

Virginia Swimming Officials Committee
15 January 2012

Minutes

1. Introductions / Re-Organization.

- a. **New Members.** In the interest of fair representation and more opportunity for participation / perspective, the Chair decided to expand the Committee – we will now have a DC, AL, Coach, and Athlete representative from each District. Michael introduced the new Coach members of the Committee and thanked them for their willingness to serve. We still need 2 more Athletes.
- b. **Committee Policies and Procedures.** We need to have some basic P&P for the Committee. Michael will present a draft for approval at the next meeting.

2. Chair's Report

- a. **Status of Officials.** We have completed the 2012 registrations/certifications and round of SC clinics. Looks like the numbers are fairly stable at a little less than 400. The APFT seemed to go OK. We received positive feedback on the content of the course.
- b. **Budget.** Michael will work with Bob Rustin to make sure we have enough funds in next year's budget to continue supporting our requirements at the current level.
- c. **2011 Swimposium.** 48 Officials (34 Referees) attended the Swimposium. We should have better attendance at the Swimposium – need some good ideas to get them there. Feedback from the attendees was positive. We covered some good information, got some good questions, and had some productive exchanges. Pat Lundsford (USA Swimming) provided perspective on officiating from the national level during his presentation. He also conducted a forum with the Coaches afterwards during which they had the opportunity to express their concerns about our officiating and ask questions. The coaches were concerned about the spike in the number of DQs at the LSC championship meets and the interpretations of several rules.
- d. **USA Swimming National Championship Meets.** Michael Downs, Kim Schlimgen, Pat Donohue, Bob Rustin, Jessica Simons, Terry Randolph, and Laurie Hynes officiated at the *USA Swimming Winter National Championships* in Atlanta. Michael Downs, Kim Schlimgen, Pat Donohue, and Bob Rustin officiated at the *Mutual of Omaha Duel in the Pool* in Atlanta (Terry Randolph was also selected, but had a schedule conflict). Congratulations!
- e. **USA Swimming Officials Workshop.** Dan Demers and John Squires attended this year's new Referees' Workshop in Dallas. Their feedback was positive and their conclusion was that what we are doing in our LSC is ahead of most LSCs and in line with USA Swimming guidance and expectations. Their report is on the website.

3. District Chairs' Reports

- a. **Status 2012 Registration/Re-Certification.** About 75 Officials did not return/re-certify.
- b. **Status of New Officials.** About 160 new Officials from the fall clinics are in training.
- c. **Status of Advancements/Cross-Training.** About 40 current Officials are training for new positions.
- d. **Officials of the Quarter Nominations.** We haven't done a very good job in the past of recognizing our Officials for the jobs they do and their dedication to our Athletes and our sport. We are starting this year with Official of the Quarter and Official of the Year. We still need to formalize the criteria and decide on the award. This quarter's OotQ winners are: SE – Laurie Hynes, N – Jeff Sheffer, C – Laura Razzolini, SW – Alecia Brooks. Their names will be posted on the website. Congratulations!
- e. **Issues for the Committee.** DCs identified no new issues at this time.

4. Break

5. Short Range (Jan-August)

- a. Burning Issues.
- b. **2012 SC/LC Championship Meets**
 - i. **MR/ARs.** The schedule is almost complete for this year. Still need a few more confirmations from Officials. Our intent is to publish the schedule by end of January.
 - ii. **Applications to Officiate / Staffing.** Applications to Officiate the SC meets will be out by end of January (still no sign of MAs).
- c. **2012 LC Zone Championship Meet.** Virginia Swimming will be the host for this meet at the new PSDN facility. Bob Rustin is in the running to be the MR. We will need a good showing from our Officials. It will be an OQM, probably N2 and N3 for S&T Judges. It will be a good opportunity for our Officials. Michael and Kim will coordinate the National Evaluators.
- d. **National Certifications**
 - i. **Status.** Virginia Swimming has 83 Officials with current National Certifications:

	S&T Judge	Chief Judge	Starter	Deck Ref	Admin Ref
N2	41	26	24	19	6
N3	42	5	5	4	3

We have 2 N3 National Evaluators (waiting approval of a 3rd) and 8 N2 National Evaluators.

- ii. **OQMs/National Evaluators.** We have coordinated with Peter and Rayleen Soderstrom, along with Michael Downs, to be the evaluators for SC Senior Champs. Michael Downs, Kim Schlimgen, Pat Donohue, and Mary Turner will be the evaluators for SC Age Group Champs. We've put in requests for LC Senior Champs – no word, yet.
- e. **Referee Candidates.** Karen Miller (SMAC) and Terri Proffitt (LY) were approved to begin Referee training in May (LC). David Bihl will be Karen's Mentor and Roy Fisher will be Terri's Mentor. Michael will notify them and provide them their Training Records. The Committee decided that the Chair is the only person who can give the Referee Clinic to new candidates. Policy will be added to the Officials Handbook in the next revision.
- f. **Mentoring Program.** Michael Downs, Kim Schlimgen, and Pat Donohue have attended meets outside their Districts (to SW) so far this season as part of the Mentoring Program. The feedback from the Officials at these meets has been very positive. Visits are planned for SW and C in the next quarter and C and N in the following quarter. We need to get some others on the schedule – Michael will work with the Mentors to plan more visits. Technically, we're doing mentoring at SE and C meets, too, but they are local.
- g. **OTS.** We need to do some clean-up in OTS: make sure the card text fields are correct; make sure we use the progression from T to V1, not just overwrite so we keep the history; make sure we are inputting meets quickly and accurately; make sure we are inputting Activities (clinics); make sure we go back and update meets once our Trainees become members, and don't forget the Comment field.
- h. **Radios.** We secured funding for 6 sets of radios and will purchase and distribute them prior to the District Champs meets. SE will get 2 sets, SW will get 2 sets, N will get 1 set, and C will get one set. We need to use these at all meets (except 8&Y sessions) so our CJs and REFs become proficient in the protocols. We need feedback on their effectiveness. We will put the model information on the website so Officials can purchase their own headsets if they want them.
- i. **2012 Swimposium.** The theme for the Swimposium will be Training. We want to have separate train-the-trainer seminars for each position during which we will refresh current knowledge/skills, then present standards for training and tools to assist trainers in performing their task. Pat will work with Michael to identify presenters and begin developing the tools. Mike W will begin working on the details of the announcement/invitation/registration, location, and lunch.
- j. **Officials Stuff.** We will purchase patch holders for all Officials. Michael will distribute patches, patch holders, pens, badge reels, and relay takeoff slips to the DCs at the LSC Champs meets.

6. Break

7. Long Range (Sep 2012 – Aug 2016)

- a. **Review End State and Goals/Objectives.** We reviewed the statements from the last meeting. We may need to adjust lightly, but we need to get the Objectives and metrics identified and incorporated into the Quad Plan.
- b. **Meet/Admin Referees for Championship Meets.** Still working on getting names and confirmations for the schedule. We want to fill MR/MRiT/AR/AAR for the appropriate meets so the best training progression is achieved. Our intent is to have a firm (but flexible, as required) schedule for next 3 years by end of March. Some of Year 3 and Year 4 will be open for new Referees certified in Year 1.
- c. **Recruiting and Retention Task Force Report**
 - i. **Assessment of current policies/practices.** We aren't recognizing the contribution of our Officials. Training experience isn't positive. Meets aren't fun anymore.
 - ii. **Recommended changes and priorities.** We need to update the recruiting tools. We need more structure in the training program. We need a Train-the-Trainer program. We need more mentoring and we need to teach the mentors how to do a better job. We need more recognition for our Officials (use the website / Swimposium and give out recognition items). **The Committee decided:** Nothing at this time (we had already decided to use the next Swimposium for a Train-the-Trainer opportunity, created OofQ/OotY awards, and decided to put more recognition of Officials on the website).
 - iii. **Plan.** To be determined during upcoming meetings.
- d. **Training/Certification Task Force Report**
 - i. **Assessment of current policies/practices.** Training is weak in many areas. Referees are assigned as MR before they are ready. We are sanctioning OW meets without certified Officials. In many meets, we are short staffed on deck. We may not be working enough meets/sessions to adequately staff our meets or maintain an appropriate level of competency.
 - ii. **Recommended changes and priorities.** We need to add structure to the training program. We need a Train-the-Trainer program. We need a MR certification. We need an OW Judge/Referee certification. We need to change some of the requirements for recertification. **The Committee decided:** not to have a MR certification in favor of local development by the DCs; to create an OW Judge/Referee certification; to delete the Clerk of Course certification effective end of 2012; and to increase the number of sessions for annual recertification for S&T Judges from 6 to 8 and to be worked during at least 2 Virginia Swimming-sanctioned/approved meets hosted by different teams/clubs effective Jan 2012 for the 2013 recertification (we already decided to use the next Swimposium for a Train-the-Trainer opportunity). Changes will be made to the Officials Handbook in the next revision.
 - iii. **Plan.** To be determined during upcoming meetings.
- e. **Education and Documentation Task Force Report**
 - i. **Assessment of current policies/practices.** We don't have an education program. We have documents that need to be revised/updated.
 - ii. **Recommended changes and priorities.** We need to create an education program for our Coaches, Swimmers, and Parents to promote an understanding of the technical and administrative rules and the roles, responsibilities, and contributions of our Officials. **The Committee decided:** we should start this with the rules for the Swimmers/Parents during the series of SC championship meets.
 - iii. **Plan.** To be determined during upcoming meetings.
- f. **Other Governing Body Cooperation.** Nothing to discuss this time.
- g. **Officials-sponsored Swim Meet.** After a short discussion, the Chair tabled a decision on this proposal until the April meeting.

8. Review of Action Items:

a. Action Items Still Pending:

- Develop SC Mentoring Program Schedule Swimposium Michael (OBE)
- Submit OQM application for December Meets 1 November Michael (decided not to designate these meets as OQM – lack of evaluators)
- Order radios 8 October Jim (Michael Braum will order and deliver for District Champs)
- Decide on Officials-sponsored Swim Meet 17 December Committee (tabled until April)
- Develop Quad Plan 31 March Committee (in progress – complete by 31 August)

b. Action items from Today's Meeting:

- Identify 2 Athlete Members to fill open positions 15 April Bob, David, Michael
- Draft Committee Policies and Procedures 15 April Michael
- Formalize OotQ recognition 15 April Committee
- Publish SC Champs Meets MR/AR Schedule 31 January Michael
- Publish Applications to Officiate for SC meets 31 January Michael
- Submit OQM application for March Meets 1 February Michael/Kim
- Secure LC Champs Meets National Evaluators 31 March Kim
- Secure EZ LC AGC Meet National Evaluators 31 May Michael
- Add Referee Clinic policy to Officials Handbook Next Revision Michael/Dan
- Develop LC Mentoring Program Schedule 15 April Michael
- Add radio model numbers to website 31 March Michael
- Swimposium Plan 30 June Michael, Pat, Mike W (Committee)
- Distribute Officials Stuff to DCs at SC/AGC Michael
- Publish Quad Plan for Champs Meets MR/AR 31 March Michael
- Create an OW Judge/Referee certification 15 April Michael/Stephanie Suhling
- Make certification / recertification changes to Officials Handbook Next Revision Michael/Dan
- Develop an education program on the rules of swimming for Swimmers and Parents SC Champs Meets Dan/Michael
- Make Post Meet Referee Reports available to all DCs LC 2012 Michael

9. **Next Meetings.** Our next face-to-face meeting will be Sunday, 15 April, 10:00am in Richmond. If we need to have another meeting, we'll setup a conference call.