

Colorado Association of Swimming Officials

2025-2026
Handbook





CASO

TABLE OF CONTENTS

2

NFHS CODE OF ETHICS

3

BOARD OF DIRECTORS

6

CONSTITUTION AND BYLAWS

12

ACCOUNTABILITY PACKET

13

POST SEASON CONSIDERATION

14

CONDUCT AND DISCIPLINARY PROCEDURES

18

ADDRESS CHANGE FORM

19

DEALING WITH FANS

20

REPORTING PLAYER/COACH EJECTIONS

Officials Code of Ethics 2025/2026

National Federation of State High School Associations

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.

Officials shall master both the rules of the game and the mechanics necessary to enforce the rules, shall exercise authority in an impartial, firm, and controlled manner.

Officials shall work with each other and their state associations in a constructive and cooperative manner.

Officials shall uphold the honor and dignity of the profession in all interactions with student-athletes, coaches, athletic directors, school administrators, colleagues, and the public.

Officials shall avoid the use of alcohol and tobacco products beginning with the arrival at the competition site until departure following the completion of the contest.

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 of the profession.

Officials shall be punctual and professional in the fulfillment of all contractual obligations.

Officials shall remain mindful that their conduct influences the respect that student-athletes, coaches and the public hold for the profession.

Officials shall, while enforcing the rules of play, remain aware of the inherent risk of injury that competition poses to student athletes. Where appropriate, they shall inform event management of conditions or situations that appear unreasonable hazardous.

Officials shall take reasonably steps to educate themselves in the recognition of emergency conditions that might arise during the course of competition.

Officials shall maintain an ethical approach while participating in forums, chat rooms, and all forms of social media.



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Board of Directors
2025-2026

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Tony Snyder
Cecil Townsend
Kathy Christy*
John Bartlett*
Andrea Grant
Monica Abelein*
Bryan Van Driel*
Monica Abelein*
Chris Liley**

****More than one term***

2025-2026 OFFICIALS FEES

SWIMMING (3 officials)

Dual, Double Dual and Triple Dual meets

1 heat	\$60.00
2 heats (4 or less events).....	\$65.00
2 heats (5 or more events)	\$75.00
3 heats (5 or more events)	\$90.00
4 heats (5 or more events)	\$110.00

Championship/Invitational/League/Relay/Pentathlon/Specialty Formats

(Invitational/League/Relay/Pentathlon/Specialty-Require 3 – 5 Officials) - per session\$80.00

* A session is described as 3 hours or less, sessions that go 3 or more hours are paid at \$27.00/hr.

* Dual Meet – 11 rounds of diving – Add \$20 to the prescribed 1-4 heat fee.

* Session Payment Caps

Preliminary and Timed Final pays no more than 2 sessions

Diving Preliminary/Semi pays no more than 1 session

Championship Finals pays no more than 2 sessions

MILEAGE – paid at \$0.60 per mile, round trip, zip code to zip code

- The Confluence – Champion
- The 5280 – Gilpin County
- The Colorado 7 – Conifer, Fort Lupton, Fort Morgan, Weld Central
- Jefferson County – Evergreen
- Denver – Fort Collins, Loveland, Poudre, Rocky Mountain
- Frontier – Bennett, Clear Creek, Lake County, Middle Park, Platte Canyon
- Metropolitan, Centennial League, Broomfield, Denver Academy, Denver Christian – do not pay mileage between league cities, but will pay a mileage travel stipend of \$10 to each official between league cities for each day of assignments
- Colorado Springs schools – will pay mileage travel stipend of \$10 per day for assignments to officials selected from the Colorado Springs Officials Association.
- An official that is assigned to 2 or more contests at a given site on the same day shall be paid one travel stipend.

OTHER ITEMS FOR BOARD OF CONTROL ACTION:

- A. Tournament Fees - During regular season play, leagues and schools have the option to establish tournament fees with officials groups unless specified elsewhere in the above fee schedule. Those fees must be stated on contracts sent to officials prior to the tournament.
2. In lieu of per diem, a rider fee of \$10 is paid to officials, non-drivers only, who are riding on trips of 70 miles or more one-way.
3. It is recommended that, during the regular season only, assigners assign officials to a contest whose travel miles to a school is less than or equal to 70 miles round trip, thus resulting in a payment of no more than \$30 for travel. If an official travels miles more than 70 miles round trip the official should be paid at the \$.55/mile rate as listed above unless other arrangements are made with the officials by the school.
- C. Individual Mileage Buffer
If a driver lives less than 20 miles from the scheduled contest and is outside the Metro areas listed above in Section B, that driver will be paid the \$10 travel fee.
- D. Priorities
When a site or date change occurs, the officials originally assigned should be given the first chance to work the rescheduled game.
- E. “No-Show”
 1. In all other sports, when one official is a “no-show”, the other officials working the contest shall split 50% of the extra check. (Not to exceed 50% of standard fee).
 2. Guidelines for “No-Shows”
Officials Associations must have on file with CHSAA a copy of their constitutions, rules, and by-laws that outline their disciplinary procedures for dealing with no shows as well as other CHSAA expectations. Schools should contact the CHSAA office and identify the officials so that the local official’s associations can take action. Leagues and schools are encouraged to develop procedures for use in these situations as well.

Colorado Association of Swim Officials

Constitution and By-Laws



*Amended 2003

*Amended 2017

*Amended 2024

*Amended 2025

CONSTITUTION AND BY-LAWS
of the
COLORADO ASSOCIATION OF SWIMMING OFFICIALS

ARTICLE 1 - NAME

- SECTION 1 - The name of this organization shall be the Colorado Association of Swimming Officials.
- SECTION 2 - When used as an emblem or abbreviation, the name shall be shortened to CASO.

ARTICLE 2 - OBJECTIVES

- SECTION 1- To provide a corps of trained qualified and certified officials.
- SECTION 2 - To improve and upgrade swimming officiating in the State of Colorado.
- SECTION 3 - To promote the uniform interpretation and administration of the official swimming and diving rules by all officials within the state.
- SECTION 4 - To promote all competitive aquatic activities.

ARTICLE 3 - STATE ORGANIZATION

- SECTION 1 - The state organization shall consist of seven districts.
- SECTION 2 - The districts are as follows:
- A. District 1 - Denver, Adams, Arapahoe, Boulder (except the City of Longmont), Broomfield, Clear Creek, Gilpin, Jefferson, and Douglas counties.
 - B. District 2 - Elbert, Lincoln, Kit Carson, Cheyenne, El Paso, Teller, and Fremont counties.
 - C. District 3- Saguache, Custer, Alamosa, Costilla, Conejos, Rio Grande, Dolores, and San Miguel counties.
 - D. District 4 - Chaffee, Park, Lake, Pitkin, Gunnison, Montrose, Delta, and Mesa counties.
 - E. District 5 - City of Longmont, Larimer, Weld, Logan, Morgan, Washington, Yuma, Phillips, and Sedgwick counties.
 - F. District 6 - Pueblo, Crowley, Kiowa, Otero, Bent, Prowers, Huerfano, Las Animas, and Baca counties.
 - G. District 7- Summit, Grand, Jackson, Routt, Eagle, Garfield, Rio Blanco, and Moffat counties.
- SECTION 3 - In the event of the dissolution of the Colorado Association of Swimming officials, after all outstanding obligations are met, all remaining assets are given to a charitable organization exempt under Section 501(c)3 of the Internal Revenue Code, or to a Federal, State, or Local Government and no part of the earnings will inure to the benefit of any private shareholder or individual.

ARTICLE 4 - MEMBERSHIP, ADMISSION AND DUES

- SECTION 1 - Members will be those who have complied with the rules for membership.
- SECTION 2 - The Director of each district shall help facilitate certification of applicants.
- SECTION 3 - Examination of new applicants shall consist of (a) an open book test with a passing grade of 80% or better; (b) shadow a minimum of two swim meets prior to working a contracted meet.
- SECTION 4 - Annual open book testing shall be administered by the rules interpreter to all returning officials. A passing grade of 80% or better is required.
- SECTION 5 - Annual dues shall be determined by the state Board of Directors. Members will pay annual dues in a manner prescribed by the CHSAA.
- SECTION 6 - Members shall purchase items such as uniforms and additional patches at their own expense.
- SECTION 7 - All officials are required to attend the annual officiating clinic and District meetings during the season.

ARTICLE 5 - BOARD OF DIRECTORS

- SECTION 1 - There shall be a Board of Directors, consisting of the President, Vice-President, and the District Representative of each district. They shall select, from the general membership, a state President and a Vice-President, to serve for terms of two (2) years. The state President shall call to order all meetings of the Board of Directors and shall preside at all meetings. S/He shall appoint all committees not otherwise provided for by the By-laws. The Vice-President shall fill the role as Rules Interpreter for the state and act as a President in the absence of the President. The Board of Directors shall serve as the policy-making body.
- SECTION 2 - There shall be an Executive Secretary-Treasurer appointed by the Board to serve at the discretion of the Board. The Secretary-Treasurer shall not be a voting member of the Board. They shall serve without compensation but shall be reimbursed for any, and all expenses incurred in the execution of their duties. The Secretary shall assist the Board of Directors in the performance of its duties. The Secretary shall answer all correspondence promptly and keep records of all proceedings. The Secretary shall provide a minimum of thirty (30) days notice of a Board of Directors meeting. The Treasurer shall keep complete and accurate records of all monies received and disbursed and shall disburse all monies under the direction of the Board of Directors and submit written reports of the Treasurer when requested by the Chairperson. The Secretary will post all adopted minutes of the Board of Directors meetings to the membership within ten (10) business days following the meeting date. This may be via electronic means.
- SECTION 2.B The CASO Secretary shall inform the association's membership of any general meetings that have been scheduled by the Board of Directors. This may be done through electronic means. Announcement of Board meetings will occur a minimum of thirty (30) business days prior to the meeting date. All meetings of the Board of Directors shall be afforded to the membership via in-person or electronic means, excluding Executive Sessions for financial or personnel reasons.
- SECTION 3 - A quorum of the Board of Directors shall consist of not less than 50% of the voting members.
- SECTION 4 - The Board of Directors shall handle all business of the Association occurring between the annual or special meeting of the Association. The Board shall meet at least annually.
- SECTION 5 - The financial administration of the Association shall be vested in the Board of Directors.

- SECTION 6 - The Board of Directors shall appoint such committees as may be required.
- SECTION 7 - The offices of CASO shall be as listed herein and shall be elected by the Association's membership at its annual meeting.
1. President (elected in odd-numbered years)
 2. Vice President (elected in even-numbered years)
- SECTION 8 - The offices of CASO shall be as listed herein and shall be elected by the Association's respective district membership at its annual meeting.
1. District Representatives 1, 3, 5, and 7 (elected in odd years)
 2. District Representatives 2, 4, and 6 (elected in even years)

ARTICLE 6 - OFFICERS

SECTION 1 - The officers of the Association shall be (a) the Board of Directors, (b) the Executive Secretary, and (c) the Executive Treasurer. (b) and (c) may be the same individual.

SECTION 2 - The duties of the District representatives shall be as follows:

The District Representative shall call to order all meetings of the District membership and shall preside at all District meetings. S/He shall appoint any committees not otherwise provided for in the by-laws. The District Representative has voting privileges.

District Representatives shall be charged with the authority, and responsibilities to initiate and present training clinics in their respective area for their membership at least annually, with oversight from the Vice President as to its content.

District Representatives shall help facilitate certification of applicants.

ARTICLE 7 - MEMBERSHIP PRIVILEGES AND RESPONSIBILITIES

- SECTION 1 - Each member is entitled to wear the official emblem and uniform of the Colorado Association of Swimming Officials.
- SECTION 2 - Members are expected to read carefully, and observe the policies and requirements as set forth in the Constitution and By-Laws.
- SECTION 3 - Members are expected to be thoroughly familiar with the current swimming and diving rulebooks.
- SECTION 4 - If a member officiates in a meet outside of CASO jurisdiction, s/he is to be governed by the rules and regulations, which govern members in that territory.
- SECTION 5 - Members may officiate professional swimming activities and events.
- SECTION 6 - The official uniform MUST be worn by each member when working at swimming and diving events. No excuse for working swimming events in other than the official black and white striped shirt, black pants, capri style pant or shorts (minimum of mid-thigh length), white socks, black socks, or no socks, predominately white or predominately black tennis, deck, croc, close back or heel strapped sandal style footwear, and standard name tag. It is recommended that shirts be tucked in, and belt be worn when the pants/shorts have a belt loop.
- SECTION 7 - Officials are expected to report for a meet in neat, clean, and complete uniform, and be neat in personal appearance.

SECTION 8 - Any official failing to honor a contract by not complying with District policy will be subject to disciplinary action by the District. Members disciplined have the right to appeal to the Board of Directors.

ARTICLE 8 - FEES OF OFFICIATING

SECTION 1 - A scale of minimum fees shall be set by the CHSAA. This shall not prevent a member from officiating gratis in meets sponsored by those who are unable to pay any fee, and where the official renders his service for the good of the sport.

