certified when all requirements are completed.



## **ADVANCEMENT TO THE COLLEGE LIST**

Placement of an official's name on this list by the SCAF-Swimming Board of Directors shall occur only after the following criteria have been met:

1. The official has been a working member of SCAF-Swimming for at least 3 years.
2. Be the Starter for 30 High School Swimming Meets (must supply log).
3. After completion of the third (or more) season of officiating, the official submits, no later than June (which is the end of the SCAF fiscal year) a written request to their area SCAF-Swimming Board. After an evaluation of the documents, the local area president will submit the request to the SCAF BOARD of Directors to be evaluated for placement on the Community College list.
4. During the following season, the official will participate at the NCAA clinic, pass the NCAA test and must work at least one college swimming meet, and this must include diving. A college diving invitational meet may be substituted, as a volunteer under the direction of two different senior college officials. S/he shall also be observed and evaluated working one or more high school meets.
5. The senior college officials will send a written copy of their evaluation to the SCAF-Swimming President.
6. The SCAF-Swimming Board will review the evaluations. If a positive evaluation is made, the official's name will be added to the College list for the following season.

## SCAF DUES

Currently, the SCAF-SWIMMING dues are \$80 per official, life members are exempt from paying this (they are responsible for books and liability insurance). The dues pay for Arbiter, insurance, BOD insurance, books (both NFHS and NCAA) and web (including domain and web master).

Area rebates are based on the submission of an area budget to the SCAF treasurer by the end of April of the current season. If there is a rebate for the season the amount is approved by the Board. (See appendix ... for area budget template). The area rebate goes towards operational expenses of the area.

# PROCEDURES/GUIDELINES

## GUIDELINES FOR THE ASSIGNER

As an independent contractor, the assigner is free to establish their rates without approval of the area board or membership. However, the BOD of SCAF-SWIMMING will set caps on fees charged by area assigners. The assigner will need to work within those parameters established by SCAF-SWIMMING. The assigner is selected by an area board. The selection may then be approved by the local area membership.

1. The assigner will need to familiarize themselves with SCAF-SWIMMING Policies, Procedures and Guidelines.
2. Starting no later than November 1, the assigner must contact each league coordinator/secretary in the area to remind them that the home meet schedule is due December 1. The assigner should only honor written requests, on school letterhead or CIF section scheduling template, signed by the AD or their designee. No verbal requests will be honored. All requests may be e-mailed or faxed. Schedules received after this date are subject to a "LATE" fee per game as allowed by the local CIF section
3. The assigner must update all of the school information in arbiter prior to the first (1st) of January for the upcoming swimming season.
4. The assigner must contact the AD of the host school for all league championships no later than March 1st and obtain the name and contact information for the meet manager. Then provide the host AD and meet manager with the information of where and when the area's CIF required Meet Manager's meeting will be held.
5. The assigner will contact the AD/coach from the host school for each league championship no later than 2 weeks prior to clinic #4 & invite them to the meet managers meeting and confirm the location of the pool, date of the meet, start time, and the name of the meet manager. The meet managers meeting is required by CIF-SS for all meet managers.
6. First year officials and assigner's Fees
  - a. In order to receive assignments, officials must be enrolled/registered in Arbiter. Instructions will be given to the official by the assigner. If the official fails to register, they will not receive any assignments.
  - b. Ensure that first year officials receive enough meets to cover their first-year expenses. (SCAF dues, assigner fee, area dues, clothing, supplies, etc.)
  - c. An administrative fee not to exceed \$25.00 per official may be charged in addition to the assigning fee in order cover data entry. (optional, not required)
  - d. Assigners may choose to charge a fee in the range of \$5.00-7.00 per assignment. An assignment could be a 2-level dual, 4-level dual meet, tri-meet. Invitational or league championships fees should be based on the level and number of heats. If assigning fees are not paid within 3 weeks of the first assignment, future assignments may be removed. (optional, not required)

- e. In lieu of "c and d" above an assigner may assess a flat fee, not to exceed the amount of a 4-level swim meet, for assigning at the beginning of the season. No refunds should be expected except for extenuating circumstance. In this event an official should not be assessed more than 10% of the gross income. If assigning fees are not paid within 3 weeks of the first assignment, future assignments may be removed.

