

USA-S 2014 Convention, Jacksonville FLA

Marie Lin & Leo Lin– Summary Report

Rules and Regulation Committee Meeting Wed, 2/17/14

Highlights of Discussion:

1. Minimum number of official required for dual meets is now the same as required for other meets.
2. Increase in distance at which the water depth is measured will go from 16 ft 5 inches to 26 feet recommended because of the findings of the Counsilman Center report
3. Discussion regarding changing the length of a term for any USA-S Committee to 2 years rather than 4 to allow for introducing new members onto committees. Will be debated in the HOD
4. Option of having the quorum for an LSC BOD to be based on “those present and voting” will no longer be available.
5. Employees of the LSC will no longer be able to serve as an elected or appointed member of the LSC Board of Directors because of inherent conflicts of interest.
6. Approved YMCA meets staffed by YMCA Certified official will be allowed to run without requiring USA Swimming Certified officials.
7. Carol Zelinski reports that at the meeting for technical rules for FINA on November 29th, they are proposing to change the rule for breaststroke, so that the requirement for the butterfly kick will be that it takes place before the first breaststroke kick (and no other requirement will be placed, such as hands separating etc.).
8. NCAA is working in coordination with USA Swimming to look at dual certification of USA-Swimming and NCAA.
9. Proposal to allow USA-S swimmers to warm up in the same lanes as USMS swimmers when the meet is an interwoven and/or combined meet (eliminating the need for a separation of lanes).
10. Discussion of how to handle transgender swimmers when they want to change their status to swim to the gender that they have transitioned to, and what regulations need to be in place. A task force was established to look into the rules already established by USMS, the IOC, and local schools and authorities.

Officials Committee Meeting – Thursday 9/18/14

Carol Zeleski – FINA

1. Breaststroke butterfly kick change (see above)
2. Clarifying in the Swimming Rules that an early start has to be confirmed by both the Deck Referee and the Starter
3. Junior World Records will be recognized
4. Backstroke ledges have been tested in several venues, the last being World Cup right now. It is hoped that if they are recommended they could be used at the World Championships coming up. (Athletes have requested that all ledges should be of the same size and width – once ledges are approved).
5. If backstroke ledges are passed, USA-Swimming will have to look at water

Sandy Drake – Open Water

1. Working with US Masters Swimming to combine training and education for Open Water Officials
2. There is money dedicated to developing training clinics, so that the clinics can be supported when Open Water events take place (with trainers supplied by USA-S/USMS for the clinics)

Bob Griffith – OTS

1. 700+ National Certifications were processed this year (up by 250+)
2. Request that Meet Refs/LSC Official's chair set up the meet in OTS before requesting OQM. They are working on getting a "button" set up so when you set up the meet in OTS you can click the button to request OQM status for the meet
3. All but 2 LSCs are using the LSC Certification module in OTS, which will allow other LSC Official's Chair to pull up previous LSC Certifications for an official transitioning from one LSC to another.
4. All LSCs are using the tracking module
5. Non-member Official's Trainee modules are now working – the activities section will still allow entries after the 60 days are passed
6. Several new Tracking categories YA for apprentice official, ZR and ZJ are for Open Water apprentices
7. The text field for activities allows you to add information such as names of trainees involved in a meet so you can refer to them later for history
8. The SELECT ALL button allows more flexibility in pulling up multiple things.
9. Future items include adding LSC evaluations, meet sign ups for certifications, being able to pull up "positions by sessions"
10. For e-mail changes, they must come through the registrar of the LSC. To have those changes reflected in My Accounts you need to use the correct User Name. If you have multiple User Names from the past call Gina Mensay for help

Mellisa Hellervik-Bing – Mentoring and Evaluations

1. There are more officials then we've ever had who are nationally Certified – and the reports are that the new mentoring/evaluation process has helped the officials not only get ready to work on the National Decks, but to continue to improve and grow in the different positions (for use in their LSC and local meets)
2. Comments from Evaluators and the Evaluation process
 - a. Sometimes they have found it hard to find out who they are supposed to be evaluating – it would be preferred that whoever the point person is for the OQM meet require that officials request evaluation on a form ahead of time and that information gets forwarded to the evaluator as early as possible so they can be prepared (including looking up what recommendations were made in previous evaluations regarding next steps and further training)
 - b. Determine ahead of time who will be the one to determine eligibility of the official for the particular evaluation – the "point person", the LSC Official's Chair, the Meet Referee, the evaluator

