

VSI Officials Committee Meeting

April 30, 2006

Summary and Action Items

Attending: Kevin Hogan, Cathy Rudolph, Mike Willard, Pat Donohue, George Smith, Skip Gaskill, David Strider, Greg Ryder, Mary Turner, Tom Elliott, John Thompson,

Not attending: Wally Hunt, Tom Colasurdo, Charles Cockrell, Jr.

1. Chair report

- a. *USA-S Officials Workshop in Colorado Springs, May 27-29, 2006*: Jim Knicely (WAC) and Tom Elliot (NOVA) were selected to attend the workshop which is given for Referees within two years of their initial certification. Jim and Tom will provide a follow-up report of things learned for distribution to the VSI officiating community.
- b. *Professional Misconduct Hearing*: An allegation of professional misconduct by a VSI certified official was received and was investigated under the authority of section N "OFFICIALS: GENERAL GUIDELINES FOR DISCIPLINE AND DE-CERTIFICATION" of the Policies and Procedures of Virginia Swimming, Inc. The case has been resolved.
- c. *Committee Structure*: The current structure of using co-chairs for the districts was discussed. Advantages given were the sharing of the workload, ability to divide district along geographic lines, and the greater likelihood that a co-chair would be available when another was not. As no negatives were raised, we will continue with the current structure.
- d. *Committee Meetings*: Because we have gone to two HOD meetings per year we have dropped to two Officials Committee meetings per year as they are ordinarily held prior to the HOD meeting. Unless we can get more done via e-mail there is a likelihood that we will need to meet more frequently. A "retreat" may be useful this summer depending upon how far we get with pending items.

2. District reports

- a. Discussion centered on Referee candidates with the following individuals identified as ready for advancement or near ready:
 - i. *Southeast*: Tom Colasurdo (TIDE), Ronnie Roach (OBX), and John Presgraves (SEVA) were identified as ready; Cathy Blackwood (ODAC), John Warhol (CGBD) and Rosemary Balderston (ODAC) will likely begin in a second wave.
 - ii. *Central*: Kathy Nunn (NOVA), Ken Knight (NOVA), David Key (NOVA) and Taylor Turner (NOVA).
 - iii. *North*: Gary Calloway (RAYS), Jim Frye (RAYS), Mike Friedel (RAYS), Arturo Weldon (PWSC), and Dave Hansen (QDD) were previously identified. Gary, Jim, and Arturo will most likely be the next group through.
 - iv. *Southwest*: Steve Woolfolk (GATR) is ready; David Bihl (SMAC) will be ready after a little more seasoning at Starter.

3. Certification/re-certification issues

- a. *Clinic for Referee Apprentices:* It was decided that attendance at a referee clinic would be required of all Referee Apprentices. The clinic will cover the basics of Deck Referee, Administrative Referee, and Meet Referee. The purpose of the clinic will be to give the apprentice a solid background knowledge of the rules, policies, and procedures that are necessary to function at the referee level. The first clinic will be held the weekend of the Swimposium, most likely on the second day. Additional clinics will be offered on an as needed basis, but the strong preference is for all the candidates to attend the clinic on this weekend.

Action needed: The material from the Richmond clinic of ~4 years ago needs to be updated. Edits/changes/etc. should be sent to Skip no later than June 1st so that he can do the update. Kevin Hogan will add the clinic requirement to the certification/re-certification document.

- b. Administrative Referee certification: Discussion took place as to the need for a separate certification as an Administrative Referee. While the limited administrative training component of our current Referee training is generally sufficient to cover the basics that are relevant to standard trials/finals meets, it is not sufficient to train an individual to work at a meet such as Senior Champs.

It was agreed that a new certification for Administrative Referee should be created. It was also agreed no change should be made to the required administrative component of our current Referee training.

There were diverse opinions as to whether or not certification at Referee should be a prerequisite for Administrative Referee, with some believing that this could be a dry deck certification independent of S&T/Starter training. Discussion on this issue was tabled until a future meeting, but in the mean time certification at Referee will be a prerequisite for Administrative Referee training.

Action needed: Kevin Hogan, Mary Turner, Pat Donohue, and Terry Randolph (to be asked to participate) will identify the skill set needed to serve as an Administrative Referee at Senior Champs and will design a training program accordingly. As part of this effort we will also identify how closely we mimic National Championship procedures at this meet. The goal is to have this in place in time for the 2006 LC Senior Champs meet.

- c. *Time-in-grade vs. sessions worked as requirement for advancement:* Discussion took place as to whether or not there could be a minimum session requirement for advancement rather than a minimum time requirement, the idea being that a very active and promising official should not have to wait as long to advance as an official working a minimal number of sessions. There was agreement that the District Chairs and/or Officials Chair could exercise discretion in identifying such individuals and that no change is necessary.
- d. *Certification levels:* The new National Certification scheme has three levels of national certification, one of which (N1) is administered at the LSC level, and two of which (N2, N3) are administered at the national level. Use of the N1 designation is optional at the LSC level, but experience equivalent to N1 is required to progress to N2. National certification now only involves S&T, Chief Judge, Starter, Referee, and Administrative Referee; dry deck certifications have been dropped.

N1 certification: We will use the N1 designation which will basically identify an official that has been through recertification and who has demonstrated basic competence in their position. *Action item:* John Thompson will draft language that will be incorporated into the Certification/Re-certification document (June 1 deadline).

Advanced dry deck certifications: Discussion took place as to creating advanced certifications for Timing Equipment Operator, Timing Judge, and Recorder. Such certification would serve a two-fold purpose. The certification would replace the national certifications which are no longer available and they would identify individuals that are highly qualified to work our championship level meets. To distinguish initial from advanced LSC certifications, the designations V1 will be used for initial certification at all dry and wet deck positions. V2 will be used for the advanced certification at Timing Equipment Operator, Timing Judge, and Recorder, while wet deck officials will progress through N1, N2, and N3. *Action item:* Matt Livsey is working on Timing Equipment Operator criteria. Kevin Hogan will identify others (Jessica Simons, Mary Turner, Leo Piilonen???) to help with Timing Judge and Recorder. Would like to have this in place by the end of Long Course.

Overall action item: All of this needs to be incorporated into the Certification/Re-certification document. This must be ready to go prior to the start of officials clinics for the short course season.

- e. *N2 certification meets other than Senior Champs:* Initial certification for N2 can be done at other than a Qualifying meet (Senior Champs is the only LSC meet that we run that meets the Qualifying meet criteria). Age Group Champs, Regional Champs, and the December trials/finals champs meets are all obvious choices. We are primarily limited by the number of approved National Evaluators that we have (NOTE: The budget approved by the HOD provides funding for evaluators to attend such meets). *Action items:* Kevin Hogan to check on whether or not additional individuals can be approved as evaluators. John Thompson to check on any requirements for designating meets for initial N2 evaluation. June 1 deadline.
- f. *Certification Card/Activity Record Card:* A new card has been designed that will allow tracking of V1, V2, N1 certification and it will provide a means of recording mentoring activity. The card will be introduced with certification for 2007.
- g. *National evaluators:* The Officials Committee requested \$2000 in the upcoming budget year to help defray the cost of officials attending National Championship level meets to obtain/maintain the experience to be designated as National Evaluators (this item was approved). Discussion took place as to balancing the need of getting new individuals into the system while not ignoring those that have been paying out of pocket in the past. There was also a consensus that the money should be used to subsidize attendance at some level, but not to pay the entire cost. *Action needed:* John Thompson and Pat Donohue to bring forward a proposal as to application process, selection criteria, reimbursement rate, etc. July 1 deadline.

4. Educational

a. *Swimposium:*

- i. *Date and location:* October 7-8, 2006 at the Koger Center in Richmond.
- ii. *Organization:* Tom Elliott is responsible for the overall organization of the officials' component of the Swimposium including topics, speakers, advertising, handouts, etc. Mary Scott Garrett is in charge of coordinating the facilities for all components of the Swimposium and Tom will interface with her in terms of our need for rooms, beverages, etc.

The overall feeling was that we should plan for a one day event. Attendance has been limited in the past when the event has been held over 1.5 days. An

additional idea was to hold the new referee certification clinic (see above) on Sunday.

Discussion also took place as to the need for obtaining one or more outside facilitators. It was decided that we would use all local talent as facilitators for the event. This will also help hold down costs as the event will not be subsidized by USA-S this year.

- iii. *Topics:* Starting (Michael Downs was suggested to give a reprise of the clinic given at Senior Champs), scratch rules in trials/finals meets, timing equipment set-up basics and troubleshooting (i.e., CTS6), timing adjustments, VSI Policies, and rules changes/questions were all suggested as potential topics
 - iv. *Action items:* Tom Elliott is in charge. Topics need to be chosen ASAP and then facilitators chosen. If parallel tracks will be given then more than one room may be needed as well.
- b. *Referee refresher clinic:* There was agreement that the refresher clinic should not be just a “nuts and bolts” or “fundamentals of refereeing”, but rather should focus on any identified issues from the last year, new rules, interpretations, etc. Issues from the past year include starting and scratch rules, and a continuing issue relates to timing adjustments. As these are all potential Swimposium topics it was felt that it might be possible to offer a Referee refresher track for the Swimposium (which would also be open to all officials). A separate parallel track for non referee/starters would then be an option that we should investigate. *Action item:* Kevin Hogan will coordinate with Tom Elliott.
5. *Officials apparel:* George Smith obtained information from Lands’ End, L.L. Bean, and ALFI with respect to VSI logo embroidered white polo and blue oxford shirts. The preferred choice of vendors was Lands’ End. (*Action needed:* Subsequent to the meeting, GS and KTH talked about additional details to be worked out including whether we wanted/needed to continue with ALFI for our championship shirts, how orders would be placed, etc. GS will develop a detailed proposal which will then be submitted for final action).
 6. *Patches/Pins:* A brief discussion took place as to the need for officials patches to recognize N1 and or V2 certification. No one spoke in favor of doing this and it was decided to stick with a single patch. Similarly, there was no support for creating pins to recognize the different certifications. *Action item:* The standard patch is in short supply and Kevin Hogan will place an order for new ones.
 7. *Name Tags:* Cathy Rudolph had previously volunteered to take over from Rick Archer the handling of name tags. *Action item:* Cathy needs to contact Rick as to the status of the blanks and the current vendor. Updated contact information and any change in ordering needs to be sent to Michael Downs for posting on the web. This information can also be included in the next Officials Newsletter.
 8. *Relay take-off pads:* All existing pads have been distributed. *Action item:* Wally Hunt is checking on pricing. At the latest we should have the pads prior to the Swimposium.
 9. *Supplies:* Certification cards, training cards, etc. *Action item:* David Strider volunteered to copy and distribute all items needed prior the start of officiating clinics for the short course season.
 10. *Incentives:* Lanyards and hang-pens were distributed for use as thank-yous/incentives at meets.