ARTICLE 9 - MEETINGS

SECTION 1 - An annual meeting shall be held, the date and place set by the Board of Directors.

SECTION 2 - Special meetings may be called by the President, or upon the request of a majority of the Board of Directors and shall be called when requested in writing.

SECTION 3 - The order of business at the Annual Meeting shall be:

1. Roll call
2. Reading of minutes
3. Reading of communication, bills
4. Report of Treasurer
5. Report of standing committees
6. Unfinished business
7. New business
8. Miscellaneous business
9. Adjournment

ARTICLE 10 - AMENDMENTS

SECTION 1 - Amendments to the by-laws may be made as follows:

- A. Any member may initiate amendment proceedings by presentation, in writing, the proposed amendment to the Board of Directors.
- B. The Board of Directors shall submit the proposed amendment to the membership of the Association in writing thirty (30) days prior to the published voting date.
- C. Each District shall, at least two weeks prior to the published voting date, convene a meeting for the purpose of discussing the proposed amendment.
- D. Amendments shall become effective by a two-thirds (2/3) vote of those members responding.

ARTICLE 11 - OFFICIALS' CONDUCT

SECTION 1 - **CHSAA** game officials are expected to abide by the code of ethics for their respective associations, including proper, accepted social conduct. Violations of this by-law will be investigated and, if substantiated, the official may be suspended from the official's association and CHSAA contests for a specific period.

Any official who has been suspended or expelled may appeal the action by an appearance before the CHSAA Executive Committee. The decision of the CHSAA Executive Committee shall be final.

SECTION 2 - This by-law allows the Association and officials' organizations to discipline officials who have been arrested or convicted of crimes. It allows the Association and officials' organizations to remove the offending official for conduct detrimental to interscholastic athletics and activities. All officials' organizations are required to place this in their by-laws.

(At the January 21, 1999, Board of Control meeting the board voted 54-0 to adopt Proposal S-1-Officials' Conduct. Athletic By-laws, Article 27, Rule 2760 to read:)

SECTION 3 - Any official who has been registered by his/her parent officials' group may be suspended and/or banned from the CHSAA registered list of officials for a specified amount of time (including a lifetime ban) by action of the officials' organizations' governing board, when:

- 1) It has been shown that the official is guilty of unethical conduct; or
- 2) The official refuses to promptly file reports requested by the Commissioner's office and such reports are deemed pertinent to the conduct of coach, contestant, official or school competing under the jurisdiction of the CHSAA; or
- 3) If the official, as an adult, has been convicted of or has pleaded "guilty" or "no contest" to any criminal charge to conduct that adversely affects the ability or appropriateness of the official to perform officiating duties in interscholastic athletics or activities; or
- 4) If the official has engaged in any illegal, unethical, or immoral conduct that adversely affects the ability or appropriateness of the official to perform officiating duties in interscholastic athletics or activities; or
- 5) is deemed that the official's conduct is detrimental to interscholastic athletics and activities.

ARTICLE 12 – PARLIAMENTARY AUTHORITY

SECTION 1 - Roberts Rules of Order Newly Revised shall govern CASO and any of its constituent or component parts, committees, etc., in the conduct of meetings in all cases to which they apply and in which they are not inconsistent with these Bylaws and any special rules of order CASO, the Board of Directors, committees, etc., may adopt."

**Amended August 2003

**Amended 2017 (uniform update)

**Amended November 20, 2024

**Amended March 16, 2025

(This concludes the Constitution and By-Laws)

CASO ACCOUNTABILITY PACKET

AREAS TO BE ADDRESSED TO ENHANCE OUR ASSOCIATION ACCOUNTABILITY:

1. Evaluation system of all officials
2. System of recruitment, training and testing of all officials
3. Procedures for assignment of all officials to provide equity and parity with respect to opportunities
4. Association procedures for contracted “no shows”

EVALUATION SYSTEMS OF ALL OFFICIALS – CASO Board of Directors

In response to the need for greater accountability, the Colorado High School Activities Association has required that each group of officials provide a system within each organization.

*** DESCRIPTION AND PURPOSE:**

The purpose is to ensure adherence to the Constitution and by-laws of the State CASO organization, to evaluate and establish standards of performance and serve as a liaison between CASO and schools/coaches.

*** RESPONSIBILITIES**

CASO will ensure compliance with the rules and regulations of national, state and local organizations applicable to officiating. Among the responsibilities is the EVALUATION of standards of performance. CASO shall maintain COMMUNICATION between relevant organizations and members. CASO shall also promote the PARTICIPATION of all members in the organization.

1. EVALUATION: CASO shall seek means of improving member performance.
2. COMMUNICATION: CASO shall seek to inform school officials/coaches of its commitment to excellence.
3. PARTICIPATION: CASO has determined that membership participation in the organization is essential to maintain a high level of professionalism. Therefore, the CASO shall insure attendance at meetings of the organization and shall have the power of discipline in this and other matters.

The CASO Secretary/Treasurer will monitor attendance at meetings and maintain the responsibility of notifying members of scheduled meetings.

1. Members must be notified at least 30 days prior to a scheduled meeting, including those deemed as “mandatory” meetings.
2. Members shall attend all meetings. Members missing more than one meeting or assigned swim meet may be placed on a probationary status as a member in alignment with CASO Conduct & Disciplinary Policies and Procedures.
3. Official’s conduct and behavior will be adjudicated through the CASO Conduct & Disciplinary Policies and Procedures.

*A TRAINEE official must use the training meets to become thoroughly familiar with all working facets of meet administration as well as CURRENT HIGH SCHOOL RULES.

1. Training and testing should only occur through one season. It is recommended that new officials be accepted at the beginning of seasons to assist in record keeping at all levels.

PROCEDURES FOR MEET ASSIGNMENTS OF ALL OFFICIALS TO PROVIDE EQUITY AND PARITY WITH RESPECT TO THE OPPORTUNITIES OF MEETS SCHEDULED.

- Assigning of meets shall be done by a designated member of each district through the Arbiter Sports website program.

Association procedures for contracted “NO SHOWS”

- Each official is an independent contractor with each school district. Each CASO district must be sure that each official fills his or her contracted jobs.

The intent of this program is to provide quality CASO officials and to strive for excellence in the sport of swimming in Colorado. Officials are on the deck for the benefit for the student swimmer.

CONSIDERATION FOR POST SEASON ASSIGNMENTS

If you wish to be considered as an official for the state meet, please read the criteria below. CHSAA will conduct a survey and balloting process nearing the end of each season to select post season assignments.

Only certified, patched officials are eligible to officiate the state meet. CHSAA will select the officials and assign them as they see fit. Their decision is final. Participation on deck at a state meet is an honor and a privilege and should never be seen as an entitlement.



TO BE CONSIDERED AS A STATE MEET OFFICIAL, YOU MUST HAVE:

1. Scored 80% or higher on the open book test
2. Officiated a minimum of 6 meets during the season, subject to exceptions to be considered by the board of directors. May be modified as necessary to ensure a pool of highly qualified officials.
3. Paid your annual CASO membership dues and be a member in good standing with the organization.
4. Meet the deadline to apply for the state meet.
5. Attended the required annual Swim/Dive clinic, unless excused by state or district chairs. View all required video classes.
6. Consistently applied and implemented National Federation rules and CHSAA rule modifications of the sport, including official's uniform code.
7. Three full year's prior certification as a patched CASO or NFHS certified official. An official transferring to Colorado from another NFHS state or region is not required to the same years of service requirement as new officials.

STATE MEET OFFICIALS SELECTION & VOTING

Postseason Swimming & Diving officials are selected through an online qualifying application system and an online voting process. This voting process is designed to assist the CHSAA in selecting and assigning the most qualified officials. All CHSAA Swimming & Diving schools are requested to participate in the postseason selection process for the 2025-2026 season. This process assists greatly in the accountability concerns of many schools regarding officials.

The CHSAA Assistant Commissioner and the CASO President will jointly select officials for each classification. The selection process philosophy and procedure guidelines:

- Every official that indicates a willingness to work and provides their availability will be considered.
- Every official has a voice of who should be considered by voting online.
- Coaches input for nomination is considered by voting online.
- The procedure is established, with the CHSAA and CASO committee acting as a check and balance, to make it as fair as possible and to ensure that no one person or small group from an area can dictate who will be officiating the state meet.
- **The procedure is set up with the philosophy of using as many officials as possible.** This will aid in the development and retention of CASO officials.
- Official's skill level, capability, logistical concerns, and rotation rules will be considered.