3. Requirements for eligibility and managing requests for evaluations:
 - a. For N2 evaluation the official must have been certified in that position for at least 1 year
 - b. For N3 initial and N3 final evaluation the official must have worked in that position for 8 sessions since successfully attaining the previous rank (N2 or N3 initial) This is so the skills recommended in the previous evaluation can be worked on before the next evaluation
 - c. In the case where there are more than 4 sessions at a meet an official can complete the 8 sessions required at that meet provided there are still 4 sessions left to complete the required evaluation. (Example: the official has done 6 sessions in the position to be evaluated since attaining N3 initial. That official could go to a 10 session meet, like long course Far Westerns, work 2 sessions to complete the 8 session requirement and then get evaluated by working 4 more sessions in that position).
 - d. An official may be evaluated for more than 1 position at the same meet provided there are sufficient sessions (for example a person could be evaluated for N3 CJ, and N3 Starter at a n 8 session OQM meet provided they worked 4 sessions as a CJ and 4 sessions as a Starter)
 - e. If an official will not be eligible for evaluation they could still request an educational evaluation at an OQM meet in order to get feedback, or the evaluator might suggest they be evaluated for a position they are eligible for (ex. Not enough CJ sessions to be evaluated for N3 CJ, but they are ready for N3 Stroke and Turn – suggest they be evaluated for N3 Stroke and Turn at that meet).
 - f. Have one mentor work with the mentee/evaluee at the OQM meet so that the official does not get confusing and conflicting feedback. If other mentors wish to suggest something, they should do it through the assigned evaluator who can determine whether that suggestion will fit with their emphasis of training, to avoid overload and/or conflicting information
 - g. When there are multiple requests for evaluations evaluators might see how to efficient combine evaluation duties, such as evaluators could do both Deck Refs and CJs as they are related, or CJs and Stroke and Turns, or Deck Refs and Starters.
 - h. If necessary have the LSC Official's chair look for LSC evaluators to come and assist in taking on some of the evaluations
 - i. Last choice is to turn back further requests for evaluations if there are too many requests
4. Role of the Evaluator – your are not the Meet Referee or the Meet Director
 - a. Remember, you are there to evaluate the officials in their role, not to tell the local LSC how to run their meet
 - b. You may and should introduce the official to National deck procedures, and can arrange for them to also experience it if it does not interfere with the local meet operations (ask to have a time line produced so that the deck ref could see how they might try to address meeting a time line)
 - c. If there is enough time you could mentor the senior officials at the meet on mentoring skills

5. Applying for the certification – make sure the officials know that the certification will not be automatic. They must apply for the certification once the evaluation and all the requirements are completed.
 - a. Melissa and others may work on “Certification for dummies” to help new officials learn that process
6. Feedback should be done privately and kept confidential
7. www.icre.pitt.edu/mentoring/overview/.html is a website with good mentoring tips – not focused on swimming but rather business
8. For information and the latest qualifications, etc. get the information from the website, not using the SEARCH button because that will pull up archived documents so you may be getting dated information that has since been superseded.
9. Upgrading the N3 evaluation list – send to Melissa any names of officials that might be qualified. She is also checking the lists of people that have worked the previous Nationals and Junior Nationals and sending people up for evaluation to be N3 evaluators if they are qualified. The official must have worked that position in a National Championships meet to be an N3 evaluator.

Bill Rose – On Line Testing

1. The site gets shut down on April 15th in order to load the new tests for May implementation
2. There will be a new module for NCAA certification - USA-S Officials committee is working with NCAA to make part of NCAA certification taking the Officials online test for USA-S plus an additional module focused on NCAA rules
3. They are also working on the Open Water Official’s certification on-line test

Jamie Cahn – Public Relations and Information

1. Working with LSC Official’s Chairs and Zone Official Chairs to have quarterly phone conferences (1st Wednesday of each calendar quarter) to discuss information, share what are the latest things
2. Will put some of the information into the Newsletter
3. Phase 2 – will be for the LSC Official’s chairs to share with each other things they have done to help their LSC (their training modules for Admin Official, handouts, etc.)
4. Working on getting the website to bring up some of these sharings
5. Any ideas info email him jemcahn@comcast.net

Lucy Duncan – Education

1. Professional Documents: Use these for training and mentoring (developed in the last 2 years) pull up from website not SEARCH which may bring up dated archived documents
2. Admin Recertification – requirements are minimized so that you need to have served in admin capacity 1 time to be recertified

3. New DQ slips: now completed and numbers of DQ are matched to hytek numbers. Will start to be shipped out in a couple of months once the stock of old DQ slips are depleted in the USA-
4. Issues and Resolutions sections are being redone

Cory Stein – Athlete Rep

1. The athletes are really grateful for what the officials do.
2. The officials they feel are the best are the ones that promote the swimming as something you can have a lot of fun at as well as the achievements
3. Consider having an athlete on the officials committees in your LSC, to add the perspective of the athlete, to help them share with the other athletes what the officials do, and they are hard workers.

Amy Hoppenrath – Communication

1. They continue to work on e-mail, newsletter, social media and presenting the Maxwell Awards (for officials that have contributed to the sport)
2. Request you write articles, especially about the unsung heroes to be published in the newsletter
3. Maxwell Awards – 6 presented each year
 - a. LSC Officials Chairs should be sending in the nominations for all except when the LSC Officials Chair is being nominated
 - b. Anyone can nominate the LSC Officials Chair
 - c. This year, instead of getting a write up of 200 words or less in the nomination, they will be having conference calls so that the nominating person can share more information about the nominated person
 - d. Nominations are due by December 31st
 - e. The committee will vote in February and then let the nominators know if their nominee is one of the 6 chosen.

Officials Committee Meeting – Meet Management: The Players, Roles, and Responsibilities – Thursday 9/18/14

This is information regarding set up and management of an LSC Championship Meet:

Annie White – Facility/Venue

1. Planning with the meet director and meet referee starts out anywhere from 4 to 6 months out – getting contact information, finding out what the facility will need to provide, what the plans for set up, clean up and other needs will be
2. 2 months out find out what equipment is going to be available and have extras, ie, bleachers, tables, chairs, garbage cans, clip board towels, signage, watches etc, confirming who is responsible for supplying what, (facility, meet director, officials)
3. 2 weeks out – finalize schedule, time line, adjust facility usage, life guard schedule, scoreboard operator, CTS operator schedules, and set up times

4. 1 week out – check the facility to make sure everything is working and available, starting blocks, backstroke flags, 15 meter marks, and have plans in place for emergencies of all kinds including cleaning, janitorial duties, and parking plan
5. 2 days out – check facility setup, PA system, internet
6. Daily-to-do – open on time, check equipment operation before each session, check in with meet director for any immediate needs
7. Reminders – overequip, overstaff, build good relationships, keep communication timely, and collaborate well

Information about the New Championship Meet (Futures or Legends Meet) –Facility Requirements

1. Supposed to be the meet for swimmers between Junior Nationals and Sectionals
2. 3 meets a year – West Coast, East Coast and Middle of the Country
3. Caps at about 600
4. Rights fees - \$10,000 to the host
5. Facility is expected ideally to have 8 lanes 50 meter pool with additional warm-up lanes, spectators about 1000, and deck seating 800-100

Jay Thomas – Safe Sport at Meets

1. Focused on local meets –
2. Try to incorporate some of the safety mechanisms recommended by the Vieth report, look at Safe Sport recommendations, know the local laws, and develop the plan of reaction based on all that information before hand. (ex. FLA they must have issued a trespass warning before an arrest can be made, so plan includes how to enable delivering a trespass warning to any suspected child abuser found at the facility, like a previously convicted sexual abuser
3. Do a lot of education and creating a sense of awareness – parents can be the most vigilant once they are educated
4. Prepare who is going to be responsible for enforcement and which emergency services are available (campus police, regular police, hired security, meet director, marshals, etc.)
5. Check the local “banned list”
6. Distribute briefing sheets
7. When possible, and facility allows separate coaches and swimmers, from the general public – in some cases you can rent French barricades (movable iron barricades)
8. When you observe a suspicious person talk to them to find out if they are affiliated with a team, swimmer, ask for their name. They will often leave once they know you are on to them
9. May set up Marshalls, lifeguards, security to patrol the locker rooms periodically.
10. It is good to do a lot of this in pairs
11. Alert Head Timer about “creepy” people or photography behind the blocks. Timers can be instructed to let the Head Timer know if they notice this and the Head Timer can initiate the “plan” whatever that is.
12. Consider putting an ad in the meet sheet regarding the Athlete Protection Modules for Parents and Swimmers to encourage them to view them

Bridget Rhode – Meet Director duties

1. 4-6 months out
 - a. Prepare meet information and send it to the head coach, facility person and meet referee for approval
 - b. Book hotels for officials if needed, prepare meet database, orders award, t-shirts, set up OME, meet with vendors, get credentials, bag tags, figure out parking
2. 2 months out
 - a. Get your volunteers for the meet, hospitality, timers, computer, clerk of the course, etc.
 - b. Order all the supplies the officials want you to get – paper, folders, high liters, staples etc.
3. 2 weeks out
 - a. Get all entries, make changes, get reports from LSC, contact coaches on discrepancies, collect payment, make sure hospitality menu and orders are in
 - b. Set up any webcasts, and prepare for collection of missing payments
4. 1 week out
 - a. Create timelines, psych sheets, and get to facility and head official, to teamas, etc.
 - b. Pick up parking cards etc. for officials, and get the things ready for officials, (staplers, 3-hole punch, DQ slips, etc)
5. 2 days out – set up signage, award station and printouts for coaches, desk, volunteers etc.
6. Daily “to dos”
 - a. Sharpen pencils, get stop watches, clip boards, bells, post heat sheets
 - b. Touch base with meet ref, facility people, techs, front desk etc
 - c. Make sure hospitality is ready
 - d. Always consult your meet referee during the meet with meet questions before answering
7. After Meet “to dos”
 - a. Send meet results to LSc and to be loaded into SWIMS
 - b. Follow up with teams that have not paid
8. Things Meet Directors need to prepare for
 - a. You will get the same question over and over
 - b. Always keep the swimmers best interest in mind
 - c. “If there is water, they can swim

Lucy Duncan – Meet Referee

1. 3-6 months out
 - a. Review meet sheet before sanction and approve
 - b. Communicate with LSC Official’s chair regarding how they staff
 - c. Will they want this to be an OQM meet, and make sure the application is made
 - d. Make sure evaluators are secured

- e. Find out the process the LSC uses to secure officials
 - f. