



Officials Committee Meeting Agenda

Monday, February 16, 2015 - 7:00 PM

Wisconsin Aviation - Conference Room
[3606 Corben Court, Madison, WI 53704](https://www.google.com/maps/place/3606+Corben+Court,+Madison,+WI+53704)
(East side of Dane County Regional Airport)



Join the meeting via web-conference: <https://join.me/wsi-officials>

- I. Call to order and Welcome:** call to order 7.22 pm
- II. Attendees:** Rick Potter, Michael Harbert, Nicole Rundahl, Ben Radloff, Jacqueline Jugenheimer; Julie Krueger, by phone: Cyndy Raatz, Chadd Chatterton and Michael Patton
- III. Review/Approval of minutes from last meeting:** Minutes were approved and posted online.
- IV. Standing items**
 - a. Officials Training –Michael Patton/Paul Roehr/Ben Radloff** Discussion about posting registration online now, as there is interest in the Madison area. Rick will create flier and set-up online registration, will coordinate with Michael Patton. There is also interest for the planned sessions for S/T and S/R in Shorewood on May 2nd.
 - b. OTS Meet Entry – Cyndy Raatz:** The committee discussed mimicking the fields from USA Swimming OTS system in the WI word document, so it can be pasted straight into the meet section on OTS USA Swimming website. Committee would like to educate meet referees, on adding meet report in the box (as template in the text field) Committee needs to develop some additional instructions. The goal is that there is only one report not two like currently. If there are incidence reports we need to be sure that a copy of the report goes to Cathy Marty, the safe sport representative. It would be good to have headers for each row I order to serve as a guidance to get necessary info that is normally on the separate form. Some guidance needed how to generate and submit report from the Meet Detail Report link in OTS. Cyndy will try and coordinate with Rick.
 - c. Observed Swims – Michael Harbert:** Old info on the website. Confusion caused by info that said: "Officials need to make missed calls." The committee also discussed issues related to conference meets in light of what WIAA meet results can be used for USA meets. The committee discussed that often conference meets cannot be observed because the by USA Swimming rules required minimum number of officials was not met. One problem are different WIAA and USA Swimming rules regarding stacked hands in breaststroke and fly and backstroke turn. Another unresolved issue is the admin official. The issue arose as the LSC might want to change which high school meet times count (right now any time), if Conference meets are observed, that would increase data volume when there is a short turn-around between Conference and Section. It is already a problem to staff Sectional and State as observed meets. The LSC constantly changes which times count for USA Senior State. At one point the language was "observable high school meets". This time was the first time an observation was requested for Conference. The observed swim language will need to be updated. The committee postponed how to handle the admin official requirement for WIAA observed swims.
 - d. Officials of the Year Award –** Chadd Chatterton will take over for Tim McAvoy.
 - e. Officials Roster – Ben Radloff:** Has done several updates. 124 official names were pulled off the list. There are currently 320 officials who met all the necessary requirements.

Using the online registration system to register LSC individuals as USA Swimming Non-Athlete Members would establish the accounts and contact info in TeamUnify to use the email communications capabilities. Rick will follow up with Registrar Carol Graham further on this when she returns from Florida in the spring.

- f. Officials Incentive Gifts –Nicole Rundahl: Feb 19th deadline for shirts for State.
- g. LSC Rules Committee – George Geanon/Michael Patton: No update. There has not been a meeting in a while.
- h. Policy and Procedure Documents – Rick Potter: Rick will make sure each document has a date indicating origination/revision
- i. Officials Webpage – Rick Potter: Latest minutes are on the website. Rick has acted as webmaster.
- j. Officials Newsletter – Jacqueline Jugenheimer: Nothing to report. The committee asked that the next issue include a reminder for nominations for Official of the Year award.

V. Treats & Refreshments – February: Rick Potter

VI. Open Issues

- a. SC Championship meets - Status 13 and over phone conference coming up later this week; Cyndy and Nicole have been exchanging e-mails re meet organization.
- b. Committee membership – The Committee exchanged thoughts on how to fill the position left by Tim McAvoy's resignation. Committee members will try to speak with potential candidates during the upcoming Short Course Championships.
- c. Swimposium: Topics for 3 Officials Sessions, Melissa Hellowik-Bing is confirmed as speaker. Her talks will focus on teamwork in running a meet esp. for small meets, Michael Harbert will provide Hy Tek training. He asked some teams about their level of interest in the topic and the level of interest is very high level. The committee talked about offering a double session on starting/ref topics and a double session on Hy Tek. Melissa could include her perspective on N2 advancement and mentoring of officials. Committee discussed various options, e.g. another room if the session are concurring or 1 long session for each topic, with the committee running one of the sessions at the same time as the club development time.. Hy Tek will also draw non officials.
- d. Chief Judge Certification for LSC level N2 Discussion deferred.

VII. New Business

- a. Committee Member Roles
 - Official of the Year: Chadd Chatterton will take over
 - Scribe: Jacqueline Jugenheimer
 - Newsletter: Julia Krueger, target date June
 - Chair (Nomination for April H.O.D.) Term limits on WI Swimming Board (2 consecutive terms), Rick's second term is up in September, Rick plans on staying on Committee and is willing to assist a new chair if he so desires. Rick talked to some potential candidates, but stressed that the position requires a substantial time commitment. Michael Harbert indicated interest; Ben moved motion, seconded by Paul to nominate Michael Harbert as new committee chair. The motion was unanimously approved by the committee. The members expressed their conviction that Michael is a very good choice, esp. because of his connections to WIAA and the YMCA.
- b. Using OTS for Meet Referee Report and Meet Officials Report – see notes above

- VIII. Confirm next meeting date/time/location:** Phone meeting Monday, March 16, at 7 p.m.. Limited agenda, which will focus on the pressing issue: Swimposium in April and upcoming official training in May. The open meeting adjourned at 9.12 pm.
- IX. Closed Session:** Closed session started at 9.13 pm
- X. Adjourn:** Closed session adjourned at 9.48 pm