

# Pending Minutes of the Annual Officials' Committee Meeting

Saturday, October 7, 2017 - Orlando, Florida

The meeting was called to order by Stephen Plapp, Committee Chair, at 9:10 a.m.

Attending were Stephen Plapp, Chair; Roger Deary, Vice Chair; Area Representatives Mike Brewer (Area 2), John Jansen (Area 3), Deb Landis (Area 5) and Joe Glennon (Area 6); Coaches' Representative Patrick Piper; Executive Director Helen Kelly and Vanessa Brewer from the Florida Swimming Office and an Athlete Representative. Also in attendance were Assistant Representative Brett Ewald (Area 3); Robyn Anthony, Melissa Hellervik-Bing, Adrienne Cardwell, Bob Griffiths and Dave and Susan Nesper.

The Minutes of the February and July meetings were approved.

The Agenda for this meeting as published was approved with two (2) additions.

Adrienne Caldwell reported on her experiences attending the USA Swimming Officials' workshop. Her PowerPoint presentation is attached to these minutes.

Coach Piper asked what coaches can do to help recruit officials. A lengthy discussion followed with several ideas/suggestions. Among the suggestions were:

- Coach endorses/asks for volunteer at parent meetings or individually;
- Club pays for registration and/or background check fees for officials on their team;
- Crediting official's time on deck toward volunteering requirements for team (surprisingly, some teams do not do this);
- Recognition programs such as colored name tags for length of service;
- Rewards for sessions worked and
- Club monetary compensation systems such as paying entry fees or club dues for officials' swimmers based on the official's work.

Vanessa Brewer of the FL office emphasized the importance of reporting accurate information to the office in order to receive accurate replies to inquiries. Bob Griffiths explained that the OTS system draws the official's basic information from the SWIMs database and there are occasions when duplicates may appear in OTS. This is a "glitch" in the system and there is still only one "master" record for each official. He is hopeful the new OTS system launching on the USA-S web site in the near future may/will fix this.

Area Representatives reported the following:

1. Area 1 - No Report
2. Area 2 (Mike Brewer) - Several clinics are scheduled. Trying to work with coaches to increase the number of officials.
3. Area 3 (John Jansen) - Area has 117 certified officials. Needs guidance on how we should work with officials with disabilities. Discussion followed but no real conclusions beyond the need to address each occurrence as best we can based on the circumstances.
4. Area 4 - No Report
5. Area 5 (Deb Landis) - Optimistic that things are moving in a good direction in her Area. Tim Jacobson to assume Area Rep role but no Assistant Rep set yet. This is Deb's last meeting and the Chair thanked her for her service.
6. Area 6 (Joe Glennon) - Similar issues to other areas in terms of number of officials with a special need for Meet Referees. Trying several approaches to recruit and retain officials.

## Old Business:

1. Retention and recruitment was discussed extensively earlier in the Coaches' Area Reps' reports. New legislation was discussed for sanction requirements and/or team LSC membership. Also discussed was the idea to require "visiting" teams to supply officials as a condition for entry into a meet and increasing the sessions worked per year requirement.

A motion was made and seconded to amend FL rules as follows:

"Every Florida Swimming team entering a Florida Swimming sanctioned swim meet must provide one (1) official for every twenty (20) swimmers competing in each session, up to two (2) officials per team per session. Any team that does not supply the required number of officials will be fined fifty dollars (\$50) per session per official. The fine is to be invoiced by Florida Swimming with proceeds going into the Florida Officials' Committee budget. This rule to take effect on March 1, 2018."

