

Committee Name:	Officials Committee	Session #:	1	Report #:	1
Committee Chair:	Edward Saltzman	Vice Chair:	Pat Baker		
Minutes recorded by:	Marilyn Fink	Date/time of meeting:	February 19, 2012 8:00PM EDT		

Motions Passed:

1.

Number of committee members present:	10	Absent:	4	Number of other delegates present:	2
Committee members present (list all, including chair and vice chair): Pat Baker, Nan Destafney, Marilyn Fink, Steve Goldman, Leon Kief, John King, Caroline Lambert, Mary Pohlmann, Ed Saltzman, and Steve White.					
Members absent: Charlie Cockrell, Judy Gillies, Fred Pigott, and Erin Shields.					
Ex-Officio members present: David Diehl and Sandi Rousseau.					
Ex-Officio members absent: Kathy Casey and Clark Hammond.					
Resigned from committee: Sandy Drake					

Minutes

The Officials Committee meeting was called to order at 8:00 PM EDT by Chair **Ed Saltzman**.

1. Introductions of Committee Members

Pat Baker has been designated as the Officials Committee Vice-Chair.

Marilyn Fink has agreed to continue as Officials Committee Secretary.

2. Status Review of 2012 Spring and Summer Nationals

The previously-distributed *2012 USMS National Championships* document was reviewed.

Greensboro is in good shape, with Joel Black as Meet Referee, Herb Schwab as Admin. Referee, Pat Baker as Head Starter, Ed Saltzman as Head CJ, and Charlie Cockrell as Officials Committee Liaison. Four Evaluators have been identified and the meet is sanctioned and OQM-certified. The next status check will be 3/1/12.

Omaha is partially staffed, with Jackie Allender as Meet Referee, Herb Schwab as Admin. Referee, and Ed Saltzman as Officials Committee Liaison. A Head Starter, Head CJ, and Evaluators still need to be identified. The meet is sanctioned.

Applications to officiate both meets have been posted on the USMS Forum, and all LMSC Officials Chairs were sent Officials Applications. Lodging will be provided for key officials.

Action Item: Clarify and document the role and expectations of the Officials Committee Liaison to National Championship meets. Current documentation of this position will be reviewed, clarified, and updated. **Pat Baker** has offered to lead this effort.

Action Item: Clarify and document the policy for use of the \$1800 stipend for National Championship officials. **Sandi Rousseau** has offered to work on this.

Action Item: Order more pins to distribute to officials working National Championship meets (with a suggestion that they be made smaller in size). **Ed Saltzman** said he will handle this.

3. Review 2012 Short Term and Long Term goals and establish priority for tasks.

The previously-distributed *Action Items for 2012 – from USMS Convention Meeting Minutes – Jacksonville, FL 09/15/11* document was reviewed.

Short Term Goals

- #1: Update the LMSC Officials Chair inventory. This has been **completed**. Ten LMSCs have no Officials Chairs.
- #2: Set the first post-convention committee meeting for October. This was **not accomplished**. Meeting was delayed until February.
- #3: Open the lines of communication between Officials Committee members, the Committee Chair, and LMSC Officials Chairs via the USMS Forum; and to have committee members register with the Forum). This is about **50% complete**.
- #4: Provide Greensboro Meet Referee Joel Black with a list of officials planning to attend the meet. This has been **completed**.
- #5: Develop and deliver the Officials Applications for Greensboro and Omaha and to post them to the USA Swimming and USMS websites. This has been **completed**.

Long Term Goals

- #6: Update the Guide to Operations. **Not assigned**.
- #7: Design delivery of the Training and Certification program for USMS Officials. This will include developing a delivery method and backend support/tracking system for training roll-out. Ed suggested possible incorporation of the Georgia USA-Swimming model for training – a 4 hour clinic including handbook, video, differences, and test, or an express clinic where a CD is sent to interested individuals who can then study/review/watch videos on their own schedules followed by successful completion of an online certification test. The plan is to post these resources to the USMS website or another site linked to the USMS website. **Nan Destafny** has agreed to head this up.
The USMS Officials Certification Program will also involve the LMSC Officials Chairs who will oversee on-deck training and review qualifications for certification. Certification will most likely be for 2 years and require working a minimum number of meets during that time. A database will have to be developed to track officials and their training, meets worked, etc.
- #8: Develop a knowledge repository for USMS Officials to use to house National Meet Liaison reports (lessons learned, suggestions, etc.), Officials Certification tests, Officials Certification courses, a database of certified officials, etc. **Ed Saltzman** to address
- #8A: There is currently a database of all the people who have worked USMS Nationals over the past 10 years. This information should be retained for historical value, but an updated list of certified officials should also be maintained reflecting both USMS-certified officials and USMS-Friendly officials from USA Swimming, who would be willing to help at USMS meets.
- #9: Assign a training coordinator to monitor and track the rollout of the USMS Officials training course and the certifications issued. **Not assigned**.
- #10: Develop recruitment material for LMSC Officials Chairs to use to recruit and retain USA Swimming “Masters Friendly” officials willing to work local masters meets. **Not assigned**.
- #11: Start looking at Open Water officiating requirements. **Not assigned**.
- #12: Increase the visibility of the Officials Committee and its resources on the USMS webpage, for people seeking information on how to become USMS Officials. **Not assigned**.

Additional long term item: Review/refresh USMS briefing material and develop a laminated Rule Difference Quick Reference Card to distribute to officials working USMS Nationals as well as to distribute to LMSC Officials Chairs for distribution within their LMSCs. **Steve Goldman** has offered to work on this.

It is projected that the Officials Certification program will be rolled out within the next 6 months.

4. Discuss frequency of communications and meetings

At this point in the year, a consensus indicated monthly meetings would be most beneficial. Sunday evenings seem to be a good day/time.

5. Roundtable

A number of LMSCs fully/partially subsidize the expenses of official(s) from their LMSCs sent to work USMS National meets (Florida Gold Coast currently has written guidelines for doing this, including the provisions that the individual must be going to officiate half to full time and must have worked a minimum number of meets during the year).

Next Meeting: Ed will notify the committee of the next conference call meeting date and time.

This meeting was adjourned at 8:50 PM EDT.

Marilyn Fink

Acting Secretary
