

	Policies and Procedures	
Subject: Officials Recruitment and Retention	Document Number: 512 Version Number: 01	Effective Date: September 13, 2024 Last Revision: September 11, 2024

## 1. BACKGROUND

- 1.1. This program is designed to encourage clubs to recruit new officials, and retain existing officials, with the desire to promote officials up to senior positions.
- 1.2. OKS is committed to continually growing the number of OKS officials.

## 2. DEFINITIONS:

- 2.1. NEW OFFICIAL – an official completing their certification during a program year.
- 2.2. RETURNING OFFICIAL – an official that was previously certified, or certified at a new position, during the program year.
- 2.3. PROGRAM YEAR – Annual from September 1 through July 31.

## 3. NEW OFFICIALS

### 3.1. REQUIREMENTS

- 3.1.1. A club will create a recruitment program that includes:
  - 3.1.1.1. Registering officials with USA Swimming
  - 3.1.1.2. Background Check.
  - 3.1.1.3. Athlete Protection Training and Concussion Training.
  - 3.1.1.4. Complete the Stroke & Turn (ST) clinic and test.
  - 3.1.1.5. Shadowing four sessions as an official at a sanctioned meet.
- 3.1.2. The Club pays for the following costs for the official:
  - 3.1.2.1. USA Swimming Membership
  - 3.1.2.2. Background Check

### 3.2. REIMBURSEMENT REQUIREMENTS

- 3.2.1. The new official must work at least four (4) session as an official at an OKS sanctioned meet during the program year.
- 3.2.2. At least one (1) of the four (4) sessions must be at an OKS sanctioned meet that is not hosted by the official's home team during the program year.
- 3.2.3. The Official's home club paid for the initial USA Swimming Membership and Background check during the program year.

## 4. RETURNING OFFICIALS

#### 4.1. REQUIREMENTS

4.1.1. Clubs pay for annual USA Swimming Membership and Background Checks.

#### 4.2. REIMBURSEMENT REQUIREMENTS

4.2.1. The official must have officiated at least eight (8) sessions at OKS sanctioned meets during the program year.

4.2.2. At least two (2) of the eight (8) sessions must be at an OKS Sanctioned meet that is not hosted by the official's home team during the program year.

#### 5. REIMBURSEMENT PROCESS

5.1. At the conclusion of each program year, clubs will submit using an online form the following:

5.1.1. Name(s) of new officials

5.1.2. Name(s) of returning officials

5.1.3. Evidence of club payment for the officials' USA Swimming Registration and Background Check

5.1.4. Review and approval of session counts and certificates by the OKS Officials Chair.

5.1.5. Approval by the OKS Finance Chair and OKS General Chair.

#### 5.2. REIMBURSEMENT AMOUNTS

5.2.1. NEW OFFICIALS: Clubs will be reimbursed for both the USA Swimming Membership and the Background Check for each eligible new official.

5.2.2. RETURNING OFFICIALS: Clubs will be reimbursed \$40 for each eligible official.

Change Log					
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01	09-11-24	New P&P	J. Salcher	BOD	OKS-0016