7. Assigning regular season meets

- a. All meets that have been received by February 1 will be assigned at that time (except invitationals and league championships will be assigned before the season starts.) Additional meets may be assigned when they are received. Officials must respond to the assigner within one week of receiving their meets, or they will be reassigned to another official.
- b. Before making assignments, the assigner should take into consideration the following:
  - i. Requests from Athletic Directors, that name officials that they wish not to be assigned. This must be done in writing on, school letterhead, and signed by the AD, not the coach.
  - ii. Officials will not be assigned to any meets to a high school from which they swam, attended, coached or taught within the last 5 years. Officials will not be assigned to any meet at which they have children or relatives attending. Exceptions to this guideline (ii) may be requested from the area president.
  - iii. Effort must be made to avoid assigning an official at a single school more than 3 times during the season for dual meets (home only).
  - iv. Assure that assignments will be done based on the availability of an official, with the least used official being first in line if available, provided the experience of the official is compatible with the level of competitions
  - v. Experience of the official will be compatible with the level of competition of the meet.
- c. If there is a change to an official's schedule after it has been given to him/her, the assigner will notify them via email/ARBITER. If the assigner does not receive a response from the official accepting the change, then the assigner must make a follow up contact to the official. If no return contact is successful within 48 hours prior to the competition, then the assigner will assign another official.
- d. If the assigner receives notification that an official will not be able to make an assignment due to sickness or an emergency, the assigner must replace that official with another official and contact the AD of the host school. The replacement official with the least number of assignments who has demonstrated the capability to officiate that level of meet should be contacted first. If, there are no available officials in the area to officiate the meet, the assigner will request help from another area.

- e. If there are no officials in your area available for the meet, the assigner may use officials from outside of his/her area, provided the assigner in need has contacted the primary assigner of the official that is being used. The assigner must ask permission each time an official from another area is used. Officials from other areas who work more than 4 contests out of their area, may be subject to the assigner's fee at the discretion of the requesting assigner.
8. Assigning League championships
- a. Officials will not be assigned to any league meets to a high school from which they swam, attended, or coached within the last 5 years.
  - b. Officials will not be assigned to any league meet/championship at which they have children or relatives attending. Exceptions to this guideline may be requested from the area president.
  - c. First year officials and officials with less than three (3) years' experience are not guaranteed a league championship meet. They will be used only if no other official is available and then can only be assigned to a max of one league championship meet. The only exception is if they are USS stroke/turn certified and the league has requested the meet "to be observed".
  - d. At least 5 current evaluations from 5 separate coaches/schools shall be on file before being assigned to a league championship.
  - e. The area President or their designee may review and approve any and all of the assignments prior to distribution to the officials.

***Note: Violation of the Code of Ethics or policies, procedures, and guidelines of SCAF-SWIMMING are grounds for possible Board Action including loss of assignments, probation, suspension, or termination from this SCAF-Swimming.***

***Note: There are other expectations for assigners in section 1212 of the CIF-SS Blue Book.***

## **ASSIGNMENT TO MEETS**

SCAF-SWIMMING trains and certifies officials. Officials then maybe assigned by the various area assigners. Some assigners will contact the official by mail, phone or e-mail. Some assigners may charge an administrative fee for their services. Failure to adhere to the area;s procedures may result in the removal of that official from the assigner's list.

## CHANGING ASSIGNMENTS

All assignments **must** go through the local area assigner. An official may **NOT** change an assignment without contacting the assigner. An official may **not** accept a meet directly from a coach or school. Once an assignment has been accepted from the area assigner, an official may not cancel that assignment. If contacted by another assigner, refer them to your area assigner to fill that request. Failure to adhere to this policy could result in a loss of the official's next meet and could also affect the official's consideration for championship and/or post-season meet consideration.

## UNIFORM AND EQUIPMENT

A proper uniform consists of white shoes and socks, white trousers, skirt or shorts, and a white, collared shirt. The uniform **must** be neat and clean at all times. Since swimming meets are often conducted outdoors in rainy weather, appropriate provision should be made for inclement weather. If additional items of clothing are worn (hat, jacket, etc.), it is preferable that they be white. In all cases, such attire must be appropriate and professional.

*EACH OFFICIAL MUST PROVIDE THEIR OWN EQUIPMENT AS FOLLOWS:*

- A starting device
- Green ballpoint pens and finish slips (clipboard is required)
- Whistle
- Current rule book
- Bell lap device

## INCIDENT REPORT INSTRUCTIONS

All incident reports are to be filed online at the CIF-SS or CIF-LA web site. Instructions to follow are in the INFORMATIONAL section.

## EVALUATIONS

Per SCAF-Swimming accreditation by the state CIF, each area has to have an evaluation process in place to evaluate officials. It can be electronic, mail-in postcards, etc. The main emphasis of the evaluation must include:

Was a coaches & captains pre-meet conference held (a yes or no answer)

rate the official	handles Problems	makes firm calls
walks the deck	attitude	flow of meet
voice commands	speaks to be heard	starting technic
appearance	enforces the rules	Scorebook/sheet

Additional items may be included as pertains to your area.

Evaluations should be confidential and be reported to the area trainer, area president or a designated person.

## EVALUATION PROCESS

These criteria and procedures serve several functions by providing a more orderly and objective means of advancing referees from high school to college ratings. They also provide a means of evaluating officials about whom complaints have been received in writing. They allow for the objective evaluation and orderly removal of officials who are found not to be qualified.

- I When complaints are received from an area about an official, the area Training Committee will meet within 7 days to discuss the matter
  - A The referee will be evaluated at his/her next possible meet. The area Training Committee is not required to inform the official that s/he is to be evaluated
  - B If the complaint(s) are of a more serious nature or a violation of the Code of Ethics, the referee may be suspended from all of his/her assignments until a hearing can be conducted by the area Training Committee.
  - C Complaints received during the last 2 weeks of the high school, junior college or collegiate season may result in cancellation of playoff assignments
  
- II The Training Committee will select a senior official to conduct the evaluation.
  
- III One of four possible ratings will be given and discussed at the conclusion of the meet.
  - A Strong
  - B Acceptable
  - C Needs Work
  - D Unacceptable
  
- IV If the rating is “unacceptable” at the level (university, junior college, high school, diving) at which s/he was evaluated, the officials will be removed from all meets at that level. The official will be classified as



“Probationary Official” and one of the following options must be exercised:

- A Acknowledge the rating and request immediate retraining
- B Reject the rating and resign from SCAF-SWIMMING
- C Request a second evaluation by writing to the SCAF-SWIMMING Training committee. In this case, the official is urged to obtain retraining prior to the second evaluation which will be conducted by a different evaluator.
- D Mediation.

V RETRAINING: The official shall be given a list of officials to contact for assistance in area of deficiency. It will be the official’s responsibility to make the necessary contact, obtain assistance and submit a written request for a subsequent evaluation.

VI REMOVAL OF PROBATIONARY STATUS: An official on probation must receive one Acceptable evaluation to be removed from probation. A probationary official will not receive any meet fees while they are being retrained.

### **INDEPENDENT CONTRACTORS**

According to the California State Departments of Education and Justice “... an official at a high school athletic event is an independent contractor and therefore not covered by the Workers’ Compensation statutes.” As an independent contractor, it is the officials responsibility to comply with the appropriate statutes.

# **INFORMATIONAL**



10932Pine Street LosAlamitos,  
California 90720 Telephone:

562-493-9500  
Fax: 562-493-8266

## NFHS/CIF Southern Section Code of Ethics- Officials

Officials at an interscholastic athletic event are participants in the educational development of high school students. As such, they must exercise a high level of self-discipline, independence and responsibility. The purpose of this Code is to establish guidelines for ethical standards of conduct for all interscholastic officials.

As an official, I understand that it is my responsibility to:

1. Master both the rules of the game and the mechanics necessary to enforce the rules, and shall exercise authority in an impartial, firm and controlled manner.
2. Work with each other, the state associations and the sections in a constructive and cooperative manner.
3. Uphold the honor and dignity of the profession in all interaction with student athletes, coaches, athletic directors, school administrators, colleagues and the public.
4. Prepare myself both physically and mentally, shall dress neatly and appropriately and shall comport myself in a manner consistent with the high standards of the profession.
5. Be punctual and professional in the fulfillment of all contractual obligations.
6. Remain mindful that my conduct influences the respect that student-athletes, coaches, and the public hold for the profession.
7. While enforcing the rules of play, remain aware of the inherent risk of injury that competition poses to student-athletes. Where appropriate, I shall inform event management of conditions or situations that appear unreasonably hazardous.
8. Take reasonable steps to educate myself in the recognition of emergency conditions that might arise during the course of competition.
9. Support the principles of Pursuing Victory with Honor and uphold the Six Pillars of Character:
  - Trustworthiness
  - Respect -Responsibility
  - Fairness -Caring
  - Citizenship

By signing below, I agree to abide by the NFHS/CIF Southern Section Official's Code of Ethics.

\_\_\_\_\_  
Printed Name of Official

\_\_\_\_\_  
Sport/Unit

\_\_\_\_\_  
Signature of Official

\_\_\_\_\_  
Date

A copy of this form must be kept on file with the Unit President of each Official's Sport Association and each Unit's Statement of Compliance must be on file at the CIF Southern Section Office.

Revised 6/20

# CIF-LA SECTION CODE OF ETHICS-OFFICIALS



Schools have entrusted us to assist them in the education development of their youth through athletics. The proper operation of such a process requires that officials be independent, impartial, and responsible to people they serve. In recognition of these expectations there is hereby established a Code of Ethics for all officials. The purpose of the code is to establish guidelines for ethical standards of conduct for all officials.

## Officials Code of Ethics

Officials at interscholastic athletic events are participants in the educational development of high school students. As such, they must exercise a high level of self-discipline, independence and responsibility. The purpose of this Code is to establish guidelines for ethical standards of conduct for all interscholastic officials.

- Officials shall master both the rules of the game and the mechanics necessary to enforce the rules, and shall exercise authority in an impartial, firm, and controlled manner.
- Officials shall work with each other and their Section/State Associations in a constructive and cooperative manner. They accept their responsibility to report to the Section or State Association all incidence that involve physical altercations, police, medical attention, or excessive stoppage of play.
- Officials shall uphold the honor and dignity of the profession in all interaction with student-athletes, coaches, athletic directors, school administrators, colleagues, and public.
- Officials shall prepare themselves both physically and mentally, shall dress neatly and appropriately, and shall comport themselves in a manner consistent with the high standards and expectations of the profession.
- Officials shall be punctual and professional in the fulfillment of all contractual obligations.
- Officials shall, while enforcing the rules of play, remain aware of the inherent risk of injury that competition poses to student-athletics. Where appropriate, they shall inform event management of conditions or situations that appear unreasonably hazardous.
- Officials shall take reasonable steps to educate themselves in the recognition of emergency conditions that might arise during the course of competition.
- Officials shall decline assignments that would give a perception of impartial bias by having any past, present, or future contact with a school, coach, or players. Officials must report all association with any school to their association so that this policy is not violated at any time.

By Signing below, I agree to abide by the Declaration of Policy and Officials Code of Ethics which I sign of my own free will and without prejudice.

Date	Officials Association / Unit	Sport
Official's Name (PRINT)	Signature	
Address	City	Zip
High School(s) Attended _____ year enrolled, _____ year left _____		
High School(s) Attended _____ year enrolled, _____ year left _____		

## CIF-SOUTHERN SECTION POLICIES

**125. ACCOUNTABILITY RULE** - Principals are accountable for the inter-scholastic athletic program.

**125.1 COACH EJECTION** - Upon the ejection of a coach from any CIF Southern Section contest, it is the responsibility of the principal of said school to file a letter of explanation with the CIF Southern Section Office which includes the circumstances surrounding the matter and what action the principal has taken to prevent a recurrence. Said correspondence is to be filed within THREE school days of notification of the ejection. **ADDITIONALLY, UPON EJECTION, THE EJECTED COACH SHALL BE DISQUALIFIED FROM PARTICIPATING IN THE REMAINDER OF THE GAME AND WILL BE INELIGIBLE FOR THE TEAM'S NEXT CONTEST. A SECOND EJECTION WILL CONSTITUTE A TWO CONTEST SUSPENSION AND A THIRD EJECTION WILL CAUSE SUSPENSION FOR THE REMAINDER OF THE SEASON.**

*QUESTION: What happens if unknowingly a coach or player who was ejected the previous game participates in the next contest?*

*ANSWER: Being in attendance at or coaching/playing in a contest after having been ejected from a previous contest will result in the forfeiture of the contest.*

*QUESTION: What is meant by attendance at a contest?*

*ANSWER: Attendance is defined as being present at the team bench/area, inside a gymnasium, stadium or playing area. The intent of this rule is that the ejected person is not in attendance at the contest.*

*QUESTION: How does the Accountability Rule affect a coach who coaches more than one level of a particular sport?*

*ANSWER: A coach who has been ejected from a contest may not be in attendance at ANY contest prior to serving his/her mandatory suspension. (i.e.: An ejected JV coach who is also a varsity assistant may NOT be in attendance at any contest until his/her mandatory JV suspension has been completed.)*

**125.2 FAILURE TO COMPLETE A CONTEST** - When a school fails to complete a contest, due to a coach pulling his/her team from the floor, court or field, it is MANDATORY that the CIF Southern Section Office be notified by the principal within 24 hours (excluding holidays and weekends). The competing schools and officials will be required to file written reports, and after review of the aforementioned material, the principal of the school involved will be required to respond to the CIF Southern Section Office concerning his/her investigation of the incident.

*QUESTION: How serious is such action?*

*ANSWER: It has been the position of the CIF Southern Section Executive Committee to expect the building principal of the school concerned to relieve the coach from his/her assignment for the balance of that season or the Executive Committee is empowered to consider recommendations for additional penalties.*

## **210. PHYSICAL ASSAULT**

### **A. Student**

Any student who physically assaults the person of a game or event official shall be banned from interscholastic athletics for the remainder of the student's eligibility. A game or event official is defined as a referee, umpire or any other official assigned to interpret or enforce rules of competition at an event or contest. A student may, after a lapse of 18 calendar months from the date of incident, apply for reinstatement of eligibility to the State Executive Director.

### **B. Coach**

Any coach who physically assaults the person of a game or event official shall be considered to have violated Bylaw 22 (Conditions of Membership) and, pending action by the building principal, subjects the member school to sanctions or loss of standing as a member. When a coach allegedly assaults a person of a game or

event official it is mandatory that the principal/ designee notify the CIF Section Office within 48 hours (excluding holidays and weekends) after the receipt of the assault report notification. The competing schools and officials will be required to file written reports within 10 days of the incident. After reviewing the material, the principal of the school involved will be required to respond to the respective Section Office concerning his/her investigation of the incident.

NOTE: Definition of a Physical Assault: A physical assault is the intentional infliction of or an attempt to inflict a harmful or offensive touching or contact upon the person of an official. Note that the rule is violated even if no contact is made with the person of an official. Such conduct shall include verbal threats and/or intimidation either before, during or after the contest. All that is required is the “attempt.” However, the act constituting the attempt must be accompanied by a specific intent, which may be inferred from the circumstances and nature of the act, to inflict a harmful or offensive touching contact of the official’s person. (Approved May 2009 Federated Council)

### **503.H. Concussion Protocol**

A student-athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition at that time for the remainder of the day. A student-athlete who has been removed from play may not return to play until the athlete is evaluated by a licensed health care provider trained in education and management of concussion and receives written clearance to return to play from that health care provider. If a licensed health care provider, trained in education and management of concussion determines that the athlete sustained a concussion or a head injury, the athlete is required to completed a graduated return-to-play protocol of no less than seven (7) full days from the time of diagnosis under the supervision of a licensed health care provider. On a yearly basis, a concussion and head injury information sheet shall be signed and returned by all athletes and the athlete's parent/guardian/caregiver before the athlete's initial practice or competition. (Approved May 2010 Federated Council/Revised May 2012 Federated Council/Revised January 2015 Federated Council)

*Q: What is meant by “licensed health care provider?”*

A: The “scope of practice” for licensed health care providers and medical professionals is defined by California state statutes. This scope of practice will limit the evaluation to a medical doctor (MD) or doctor of osteopathy (DO).

### **1214. CONTEST CANNOT START**

When an official arrives at a site and the regularly scheduled athletic contest cannot start (canceled due to inclement weather, light failure or other circumstances beyond the control of the host management) each official shall receive one half of the game fee.

**1215. CONTEST CANCELED AFTER START** Whenever a scheduled athletic contest is started and then canceled because of inclement weather, light failure, or other circumstances beyond the control of the host management, each official shall receive his or her full fee.

**1216. CONTEST CHANGE** If the date, time, or location of any athletic contest is changed after assignments have been completed, it shall be the responsibility of the host management to notify the officials involved. Should any official not be able to make the change, it will be the host management’s responsibility to notify the appropriate association assigner, and a replacement will be assigned provided the original official was assigned by the assigner.

**1217. REMOVAL OF OFFICIAL** After an official has accepted an assignment, the official can be removed from the contest only at the direction of the school principal and by the payment of the full fees by the objecting

school. A replacement will be assigned by the appropriate assigner. This rule does not apply to CIF-SS playoff contests.

**1218. OFFICIAL FAILS TO APPEAR** When an assigned official fails to appear, the contest should be played, and it will be the responsibility of the host school to provide either an alternate CIF Southern Section official or a *mutually* agreed upon qualified person to officiate the contest at all levels of competition. If both schools cannot mutually agree upon a qualified person as a substitute official, the game will be rescheduled.

*QUESTION: What is the position of the CIF Southern Section with reference to using replacement officials when assigned officials fail to appear?*

*ANSWER: Due to the extreme liability potential, only certified officials should be used to replace an official that fails to appear.*

**1219. FAILURE TO NOTIFY OFFICIAL OF CHANGE** When a regularly scheduled game date or site is changed and the host management fails to notify the official and he or she arrives at the site of the contest and there is no game, the official shall receive half the fee.

### **1220. INCLEMENT WEATHER**

1220.1 In case of inclement weather, it is the responsibility of the official assigned to contact the host management to learn whether or not the game will be played. If the official should arrive at the site of the contest without previously checking and the contest has been canceled, neither the host management nor the CIF Southern Section is required to reimburse the official for any part of his or her fee. If the official has been notified by the host management by 1:00 p.m. that the contest will be played, and he or she arrives at the site of the contest, and in the meantime the contest has been canceled, the official shall receive half the fee.

1220.2 At the time the official calls, he or she should be notified of the rescheduled date and time. If this is not possible, it is the host management's responsibility to notify the official of the rescheduled date and time as soon as it is known.

1220.3 If the original official is not able to officiate on the rescheduled date, it is the responsibility of the host management to secure a replacement official, by notifying their area assigner of officials.

### **2619. PLAYER CONDUCT**

Any player who is ejected for any reason shall be disqualified from participating in the remainder of the game and will be ineligible for the team's next contest and may not attend. A second ejection will constitute a two-contest suspension and a third ejection will cause suspension for the remainder of the season. A player who was ejected from the previous contest, who knowingly, or unknowingly, participates in or is in attendance at the next contest, will result in the forfeiture of that contest. Any player whose conduct merits ejection from a game by an official for fighting or assaultive behavior shall be disqualified from participating in the remainder of the game and will be ineligible for the team's next contest. After the suspension from play, the student may only return after certification by the school principal that the student(s) has completed a conference with a school administrator. The appropriate form (post-ejection return to competition form) indicating the completion of the conference must be uploaded to the CIFSSHome misconduct manager for that specific misconduct. The School must also indicate the date(s) of the contest in which the player will not be in attendance in the "School Action" portion of the misconduct.

A second ejection from a game or contest for fighting or assaultive behavior will cause suspension for the remainder of the season.

A player who was ejected from the previous contest, who knowingly, or unknowingly, participates in or is in attendance at the next contest, will result in the forfeiture of every contest until the suspension is completely served. Any player who leaves the confines of the bench or team area during a fight that has broken out or may break out will be ineligible for the team's next contest. After the suspension from play, the student may return only after certification by the school principal that the student(s) has completed a conference with a school administrator. The appropriate form indicating the completion of the conference must be filed with the Section office prior to rejoining the team. The School must also indicate the date(s) of the contest in which the player will not be in attendance in the "School Action" portion of the misconduct. In the case of any suspension from play, the next contest may not be a forfeited, postponed or canceled game.

QUESTION: What must be submitted to the Section office before a student can be cleared to rejoin his/her team?

ANSWER: The Section office will provide a form on their website that must be uploaded to CIFSSHome or directly emailed to the CIF Office.

The School must also indicate the date(s) of the contest in which the player will not be in attendance in the "School Action" portion of the misconduct.

QUESTION: What is meant by attendance at a contest?

ANSWER: Attendance is defined as being present at the location/site of the contest, which includes at the team bench/area, in the stands/spectator area, any location where the contest can be observed at any time, inside a gymnasium, stadium or playing area.

The intent of this rule is that the ejected person is not present at the location/ site of the next contest.

QUESTION: What happens when a student engages in Fighting/Assaultive Behavior during an athletic contest that is not observed by game officials?

ANSWER: In cases when a student engages in Fighting/Assaultive Behavior that is not observed by game officials, it is the expectation of the CIF Southern Section Executive Committee that the building principal of the school involved will impose a minimum one game suspension for students who commit such offenses.

QUESTION: What happens if a student is ejected from the first contest at a tournament when there are two contests on that day?

ANSWER: When a game ejection of any kind occurs, the student should not be present at the next contest except in situations where supervision is necessary (i.e.: in a tournament). In tournament situations, it is understandable that the student remains in an area where they can be monitored (i.e.: bleachers, stands, etc.) however, they are still ineligible to compete or participate in any way. It is not the expectation that the student leave the facility unsupervised.

QUESTION: What happens if a student receives a red card, misconduct of any kind, or an ejection during the last game of the season?

ANSWER: The game suspension(s) carry over to the first game(s) at the beginning of the subsequent season. For example, a sophomore soccer player receives a red card the last game of the 2017 season. He/she will serve a game suspension the first game of 2018 season. Suspensions carry over and must be served before the athlete becomes eligible to compete in that sport. See next Q&A for answers regarding seniors.

QUESTION: What if a senior (12th grader) student receives a red card, misconduct of any kind, or ejection during the last game of the season?

ANSWER: If a senior (12th grade) student receives a red card, misconduct or ejection during the last game of the season, he/she must serve the penalty in the NEXT sport in which he/she participates. If the student does not participate in any other sports, the CIF Office WILL need a letter from the principal indicating the corrective action taken with that student. This letter will be uploaded to the ejection report in CIF-SS Home.

## **2620. COACH EJECTION**

Upon ejection, the head or assistant coach shall be disqualified from participating in the remainder of the game and will be ineligible for the team's next contest. The next contest may not be a forfeited, postponed or canceled game. A second ejection will constitute a two contest suspension and a third ejection will cause



suspension for the remainder of the season. A coach who was ejected from the previous contest who, knowingly or unknowingly, participates in or is in attendance at the next contest, will result in the forfeiture of that contest.