*(The motion was passed through Technical Planning to the BOD where it was tabled and sent back to the Officials' Committee for further discussion and amendment.)*

2. Exit interview concept being developed by Joe Glennon and Alec Kercheval and the first draft of a Long Term Plan for the Officials' Committee were left tabled for future discussion.
3. The Chair updated his idea for a Meet Referee Training Session and "Best Practices" document. The general feeling was that a meeting would be difficult to arrange due to the number of meets and lack of open dates so a "webinar" or video presentation will be pursued. The Best Practices document would grow out of the presentation once prepared. Stephen Plapp agreed to continue his work on this.
4. Open Water Official Certification was not discussed as this will be driven somewhat by what USA-S decides moving forward.
5. Clinic Packages are in the process of being updated by Jeff Breault, Joe Glennon and Roger Deary. Updates to the Stroke & Turn and Deck Referee packages have been completed and posted to the web site. Joe Glennon is working on the Starter package and Roger Deary is in the process of updating the Administrative Official package. Both should be available in November. Jeff Breault has agreed to begin work on updating the Meet Referee materials.
6. Joe Glennon expressed concern that AO Apprentices are proceeding with their apprenticeship without having taken the test and the effect that might have on their training since these rules need to be understood before using them. The topic was discussed but no consensus was reached. It was noted that the required hours and sessions are minimums and that the mentoring/training officials and Area Reps have discretion in "signing off" on apprentices' completion of their training.

## New Business:

1. The Chair asked for recommendations for a new Committee Chair. Bob Griffiths declined and Roger Deary was put forward by the Committee as their recommendation.
2. The 2018 LSC Championship Meet lead team official assignments were discussed. A pool of names was generated for the positions. Mike Brewer accepted appointment as the Meet Referee for the SC Senior Championships in Orlando in February. John Russo was recommended for the Meet Referee slot for the SC FLAGS meet in Orlando in February. The other Meet Referee positions will be filled in the near future. All of the Administrative Referee and Lead Chief Judge positions will be filled once all of the Meet Referees are in place and based on the input of those individuals and the Committee.
3. The Chair brought up the new USA-S Officials' Uniform changes. The consensus of the group was to leave the FL uniform as is but to allow for either all white or all black shoes as a point of convenience.
4. The new rule regarding the beginning of the Freestyle in the Medley races was discussed. It was noted that there is some ambiguity in the wording of the rule that was leading to some confusion amongst the

local officials. Bob Griffiths gave his understanding of the rule and Melissa Hellervik-Bing stated an interpretation from the National Rules Chair should be issued shortly in the hope of clarifying the rule.

5. The Chair stated that there is a need for OQM Evaluators for the Spring FLAGs and Senior Championship meets. New Chair to work on this along with the lead team officials.
6. The group felt that the FHSAA State Series was stressing officials with the number and scheduling of the meets. Coordination with FHSAA on the meets' set-up and scheduling is needed.

*(Cary Showalter will be meeting with Kellie Doucette of FHSAA and a FGC officials' rep to discuss this at this year's State Championships)*

7. The Chair added that he had used the Constant Contact system in recent weeks to communicate with the Committee and other officials and felt it helped immensely. He recommended we look at this going forward as a way to enhance and better organize our communication.

A date for the next meeting was not set. The incoming Chair indicated an inclination to have a telephone meeting in December or January as the schedule would allow.

Meeting was adjourned at 12:10 p.m.

