

# USMS Convention—Chicago, Ill. 2009

<b>Committee Name:</b> Officials Committee	<b>Session #:</b> 1	<b>Report #:</b> 12
<b>Committee Chair:</b> Charles Cockrell	<b>Vice Chair:</b> Ed Saltzman	
<b>Minutes recorded by:</b> Fred Pigott	<b>Date/time of meeting:</b> 09/17/09 3:30-4:45 PM	

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## Actions Requiring Approval by the HOD:

1. Approve the revised section of LMSC Minimum Standards dealing with officials.

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## Motions Passed:

1. MSA to develop a consistent timeline for pre-meet items dealing with officials at national championships.
2. MSA to create a certification team to build documentation to standardize officiating requirements within the next 6 months and mature test and training resources.
3. MSA to approve a revised policy statement of USMS Officials for FINA World Championships.
4. MSA to develop a new officials section for the LMSC Operations Manual.
5. MSA to develop a new section of the LMSC operations manual dealing with officials.

**Number of committee members present: 10**

**Absent: 1**

**Number of other delegates present: 16**

**Committee members present: Charles Cockrell (Chair), Ed Saltzman (Vice Chair), David Diehl, Charlie Kohnken, Fred Pigott, Judy Gillies, Jan Kavadas, Mike Lemke, Pat Baker, Paula Smith, Jim Sheehan (USA-Swimming Officials Chair), Sandi Rousseau (ex officio-Championship representative)**

**Visitors invited to the committee: Jackie Allender, Lucy Duncan, Glenda Orth (Meet Referees for 2009 and 2010 USMS National Championships)**

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## Minutes

The meeting was called to order at 3:30 PM

1. National Championship Officials Report

- Officials Liaison Responsibilities and Timeline for National Championships

The committee discussed the need to set some consistent timelines for providing information to Meet Referees and other steps to assist with recruitment of officials. A conference call will be scheduled in early January 2010 with the committee, meet referee, and championship liaison for Short Course Nationals coordinate issues dealing with officials.

Liaison for the SC Nationals in Atlanta at Georgia Tech is Fred Pigott. Liaison for the LC Nationals in Puerto Rico is Ed Saltzman.

Suggested timelines for several items were discussed, including selection of leadership team, application to USA-Swimming for officials' evaluations, applications to officiate, approval for observations of swims, and other items. The committee will work these items with Meet Referees and Championship Liaisons for 2010 meets. A conference call is tentatively scheduled for January to coordinate items for SC Nationals in Atlanta.

MSA to develop a consistent timeline for pre-meet items dealing with officials at national championships. These will be reviewed and finalized in our January conference call. Sandi Rousseau reported that 2011 SC Nationals will be held in Mesa, Arizona and LC Nationals will be held in Auburn, Alabama.

- Applications to Officiate

The committee discussed a need to standardize the template for Applications to Officiate. A template is being designed and will be adopted for the 2011 National meets. It may be a combination of the Woodlands 2007 LC and the 2009 SC at Clovis Application to Officiate. The template and other resource items will be provided to Meet Referees prior to each meet.

The 2010 Officials Committee budget request includes \$1800 for each national meet to supplement travel expenses for additional officials. This is in addition to the host contract obligations for the meet referee and administrative referee. Money has also been allocated in the meet host budget for additional officials traveling to Puerto Rico.

## 2. Certification of Officials

- Judy Gillies and Debbie Cavanaugh discussed the FGC Pilot Program of certifying LMSC officials. The program included 2.5 hours of classroom, 3 apprentice meets, a written test on timing, stroke and turn, and Starter. Approximately 6 of the 12 persons taking the class given by Debbie Cavanaugh passed and were certified. Cards were issued for two years and a renewal test is in the works. These LMSC certified officials need more meet experience and should consider joining another NGB to improve their skills.
- Timeline and Resource Requirements  
MSA to create a certification team to build documentation to standardize officiating requirements within the next 6 months and mature test and training resources. The committee will review the previous draft of certification standards developed in 2008, make necessary changes, develop additional training materials, and work with other interested LMSCs.

## 3. FINA Officials

- MSA to approve a revised Policy Statement on USMS Officials for FINA World Championships. The officials committee will nominate one or two officials to serve in assigned positions at 2010 FINA World Championships, representing USMS. Officials in this capacity are expected to devote their time to officiating (not swimmers) and use the knowledge to help improve officiating at our championships and assist our membership in understanding rules and protocols for FINA meets. The 2010 committee budget request includes \$2000 to subsidize travel expenses for these officials.

## 4. LMSC Training and Education

- The committee discussed the portion of the proposed LMSC minimum standards dealing with officials. Moved and seconded to recommend a revised draft of the minimum standards as distributed to committee members at the meeting. After discussion, the committee discussed the concept of three proposed minimum standards dealing with the requirements for the minimum number, qualification, and education of officials at USMS sanctioned meets. MSA to table the minimum standards draft until specific wording could be developed.
- There will be workshop on “Officiating Masters Swimming” on Saturday morning at convention. The committee will continue the practice hold conference call workshops with LMSC Officials Chairs on a periodic basis throughout the year.
- MSA to develop a draft of a new section of the LMSC operations manual dealing with officials.

## 5. Committee Organization

- The committee discussed organization around three teams dealing with national championships officials, LMSC training and education, and certification system development with team members to be determined following committee appointments after convention.

The meeting was adjourned at 4:50 p.m.

The committee meeting was called to order again at 5:05 p.m.

- MSA to take the motion to approve the revised minimum standards off the table.
- MSA to approve the revised draft of LMSC minimum standards dealing with officials (attached).

The meeting was adjourned at 5:20 p.m.

Recommended LMSC Minimum Standards for Officials

<b>Required</b>	<b>Suggested</b>
<ul style="list-style-type: none"> <li>• The LMSC shall ensure that all events meet the minimum requirements in the rulebook for the number of required officials.</li> <li>• The LMSC shall ensure that qualified referees are assigned for all sanctioned meets.</li> <li>• The LMSC shall ensure that all officials are briefed on USMS rules, including current interpretations and updates, prior to all sanctioned meets.</li> <li>• LMSC Officials Chair shall have a current copy of the rulebook.</li> </ul>	<ul style="list-style-type: none"> <li>• The LMSC Officials Chair should provide Meet Referees with updates on rules interpretations and points of emphasis prior to sanctioned meets.</li> <li>• Individuals certified at only the Stroke and Turn level should receive additional training on duties of the Referee, administrative rules, and starting rules before serving as a Meet Referee.</li> <li>• The LMSC Officials Chair should have attended a USMS-sponsored LMSC Officials Workshop within the previous four years.</li> <li>• LMSC Officials Chairs should maintain a roster of officials in their LMSC who are qualified to officiate at USMS sanctioned meets.</li> <li>• LMSC Officials Chairs should receive reports from Meet Referees at each USMS sanctioned meet in their jurisdiction. Reports should include, at a minimum, a roster of officials working the meet, their certification levels, and any significant issues relating to officiating at the meet. Reports may be verbal, by electronic mail, written report, or any other means deemed appropriate by the LMSC.</li> <li>• All non-certified deck officials (Starters, and Stroke and Turn Judges) working at USMS sanctioned meets should have attended a USMS-sponsored Officials Clinic within the past two years.</li> <li>• If desired, work with the USMS Officials Committee to establish a certification program to increase the pool of available qualified officials.</li> </ul>



# Committee Organization

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Chair		<ul style="list-style-type: none"> <li>• Committee organization, interfaces, policy, awards and recognition.</li> </ul>
Vice Chair		
Ex-Officio Members		<ul style="list-style-type: none"> <li>• USMS Rules Committee</li> <li>• USA-Swimming Officials Committee</li> <li>• Championship Representatives</li> </ul>
National Meet Development		<ul style="list-style-type: none"> <li>• Interface with Championship Meet Referees.</li> <li>• Recruitment (Applications to Officiate).</li> <li>• Officials Briefing Materials.</li> <li>• Process for observation (swims) and evaluations (officials).</li> <li>• FINA Officials.</li> <li>• Meet evaluation and lessons learned.</li> </ul>
LMSC Training and Education		<ul style="list-style-type: none"> <li>• Training and Education Materials</li> <li>• Workshop Facilitation</li> <li>• Future LMSC liaison (target specific LMSCs for outreach).</li> <li>• LMSC Operations Manual.</li> </ul>
Certification System		<ul style="list-style-type: none"> <li>• Mature certification system.</li> <li>• Test requirements and training materials.</li> <li>• Evaluate pilot projects and work directly with LMSCs to implement.</li> </ul>

Future Roles (?): Open Water Training Coordinator, Other NGB Interfaces