QUESTION: *What is meant by attendance at a contest?*

ANSWER:

Attendance is defined as being present at the location/site of the contest, which includes at the team bench/area, in the stands/spectator area, any location where the contest can be observed at any time, inside a gymnasium, stadium or playing area. The intent of this rule is that the ejected person is not present at the location/ site of the next contest..

QUESTION: *How does the Accountability Rule affect a coach who coaches more than one level of a particular sport?*

ANSWER: *A coach who has been ejected from a contest may not be in attendance at ANY contest prior to serving his/her mandatory suspension at the level in which the coach was ejected. (i.e.: An ejected JV coach who is also a varsity assistant may NOT be in attendance at any contest until his/her mandatory JV suspension has been completed.)*

## 2023 CIF-SOUTHERN SECTION FEES

### SWIMMING and DIVING

- A. Dual or Triangular Meet Pay Schedule - There are 11 swimming events for each level. Swimming:  
First Level (Varsity)

1 level (11 events) - \$74	5 levels (55 events) - \$118	9 levels (99 events) - \$162
2 levels (22 events) - \$85	6 levels (66 events) - \$129	10 levels (110 events) - \$173
3 levels (33 events) - \$96	7 levels (77 events) - \$140	11 levels (121 events) - \$184
4 levels (44 events) - \$107	8 levels (88 events) - \$151	12 levels (132 events) - 195

\*If there are additional heats between levels, add \$2.00 for each additional heat.

When competition is conducted in 8 lanes or more (open lanes count toward the 8), 2 officials will be required for CIF time standard verification. If 2 officials cannot be obtained, qualification will only be recognized within the first 6 lanes (open lanes count toward the 6) from the starter.

- B. Championship Prelims, or Invitational Prelims Meet Pay Schedule:

\*Each event may constitute multiple heats.

Count the number of heats for all levels in the Prelims. Divide this total by eleven (11). The quotient represents the number of levels (refer to the Dual or Triangular Meet Pay Schedule). The remainder of this division problem represents the number of extra heats. Add \$1.00 for each additional heat (see example below). In the Prelims, each official's pay is based upon the total number of heats.

- C. Championship Finals or Invitational Finals Meet Pay Schedule:

\*Each event may constitute a Championship Heat, a Consolation Heat, and a Bonus Heat.

Determine the number of heats in the Finals' Program. A remainder – Consolation and/or Bonus Finals constitutes a/an additional heat(s). Refer to the Dual Meet Pay Schedule to determine the amount to pay each official. In the Finals, each official's pay is based upon the total number of heats.

Example:

Championship of Invitational Prelims Meet Schedule:

Total number of heats =	73
73 divided by 11 =	6 remainder 7
6 levels (66 heats) =	\$129
7 remainder (extra heats)	\$14
Prelims Fee for each official =	\$143

Championship of Invitational Finals Meet Pay Schedule

Total for each official:

Girls' JV Consolation Final	=one level	Prelims Fee =\$143
Girls' JV Championship	=one level	Finals Fee=\$151
Final Boys' JV Consolation Final	=one level	-----
Boys' JV Championship Final	=one level	Total = \$294
Girls' Varsity Consolation Final	=one level	
Girls' Varsity Championship Final	=one level	
Boys' Varsity Consolation Final	=one level	
Boys' Varsity Championship Final	=one level	
Finals' Fee for each official	(8 levels) = \$151	

- D. Diving Meet Fees:  
 Dual or Triangular Meet Pay Schedule  
 If diving is held during the swimming competition, the fees are:  
 The pay schedule for a six (6) or eleven (11) dive program are the same.  
 1-6 divers = \$41.00, for each additional diver, add \$2.00  
 Championship Finals or Invitational Finals Meet Pay Schedule  
 The pay schedule for a SIX (6) dive program:  
 1-6 divers = \$77.00, for each additional diver, add \$2.00
- The pay schedule for ELEVEN (11) dive program:  
 1-6 divers = \$85.00, for each additional diver, add \$3.00

1211.5 Authorize payment of fees.

- A. A flat fee will be used to compensate officials for round-trip travel based on the following scale:  
 51 - 75 miles = \$18.00  
 76 - 125 miles = \$27.00  
 126 - 175 miles = \$44.00  
 176 - 250 miles = \$62.00  
 251 - 350 miles = \$88.00  
 351 - 450 miles = \$123.00  
 451 miles and above = For distances beyond 450 miles, the following formula will be utilized:  
 Begin with \$123.00, which represents 450 miles round trip  
 Add \$4.50 for every 15 additional miles traveled round trip  
 Example: 525 miles round trip = \$123.00 (First 450 miles)  
 additional 75 miles = \$12.00 (75 divided by 15 = 5, multiplied by \$4.50)  
 Total mileage reimbursement = \$145.00
- B. The origination point for official's mileage will be determined in the following way:  
 1. Regular Season - From the official's home residence within the assignment area, to the location of their contest. Officials who live or work outside their assignment area will only be compensated for mileage from the point they enter their assignment area. All officials are entitled to mileage if they drive separately to contests.  
 2. Playoffs - From the location of the meeting place for the officials association.  
 Note: For playoffs only, mileage will be paid to the Head Official of all officiating crews in all sports.  
 1211.6 Current high school students are not eligible to officiate Southern Section athletic contests.

**2023 CIF-LOS ANGELES SECTION FEES**  
**SWIMMING and DIVING**

A. Dual or Triangular Meet Pay Schedule - There are 11 swimming events for each level.

1 level (11 events) 89.00	5 levels (55 events) 118.00
2 levels (22 events) 101.00	6 levels (66 events) 129.00
3 levels (33 events) 140.00	7 levels (77 events) 140.00
4 levels (44 events) 137.00	

\*If there are additional heats between levels, add \$1.00 for each additional heat.

When competition is conducted in 8 lanes or more (open lanes count toward the 8), 2 officials will be required for CIF time standard verification. If 2 officials cannot be obtained, qualification will only be recognized within the first 6 lanes (open lanes count toward the 6) from the starter.

B. Diving Meet Fees:

Dual or Triangular Meet Pay Schedule

If diving is held during the swimming competition, the fees are:

Pay schedule for a six (6) or eleven (11) dive programs are the same.

1-6 divers = \$41.00, each additional diver, add \$2.00

Championship Finals or Invitational Finals Meet

Pay Schedule

The pay schedule for a SIX (6) dive program:

1-6 divers = \$77.00, Each additional diver, add \$2.00

The pay schedule for ELEVEN (11) dive program:

1-6 divers = \$85.00, for each additional diver, add \$3.00

## INCIDENT REPORTS - CIF-SS

All incident reports are to be filed online at <http://cifsshome.org/misconduct-login.php>

Sport: Click on drop down menu – Select Sport

Password 123

Signin

Report Misconduct for \_\_\_\_\_ Sport

Click on EJECTION MISCONDUCT

Misconduct Report

Follow directions and fill out all the information requested

Right near the bottom of the report it will say

LIAISONS TO SEND TO:

Click on the drop down menu and highlight (click on) the appropriate liaison according to page 3 and 4

Click save and that's all you have to do, its been submitted to me

Print a copy for your records

Contact your assigner

## INCIDENT REPORTS - CIF-LA

All incident reports are to be filed online at <https://cif-lahome.org/misconduct-report.php>

Sport: Click on drop down menu – Select Sport

Password 123

Signin

Report Misconduct for \_\_\_\_\_ Sport

Click on EJECTION MISCONDUCT

Misconduct Report

Follow directions and fill out all the information requested

Right near the bottom of the report it will say

LIAISONS TO SEND TO:

Click on the drop down menu and highlight (click on) the appropriate liaison according to page 3 and 4

Click save and that's all you have to do, its been submitted to me

Print a copy for your records

.

Contact your assigner

## **GLOSSARY**

- ARBITRATION:** One of the options to individuals facing disciplinary actions.
- ASSIGNER:** Independent contractor who provides the services of schedule officials for High School swim/dive competitions.
- CIF:** CALIFORNIA INTERSCHOLASTIC FEDERATION: State organization that oversees high school athletic activities/events.
- CIF-SS/CIF-LA:** Two of the ten sections who comprise the state CIF organization. Each group has the responsibility for a specific geographic area served by SCAF-SWIMMING.
- INCIDENT RPT:** Must be filed with appropriate CIF section office when someone is injured in a competition or removed for cause.
- MEMBER IN GOOD STANDING:**  
Individual who has taken and passed the NFHS Swimming/dive test, paid dues, paid assigner fees (if any), and attended the required training hours for the current year.
- NFHS:** National Federation of High Schools: is a voluntary organization formed and governed by state associations. Assures geographical representation on committee that set competition rules for high school sports.
- PREVIOUS SEASON:** The year before the current swimming competition.
- PROBATIONARY OFFICIAL:**  
An official who is being retrained to meet current standards. (See evaluation process)
- Rookie:** Usually a first year official or someone that has not completed the requirements for a trainee.
- SENIOR OFFICIAL:**Area designated person, rated as a college official by SCAF-SWIMMING, who may assist the area trainer with evaluations and may function as the lead swim official for invitational's and league championships.
- TRANSFER OFFICIAL:**  
A certified high school official outside the SCAF-SWIMMING area of responsibility who wishes to become certified to officiate in High School meets under the direction of the CIF-SS or CIF-LA regulations.
- TRAINEE:** First year official (must complete a minimum of 10 meets to advance)