Respectfully submitted,  
Roger Deary, Vice Chair



# 2017 USA Swimming Officials Workshop

September 29 to October 1<sup>st</sup>, Denver, CO

Adrienne Cardwell

Florida Swimming Official



# Officiating Myths and Legends

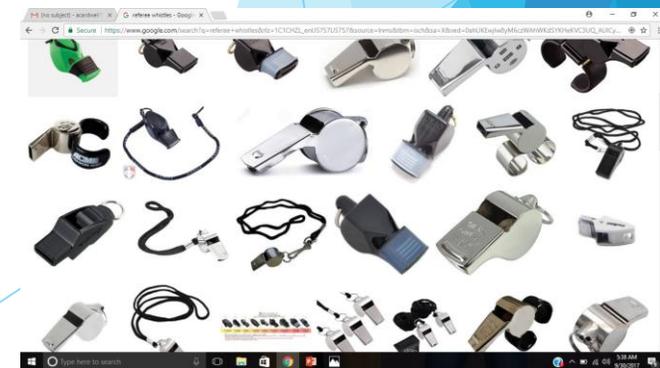
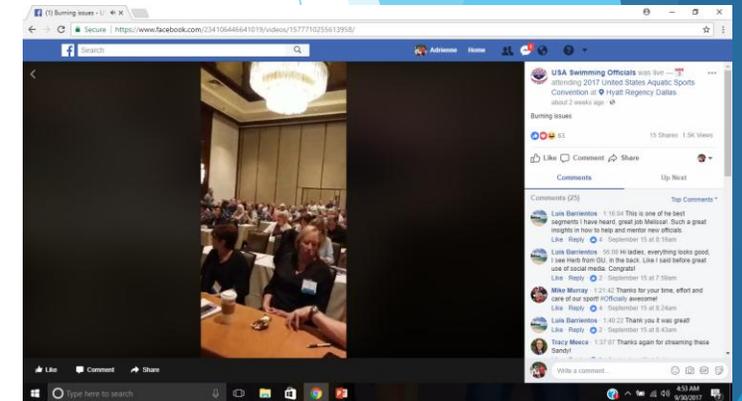
By Jim Holcomb

- Recommend that every official watch,
- Example
  - The DQ slip is a legal document, any errors it's invalid.

Wrong, pen, pencil, check or X, corrections, ALL FINE AS LONG AS IT CAN BE READ!

- Example
  - Deck Referee needs to hold there arm out until the last swimmer passes the 15 meter mark, then they must walk pass the flags to watch the race. They can't hold a clip board and only use a specific whistle.

Wrong, If the deck referee drops there hand its there pool does not matter when after the start of the race, Can you see the whole pool then your good, FINA approved whistle is the Fox 40.



# Chief Judge (hardest job on deck)

By Anne Lawley

- Most LSC have a position for training a CJ
- What is a CJ
- The right personality for the position
- Looked at the differences between a CJ at a national or championship meet verse a local age group meet.

**CJ - will make your meet run smooth and faster!!!**



# Deck Referee

By Jamie Cahn

How many Deck Referee work Stroke and Turn every month?

- The manager, not a micro manager!
- The venue, know the facility staff and area, know where to find help or solutions quickly
- Swim off's ....



# Deck Pass, Lets break it down

By Gina Mensay

The screenshot shows the user profile for Adrienne Cardwell. At the top, there is a navigation bar with links: FIND A TEAM, ADRIENNE'S DECK PASS, MY ACCOUNT, and SIGN OUT. Below this is the USA Swimming logo and a secondary navigation bar with links: FOR YOU, NEWS, TIMES, EVENTS, RESOURCES, MEET THE TEAM, and ABOUT. The main heading is "DECK PASS".

**WHAT'S NEW**

- SWIM MOM**: Adrienne Cardwell joined Deck Pass!
- TrueSport**: Congratulations! You've earned the 2017 Take The TrueSport Pledge! patch
- 2017 TrueSport**: Congratulations! You've earned the 2017 Be A TrueSport Champion patch

**ADRIENNE CARDWELL** EDIT

TEAM **TBRV** Tampa Bay Aquatics

**OFFICIALS CERTIFICATIONS**

Certification	Level	Expires
LSC		
Stroke & Turn	C	12/31/2018
Starter	C	12/31/2018
Referee/Deck Referee	C	12/31/2018
NATIONAL		
Starter	N2	12/31/2020
Chief Judge	N2	12/31/2020
Stroke & Turn		

Navigation icons on the right: DASHBOARD, CERTIFICATIONS, ONLINE TESTS, MEETS.

The screenshot shows the detailed user profile for Adrienne Cardwell. The left sidebar contains navigation icons: DASHBOARD, CERTIFICATIONS, ONLINE TESTS, and MEETS.

