

Wisconsin Swimming, Inc.  
Officials Committee Retreat

**SUNDAY**, September 11, 2011 2:00 PM to 6:00 PM

University of Wisconsin Waukesha, C 158

MINUTES

1. Call to Order/Agenda Review: Present were Rick Potter Chair, George Geanon Past Chair, Ben Radloff Vice Chair, Cindy Maltry, Kim Stoll, Pat Weisling, Mike Patton, Tim McAvoy, Kim Thompson, Patty Kramer and Cindy Raatz. Excused Paul Roehr and Maurice Pheil. Meeting called to order at 14:09.
2. Approval of minutes: Deferred
3. Review of Budget: Budget submitted totaled \$14,740 income \$13,740. Line items briefly discussed. Suggested changes included elimination of item 4, Athlete Protection and additional budget item for administrative expenses is suggested. Three NQ meets are planned: Nike, Central Zones and Speedos.
4. Committee Structure, Function and Mission Statement
  - a. Review the Committee format
  - b. Review the Mission Statement: Members noted that the Statement has been reviewed since its adoption. The Committee adopted the following editorial changes in the Statement. "The mission of the Wisconsin LSC Officials Committee is ensuring safe, fair and equitable conditions for competitive swimming throughout the Wisconsin LSC. We seek to inspire excellence, consistency and professionalism among the certified Officials of the Wisconsin LSC through the recruitment, training and retention of Officials, in accordance with the rules and regulations of USA Swimming."
  - c. Update and revise the document: Changed to "conduct meetings as dictated by Officials Committee business" in place of "bimonthly meetings" at multiple places. Discussed posting minutes and agenda in a timely manner on the Officials website. Kim Thompson will assume the role of Secretary of the Committee.  
"Subcommittees" changed to "Delegated Responsibilities."

5. Training

- a. Who is permitted to conduct training clinics
  - i. Committee members shall be a part of the training team. YMCA instructors may co-teach clinics.
  - ii. Instructors who are not Committee members. Non Committee members may assist at clinics but not teach without a Committee member present.
  - iii. Training the Instructors
    - 1. Spend part of a regular Committee meeting to train all Committee members as trainers. Adopted as a new agenda item.
    - 2. New Committee member instructors must work with experienced instructor at one clinic
    - 3. Consider having the Trainer or Training Coordinator contact class participants 2-4 weeks after class to check on issues and progress
- b. All USA Swimming class attendees receive the USA Swimming DVD and Mini rule book.
- c. Standardized clinic agendas to include discussion of the Criminal Background Check and Athlete Protection Training: New officials will be required to complete Background Checks and Athlete Protection prior to receiving a card. Older officials will be alternating between the two on a yearly basis.
- d. Discuss flow of clinic paperwork and fees: Patty will review and email the documents.
- e. Designate 1-2 Training Coordinators: Patty Kramer will be joined by Mike Patton in this role.
- f. "Becoming a USA Swimming..." document reviewed. George will make corrections. Possibility of a marketing document discussed in addition. Mike Patton will develop.
- g. Apprentice Policy reviewed. Committee suggestions includes addition of the YMCA Reciprocity policies and updating by separating the S/T from S/R documents.

6. OTS Meet Entry

- a. Cindy Raatz to discuss how the process worked for her, and any needed changes

- b. Review the Officials' Meet Report and Spreadsheet: The spreadsheet is suggested for those Meet Referees who do not enter their meets in OTS. The Meet Referee is instructed to send the spreadsheet to Cindy Raatz as well as Rick Potter. Discussed using DQ codes in Hy-Tek to provide information to coaches in lieu of Meet Report. A decision was made to eliminate the DQ Log in the Meet Report except for Regional and State Championships.
  - c. Designate the OTS Meet Entry Coordinator: Cindy agreed to continue in this role.
7. Observed Swims
- a. Review the Observed Swim Certification Report
  - b. Update to current rule book references: Rules changes effective in May, 2012.
  - c. Review new Observed Swims Coordinator Responsibilities Document
  - d. Should this be posted on Wisconsin Swimming Officials' Page?
  - e. Designate the Observed Swims Coordinator : Maurice agreed to continue in this role and will report back with changes.
8. Officials of the Year Award
- a. Review the policy and nomination form: Needs an online posting of prior winners and biographic information.
  - b. Review new Officials of the Year Awards Coordinator Responsibilities: Forms need to be updated.
  - c. Vice Chair of Officials' Committee to chair Nomination Committee and supervise the Coordinator
  - d. Designate the Officials of the Year Award Coordinator: Tim McAvoy will assume this role.
9. Officials Roster
- a. Frequency of Updates
  - b. How does the Officials Roster Coordinator obtain information: suggestion to change the forms to include only updates to their information. Form with suggested changes removes consideration for Officials Committee nomination and adds consideration for State Meets, Assigned Officials.
  - c. Designate the Officials Roster Coordinator: Ben Radloff will continue in this role.

10. State Meet Incentive Items/Polo Shirt Order Form/Name Badge Order Form: Extensive discussion on the current and future practice of contracting for meet and Officials Committee supplies was held.
  - a. Currently, new S/T Officials receive a polo shirt and name badge
    - i. Continue this practice?
    - ii. Officials to order their own and obtain reimbursement from LSC Treasurer
  - b. Review new Officials' Incentive Gifts Coordinator Responsibilities document
  - c. Designate the Officials' Incentive Gifts Coordinator: Kim Stoll will assume this role. She will inform the Committee as to prices and logos.
  
11. Recertification Clinics
  - a. Continue with every two year format? Add Swimposium in Fall, 2012. Socials were held two years ago and were mixed in acceptance. The consensus was not to have Socials this year.
  - b. Continue with having a National Official as primary presenter?
  - c. Discuss new Recertification Clinic Coordinator Document
  - d. Designate the Recertification Clinic Coordinator: George Geanon and Ben Radloff will collaborate.
  
12. Policy and Procedure Documents
  - a. Review Policy and Procedure documents posted on line: New DQ document was reviewed and accepted. Revised Timer Instructions were reviewed, amended and accepted.
  - b. Revise documents for reposting on the Officials' web page, or remove from the web page if no longer relevant
  - c. Recommendations for new Policy/Procedure documents
  - d. Review the new Policy and Procedures Coordinator Responsibilities document
  - e. Designate the Policy and Procedure Documents Coordinator: This position will be offered to Paul Roehner.
  
13. Stroke/Turn and Starter/Referee Power Point Presentations
  - a. Stroke/Turn as been reviewed, ready for posting?
  - b. Review Starter/Referee Power point presentation for modifications if any

- c. Needs to be reviewed annually by Officials' Chair after the Aquatic Sports convention for any new rule changes
- d. Goal: to have both power point presentations posted the Officials' web page by November 1<sup>st</sup>

14. Officials Web Page

- a. Review current content
- b. Recommendations for items to be removed
- c. Recommendations for items to be added
- d. Recommendations for new format of the page
- e. Should a committee member receive administrative access from LSC web master to redesign/maintain our web page
- f. Consider designating an Officials' web page Coordinator: Rick Potter will assume this role.

15. Discuss implementation of an Officials Newsletter

- a. 2-4 times per year
- b. Consider October, after the Aquatic Sports convention and August, when new registration materials available
- c. Officials' Chair to perform, or delegate to a Committee member: Cindy Maltry will assume this role.

16. Reciprocity

- a. Is this an issue?
- b. Mechanisms to increase reciprocity?
- c. Should this be a primary focus of the Committee in the next year? Pat Weisling will assume this role.

17. New ideas or Directions for the Committee

- a. Solicitation of ideas from Committee members
- b. New Goals?

18. Meeting Schedule for 2011-2012

- a. Bring your calendars
- b. During high school swimming, should we meet on Mondays when there are now high school meets?
- c. Frequency of meetings: Plan second Tuesday of the month subject to cancellation.

19. National Officials Clinic: Mike Patton will attend.

20. Design next agenda:

- a. Times verification officer.
- b. Spend part of a regular Committee meeting to train all Committee members as trainers.
- c. Patty will prepare "Frequent Calls" document for review.
- d. George will prepare the Reciprocity document for review and posting.
- e. Patty and Mike will bring back the Apprentice policy and "Becoming a USA Swimming..."
- f. Mike will finalize the Starter/Referee ppt.
- g. State Meet reports will be received.
- h. National Officials Meeting report will be received.

21. Motion to adjourn.