Colorado Association of Swimming Officials (CASO) CONDUCT & DISCIPLINARY POLICIES and PROCEDURES

Effective September 2023

The Colorado Association of Swimming Officials (CASO) is a nonprofit organization of professionals dedicated to advancing swimming officiating within the state of Colorado. To achieve this all officials associated with CASO are accountable for their actions and must act with integrity and professionalism at all times. The purpose of the following policies is to set out the principles and standards of conduct required of CASO officials; to ensure that the name, reputation and integrity of CASO are not compromised; and to guide the Board of Directors in identifying and resolving potential violations of those principles and standards.

CASO has the inherent power and duty to prescribe standards of conduct for its officials; to determine what constitutes grounds for discipline; and to impose discipline upon any member whose failure to comply with any rules, regulations, policies and procedures of CASO, the Colorado High School Activities Association (CHSAA), and/or the National Federation of High School Associations (NFHS).

SCOPE

This policy applies to all members of CASO.

The disciplinary procedure will be used to resolve potential violations of the NFHS Code of Ethics, the CASO bylaws, and/or CHSAA rules and regulations for officials.

The Conflict of Interest statement and its application to disciplinary procedures applies to all members of CASO.

DISCIPLINARY PROCEDURES

CASO will follow these Disciplinary Procedures to determine violations of the NFHS Code of Ethics, the CASO bylaws, and/or CHSAA rules and regulations for officials and impose sanctions as appropriate.

In the event this document does not specifically cover a process or procedure to deal with a matter, the CASO Board of Directors can use additional resources to determine and apply appropriate steps to follow in the processing of that matter. This document can be amended upon review and recommendation of the CASO Board of Directors.

1. COMPLAINTS

Complaints may be submitted by any individual against any CASO member. CASO will not address anonymous Complaints nor Complaints involving incidents more than three (3) years old. The CASO Board of Directors may also initiate a Complaint if one becomes aware of a potential violation through any means such as the media, anti-doping agencies, SafeSport agencies, or the courts.

Complaints must be in writing and submitted to the CASO Board President. If the CASO Board President is the complainant, the complaint shall be submitted to the State Rules Interpreter. The CASO Board President or State Rules Interpreter shall promptly appoint a minimum of two

members of the current CASO Board who have no Conflict of Interest to review the Complaint. The two more appointed Board members shall comprise the Review Panel for the respective complaints.

Complaints may be dropped or dismissed by the Review Panel at any time for insufficient information, lack of jurisdiction over the individual, or the subject matter.

2. INTERIM MEASURES

The Review Panel may, at any point in the processing of a Complaint, impose interim measures/sanctions to ensure the safety of any individual or the integrity of CASO, its work or its services.

3. NOTICE OF INVESTIGATION AND RESPONSE

The Review Panel shall promptly notify the Respondent in writing that s/he is under investigation. Notice shall be sent to the home address and email on record with CASO, and include the potential violations, a copy of the written Complaint, any other evidence the Review Panel has, and the date by which the Respondent must submit a written response.

Respondents are encouraged to submit their position regarding the situation or conduct under investigation, including documentation or other evidence, and name(s) and contact information for witnesses who can assist in the investigation.

Upon proper notice, if the Respondent fails to submit a response by the specified date in the formal notice, the Review Panel may proceed with the disciplinary process.

4. INVESTIGATION

Upon receipt of a Complaint, the Review Panel shall cause an investigation of the alleged incident to be conducted, which may include but is not limited to interviews, a review of related documents, requests for written statements from any person involved in the alleged incident, and/or a review of material available electronically.

The Review Panel shall present investigation results to the Respondent and the Complainant prior to proceeding further with resolution of the case.

5. RESOLUTION THROUGH AGREEMENT

If the Respondent accepts responsibility for the alleged violation(s), the Review Panel may propose an appropriate sanction(s) based on the specifics of the case, precedent and CASO interests. If the Respondent agrees to the proposed sanction(s), s/he waives the right to any appeal and the resolution becomes final and binding.

If the Respondent denies responsibility and/or rejects the proposed sanction, s/he may request an appeal, as described in the following section. Any request for appeal must be made in writing and submitted to the CASO Board President or State Rules Interpreter as applicable.

Upon proper notice, if the Respondent fails to engage in the Resolution through Agreement process, or fails to respond in a timely way, the Review Panel may impose a final sanction.

6. APPEAL

If the Respondent requests an appeal, the complaint, investigation materials, and any other related information to the alleged incident(s) shall be forwarded to the respective CHSAA Commissioner(s) and professional staff for review and final determination. The decision of CHSAA is final and binding.

7. SANCTIONS

Any violation of the NFHS Code of Ethics, the CASO by-laws, and/or CHSAA rules and regulations for officials may result in penalties (singly or in combination), including, but not limited to, those from the following list. In determining appropriate sanctions, consideration may be given to the nature of and circumstances surrounding the violation, the Respondent's acceptance of responsibility, prior violations, the impact of a sanction on the Respondent, precedent cases, CASO interest in maintaining high standards and integrity, and any other information deemed relevant by the Review Panel.

Possible sanctions include but are not limited to:

1. **Written Warning.** A written reprimand letter by the Review Panel to be placed in an individual's CASO record.
2. **Probation.** In lieu of suspension, a period of probation by CASO may be imposed and may include certain terms to fulfill the probationary period.
3. **Suspension.** A suspension of an official's active certification and/or membership rights and privileges for a definite or indefinite period of time. At the discretion of the Review Panel, a suspension may require the individual to formally petition for reinstatement.
4. **Removal.** The removal of an official's active certification and/or membership rights and privileges for a permanent, definite or indefinite period of time. There shall be no automatic reinstatement of a removal, and the Review Panel may include certain terms in order for the individual to reapply for certification if allowable.

In conjunction with official sanctions, CASO may impose fines, educational requirements, and other conditions deemed necessary and appropriate.

8. NOTIFICATION AND RECORD OF THE OUTCOME

The Review Panel shall produce a written decision describing the outcome, with a brief explanation of the reasoning, and send to the Respondent. The Complainant may also be notified of the outcome.

9. REPORTS TO/FROM OTHER AGENCIES AND RELATED PROCEEDINGS

If, during the course of the investigation, it appears that criminal misconduct may have occurred, the CASO Board President, or designee, will report such allegations to the appropriate law enforcement agency.

Because the standards for finding a violation of criminal law are different from the standards for finding a violation of the NFHS Code of Ethics, the CASO bylaws, and/or CHSAA rules and regulations for officials, the resolution of a criminal proceeding is not determinative of (but may be relevant to) whether a violation has occurred, regardless of the outcome of any criminal process.

Also, the CASO process or resolution will not typically be altered or precluded on the grounds that (a) a civil case or criminal charges involving the same incident or conduct has been filed, or (b) charges have been dismissed or reduced; or (c) a lawsuit has been settled or dismissed.

However, CASO may delay in its investigation or resolution process to avoid any conflict or interference with legal proceedings; and/or comply with a law enforcement request for cooperation when criminal charges associated with the incident or conduct that invoked this process is being investigated.

If the Respondent is convicted of a crime or subject to a criminal disposition related to the underlying misconduct, the Review Panel and/or CASO Board of Directors may conclude, without an investigation, that a violation of the relevant NFHS Code of Ethics, CASO bylaws, and/or CHSAA rules and regulations for officials occurred. If a conclusion is reached that a violation occurred, the Review Panel and/or CASO Board of Directors may issue a sanction; provided that it is confirmed that the person convicted of the crime or who is subject to a criminal disposition is in fact the Respondent.

Similarly, if the Respondent is found responsible and sanctioned through another professional officiating organization (i.e. NCAA, USA Swimming), a World Anti-Doping Code signatory, the U.S. Center for SafeSport, or similar type agency that offers due process, the Review Panel and/or CASO Board of Directors may conclude without an investigation that a violation of the relevant NFHS Code of Ethics, CASO bylaws, and/or CHSAA rules and regulations for officials occurred. If a conclusion is reached that a violation occurred, the Review Panel and/or CASO Board of Directors may issue a sanction.

10. **CONFIDENTIALITY OF PROCESS**

Except as is otherwise provided herein, all information, notes, reports, transcripts, and any documentation of any kind generated or received during the course of an investigation or resolution of a potential violation shall be kept confidential by CASO, Respondent, and Complainant.

CONFLICT OF INTEREST

Should an individual designated to administer any part of the CASO Disciplinary Procedures, have a conflict of interest with any party or issue to the case, the duties of said person shall be delegated and that person recused from any involvement in the case. The CASO Board of Directors, without the involvement of a conflicted individual, shall make determinations regarding the conflict, removal, and delegation.

ADDRESS CHANGE FOR SWIMMING OFFICIALS

COLORADO ASSOCIATION OF SWIMMING OFFICIALS

14855 East Second Avenue

Aurora, CO 80011-8900

(Office) 303-364-1337 (Fax) 720-859-8792 (E-mail) mtillman@chsaa.org

NAME: _____

ADDRESS: _____

CITY: _____ ZIP _____ - _____

HM PHONE: (____) _____ CELL (____) _____

WK PHONE: (____) _____ FAX (____) _____

E-MAIL : _____

SOCIAL SECURITY NUMBER _____ - _____ - _____ (This is your ID#)

REMINDER:

You MUST register on the Arbiter at www.arbitersports.com in order to complete your CHSAA registration. The only way you will be able to take the test and to show as paid is by registering on the arbiter. This is mandatory of all officials who want to officiate any games during the 2025-2026 season.

Dealing with Fans

This memo provides guidelines for handling unruly spectator behavior. There have been situations where the officials have made a bad situation worse by engaging in conversation with these unruly spectators.

Officials assigned to officiate a contest are responsible for the conduct of the contest. **Controlling crowds** and crowd reactions are not within the officials province. **That responsibility falls to game administrators.** If spectators begin to interfere with the conduct of a contest, cause an official to become distracted through continual and unrelenting verbal abuse, or berate players, coaches, or officials in an unacceptable or vulgar manner, officials should stop the action, report the spectator(s) to the home school administration or the nearest uniformed security officer and ask that they be restrained or removed from the facility. If the home school administration or uniformed security is unwilling or unable to comply and the official does not believe the contest can be safely continued, the official must declare the contest ended at that point. If no game administrator is present, as is often the case at sub-varsity contests, officials may have to call on coaches or other school personnel to remove an unruly spectator.

Officials should never engage directly with spectators. Under no circumstance should an official ever confront, challenge, rebuke, or threaten a spectator, or make gestures of any kind toward a spectator before, during, or after a contest.

Officials should respond to threats and vulgarity from spectators by using the same good judgment they utilize when ruling on a key play. Locate the game administrator, uniformed security personnel, coach, or other school personnel and request that the unruly spectator be removed. Addressing the spectator directly is a no-win situation and often serves to make a bad situation worse.

In summary, officials should not deal directly with spectators, but may ask game management to deal with disruptive spectators. The game may be temporarily halted until the situation is resolved but terminating a game because of problems with spectators must be an absolute last resort. Following the ejection of a spectator, please file an incident report with CHSAA.

REPORTING PLAYER/COACH EJECTIONS

In an effort to provide proper accountability with the administration of CHSAA member schools and their support for exemplary sportsmanship, officials are to follow these procedures when it becomes necessary to eject a participant or member of the coaching staff from a contest. Needless to say, we urge preventative measures in advance so that ejections will be kept at a minimum.

PLAYER:

If it becomes necessary for an official to eject a player from a high school contest, the following procedure is to be followed:

1. Indicate to the player he/she is being ejected from the meet.
2. Notify the official scorekeeper of the game of the ejection and have a notation placed in the record (scorebook).
3. Notify the coach of the ejection, the reason for the ejection and the need to replace the player immediately.
4. Notify the CHSAA office immediately in writing **by 8:00 a.m. the next business day. E-mail mtillman@chsaa.org.**
5. **INCLUDE THE FOLLOWING INFORMATION:**
 - a. The name of the schools competing and level of competition.
 - b. The site and date of the meet.
 - c. The name and number of the player ejected.
 - d. The school he/she represents; and
 - e. The reason for the ejection.
6. Call the school Athletic Director on the next school day.

Do not attempt to interpret the CHSAA regulations to the coach or coaches involved.

COACH:

If it becomes necessary for an official to eject a coach from a high school contest, the following procedure is to be followed:

1. Notify the coach of his/her ejection and ask that he/she remove himself from the playing area immediately.
2. Notify the CHSAA office immediately in writing **by 8:00 a.m. the next business day. E-mail mtillman@chsaa.org.**
3. **INCLUDE THE FOLLOWING INFORMATION:**
 - a. The name of the schools competing and level of competition.
 - b. The site and date of the meet.
 - c. The name of the coach ejected.
 - d. The school he/she represents; and
 - e. The reason for the ejection.
4. If the head coach is ejected, ask the administrator in charge to identify the coach who is now in charge. **A meet shall be forfeited if there is not a certified person available to serve as coach.**

Do not attempt to interpret the CHSAA policy pertaining to the ejection of coaches.

Once your immediate information is received by the CHSAA, the office will work with school administration on the prescribed corrective active with player and/or member of the coaching staff.