**EXPIRATION DATE**  
12/31/2017

**LSC AND CLUB**  
FL-TBAY

**USAS ID**  
041975ADRMCARD

**BACKGROUND CHECK**  
10/31/2019 - Level 2

**ATHLETE PROTECTION TRAINING**  
12/31/2019

**MEMBERSHIP CARD >**

**PERKS**

- 2017 TRUESPORT JOURNEY WITH CODY MILLER**  
Get perk
- 2017 TRUESPORT LESSON 1 - NUTRITION**  
Get perk

**2017 TAKE THE TRUESPORT PLEDGE!**

Repeat with us: "I pledge to live with courage, respect, teamwork, integrity, and responsibility. I am a TrueSport Champion!" You did it! You ARE a TrueSport Champion! #TrueSportInAction Earned On 4/26/2017

**SEE ALL PATCHES >**

**YOUR LATEST SYSTEM TRACKED MEET**

SEP 08, 2017  
KAH20 OPEN, COACH KELLEY ALLEN MEMORIAL MEET

**ALL MEET HISTORY >**

**YOUR ONLINE TESTING**

**CERTIFICATION - CLERK OF COURSE**

**GRADE: 92.86%**

Completed: 8/15/2016 3:07:01 PM

**ALL TEST SCORES >**

Navigation icons on the right: ONLINE TESTS, MEETS, ACTIVITIES, PATCHES, FRIENDS, FAVORITES.

# Mentoring new officials!

By Melissa Hellervik - Bing



## Go back to your first meet as a certified official...

- Were you confident?
- Did you feel comfortable about your ability to recognize stroke infractions?
- Did you hesitate raising your hand?

## Be a Partner on the deck...

- Show some Humility -- share credit, understanding and gratitude
- Show the Officiating Team comes first!
- Share your Mistakes *“It is okay to make mistakes... As long as you learn from them”*
- Get to know them off the pool deck, Break Bread - Activities away from a meet



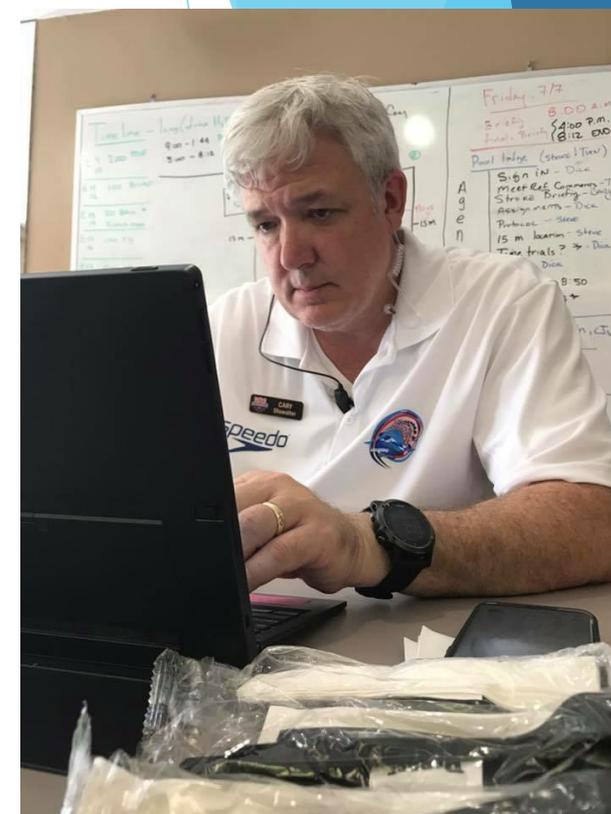
# Meet Referee By Sandy Drake

- Don't micromanage, use your team, set expectations for your team
- If a question comes up on a call, LISTEN, TAKE TIME, REVIEW, then get back with the coach
- If a question come up between officials on a rule, discuss independently - don't want to draw attention to a specify rule...
- Meet Letter review, positive check in via email or text

