# North Texas Swimming

## Officials Committee Meeting Minutes – April 21, 2016

**I. Call to order**

Robert called to order the regular meeting of the North Texas LSC Officials Committee at 8:07pm CT on March 17, 2016 at "Conference Call". The call was recorded and will be available from Phil.

**II. Roll call**

Phil conducted a roll call. The following persons were present: Phil Lakota (Committee Chair), Robert Steffner (Committee Coordinator), Jane Maxwill, Kathy Kuipers, Henry Shim, Mike McDonald, Ron Weimer

**III. Meeting Secretary –** Henry Shim

**IV. Approval of minutes from last meeting**

Robert motioned to approve 3/17/2016 Meeting Minutes and Ron seconds the motion.

**V. Agenda**

1. Call to Order
2. Roll Call
3. Meeting Secretary
4. Approval of last meeting's minutes
5. Agenda
6. Requirements Endorsement Timeline
7. Recommendation to Publish Based on Competition Season
8. Requirements Discussed at the Annual Recertification Meeting
9. Apprentice Logbook / Booklet
10. Mentor and Evaluator Designation
11. Chair Approval to Start the Apprenticeship
12. Timeline for Recommendation Approval
13. Recommendation for "A" Meet Experience
14. 12 Month Timeframe for Completion

15. Officials Transferring from Other LSCs.

16. Next Regular Meeting

17. Adjournment

## VI. Requirements Endorsement Timeline

Admin Official, Admin Referee and Meet Referee positions are the only outstanding certification documentations that are scheduled to be complete in September. Mike proposed to accelerate the Admin Official document which will cover close to 98% of the Officials' interest and need. Prioritizing the creation of the Admin Official document is agreed upon by Ron and Phil. Robert volunteered to create the first draft by the next meeting.

Conversation on whether to then hold back publishing the 4 ready certification documents, Stroke & Turn, Chief Judge, Starter and Deck Referee until the Admin Official certification document is complete or whether to take a phased approach of publishing the 4 ready certification documents, then prioritize the Admin Official creation with the final phase on Admin Referee and Meet Referee positions. Jane confirms the need for Admin Official certification standards.

Ron recommends Lisa, Jane recommends Rochelle, Robert recommends Ann and Tracy, Phil recommends Clarence to be grandfathered in as Admin Officials.

## VII. Recommendation to Publish Based on Competition Season

Committee finds that publish the documents have minimal correlation with the start of a competition season. However, setting a time frame for getting the work done is acceptable.

## VIII. Requirements Discussed at the Annual Recertification Meeting

Committee is elected to represent the NT-LSC Officials and entrusted to create certification documents. The Annual Recertification meeting can become the forum to collect feedback as needed. Committee can be open to suggestions throughout the year. These documents are considered fluid and open to amendment based on feedback.

## IX. Apprentice Logbook / Booklet

Phil has a Stroke & Turn logbook / booklet draft prepared and ready for use. This document is also fluid. Recommendation on creating such booklet for other positions as well. Robert agrees and also proposed a national training package for the clinics that includes the PowerPoint and other materials used during the clinics. Work in progress. Recommends columns for areas of focus / comments and additional pages to ensure that all notes are captured and each Meet Referees to complete. Admin Official booklet needs to be more updated to the actual environment that the Admin Official engages in.

## X. Mentor and Evaluator Designation

Meet Referee will determine who can be trusted as a mentor based on pool of Officials that is available at a given Meet. There is currently no written criteria. Recommend trusting the Meet

Referee's discretion. Jane recommends a definition of a mentor. Committee agrees on coming up a definition of a mentor. Starter evaluators are Bob, Phil, Robert, Stephanie and Jason. Beyond that there is no firm designation. Need to come up with evaluator definition and assessment process. Prospective Meet Referee candidate is to seek out a mentor for the certification process and contact the Officials Chair. Until such definitions or processes are in place, Committee recommends that those in the pipeline to continue.

**XI. Chair Approval to Start the Apprenticeship**

Rethink the word 'approval' to perhaps 'accept' or 'validate' the individual requesting the apprenticeship path. Then the Official Chair will enter the individual in the OTS.

**XII. Timeline for Recommendation Approval**

Once the Official Coordinator sends the recommendations to the Committee, there is a 72 hour timeline for automatic acceptance of the recommendation unless there is positive objection.

**XIII. Recommendation for "A" Meet Experience**

Committee clarified that the certification word of recommendation does not equate to requirement.

**XIV. 12 Month Timeframe for Completion**

Based on extenuating circumstances, extension beyond 12 months may be granted on an individual basis so that person doesn't need to restart.

**XV. Officiating at North Texas LSC**

Committee recommends a parameter to ensure that designated number of officiating will be within NT-LSC meets.

**XVI. Officials Transferring from Other LSCs.**

Committee will consider all the transfers and the supporting documentation.

**XVII. Next Regular Meeting**

For Next Regular Meeting on May 19th- Code of Conduct and Official of the Year Award.

**XVIII. Adjournment**

Robert motioned to adjourn the meeting at 10:15pm. Phil – 2nd

Minutes submitted by: Henry Shim

Minutes approved by: