

Election Procedures

Area Officials Representative

February 16, 2009; Updated to reflect current terminology of "Area" rep – January 2012

Officiating standards in our LSC are established and maintained by the six-person Indiana Officials Committee, which consists of the State Officials Chair, four Area Officials Representatives (Chairs) and the Past State Officials Chair. While the Area Representative position is appointed, it is the practice of the State Officials Chair to nominate experienced officials who have been elected by the active officials in their respective Areas. The following criteria and procedures have been established for those elections:

1. **Qualifications to Run for Office**
 - a. In order to be placed on the ballot, a candidate must meet the requirements in Attachment "A". Write-in candidates and/or write-in votes will not be accepted.
 - b. If there are two or more qualified candidates for a Area Officials' Representative position, an election will be conducted according to the procedures set forth below. If there is only one qualified candidate, no election will be held and the Officials' Chair will appoint that candidate to the position.

2. **Eligibility to Vote**
 - a. Official must be a member of Indiana Swimming (IS) and may only vote for a candidate within the Area they are registered.
 - b. Must work at least one session at a spring Indiana State Championship meet (Divisional, Senior State, Age Group State (AGS)).
 - c. May only vote during the meet they are working. The official will not be allowed to vote if they work a session at one meet and want to vote at another meet.
 - d. Unattached officials will be assigned a Area based on official address.
 - e. Officials are allowed to only vote once per election.

3. **Ballot Availability and Voting Period**
 - a. Ballots will be available only during the officials meetings held prior to each session of the Championship Meets listed above in 2.b.
 - b. The voting period for each session shall begin with the start of officials meeting and conclude within 10 minutes after the conclusion of the meeting.

4. **Administering the Election**
 - a. ISI offices shall provide the Officials Chair an updated officials listing prior to the Divisional meets that will be used to determine eligible voters.
 - b. The Officials Chair shall prepare a master Eligible Voters Sheet (EVS) which includes the following:
 - i. Name of the eligible official
 - ii. Meet Name
 - iii. Date voted (completed by voting official)
 - iv. Session voted (completed by voting official)
 - v. Signature Block (completed by voting official)
 - c. The Officials Chair shall be the election administrator or may delegate the task of administering the election process at specific meets to another responsible party at the meet. This party should not be running for election as an Area Representative.
 - d. Eligible voters shall receive a ballot only after signing out the ballot using the EVS. Completed ballots shall be returned and placed into a box or envelope. Voters must circle the name of the candidate for their vote to be counted. Votes may be cast only for the candidates listed on the ballot. Write-in votes will not be accepted.
 - e. If the Officials Chair is not present, the acting election administrator shall be responsible for returning all completed ballots and EVS to the Officials Chair prior to the next championship meet, if applicable.
 - f. Send a copy of the EVS to the Officials Chair after each meet.
 - g. Results will be announced at the next regularly scheduled IS Board Meeting.

AREA OFFICIAL'S REPRESENTATIVE CRITERIA & ELECTION INFORMATION

AREAS 2 & 4 – Spring State meets in EVEN years (2010, 2012, 2014...)

AREAS 1 & 3 – Spring State meets in ODD years (2011, 2013, 2015...)

To check your current Area assignment and Area Officials Rep – please click here
(http://www.inswimming.org/files/officialscommittee/Area_Officials_Rep_List.pdf)

DUTIES:

1. Develop and instruct referees in the Area to obtain new officials for the Area.
2. Monitor and grade tests for new/upgrading officials for the Area.
3. Handle questions, conflicts, and communicate with officials for the Area.
4. Be Head Referee for one state level meet per year.
5. Attend Official's Committee Meetings as determined by the State Official's Chair.
6. Commit time required to fulfill duties.

CRITERIA:

As of the January 31 submission deadline, the candidate must have completed the following qualifications:

1. Must have been a Referee for a minimum of 3 full years.
2. Must have hosted at least one new officials' clinic in the past year.
3. Must hold National Official's Certification (N2).
4. Must have worked an assigned position at a State Level Meet or higher in the last 2 years.
5. Must complete a resume which would include at least the following information:
 - A. Name, address, club affiliation, and occupation
 - B. Swimming background – length of time involved in sport, positions held, number of years as an official, number of sessions/meets worked during the past year, and any other information pertinent to officiating.
 - B. Personal background – occupation, family, other organizations involved in, etc.

**RESUMES/BIOS ARE TO BE RECEIVED BY JANUARY 31ST TO BE POSTED ON
THE INDIANA SWIMMING WEBSITE AND PRINTED ON THE BALLOT**

**ANY QUESTIONS REGARDING THIS PROCESS AND ALL RESUMES/BIOS
SHOULD BE DIRECTED TO:**

Indiana Swimming Officials/Rules Chairman

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