## THE ART OF REFEREEING COACHES MEETING

- INTRODUCE KEY OFFICIALS
- FACILITY LAYOUT
- VENUE RULES
- MEET INVITATION CHANGES
- TIMELINES
- WARM-UP PROCEDURES
- WARM-UP / COOL-DOWN PROCEDURES
- HEAT SHEETS
- RELAY CARDS
- SCRATCHES
- POSITIVE CHECK-IN PROCEDURES
- START PROCEDURES
- FINALS PROCEDURES
- TIME TRIALS
- PROTESTS / COMPLAINTS / MEET JURY
- DECORUM
- MEET RESULTS
- MEET EVALUATION FORM
- WHO TO GO TO FOR INFORMATION
- HOSPITALITY
- QUESTIONS

**Always hold a coaches meeting before every meet!**



# THE PHILOSOPHY AND PROTOCOL OF STARTING

By Bob Griffiths

## “A lot happens in a few seconds”

- Mentoring, open to A LOT of feedback
- Patience
- When to key the mic
- Use Please
- Work with S/T on for toes in backstroke



“There is a lesson to be learned from every start.....Learn the lesson - forget about the start.”

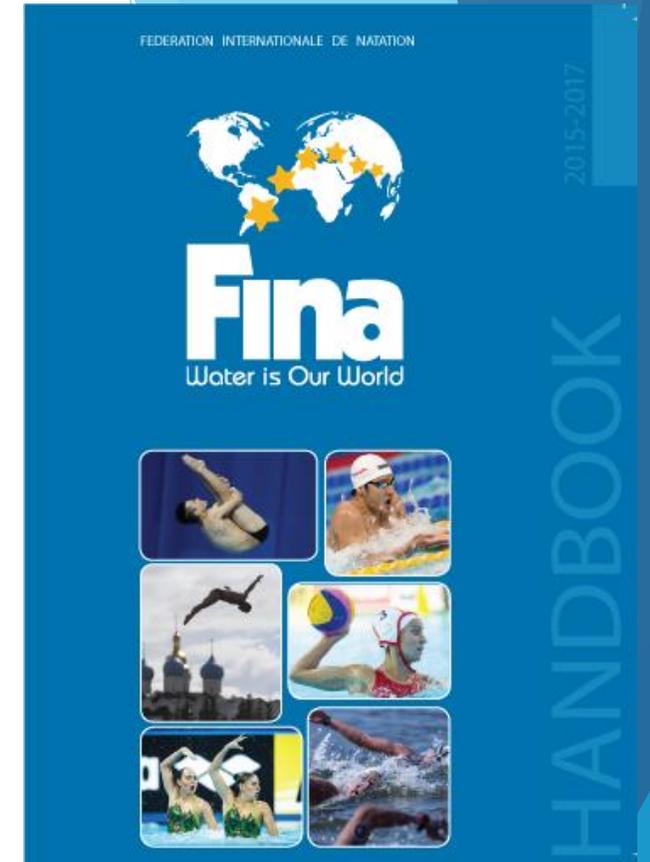
# Information to share

- Task force committee to look into tech suit use in age group swimming
- NBC pays 1.5 Billion for the Olympics
- Currently 15,000 USA Swimming officials
- USA Swimming is the only organization in the federation that rewrites the FINA rule book
- OTC - USA Swimming is the largest governing body of the Olympic sports



## Dinner talk!

- About 50% of Officials are paid by host team or LSC to work meets
- Team Incentives for officials, work 5 meets get background and registration paid, 10 meets get shirt, 20 meets get jacket





## Take home messages

- Referee - Don't introduce more confusion
- Swimmer gets the benefit of the doubt
- We are here for the swimmers!



**THANK YOU FOR BEING  
#officiallyawesome!!!**

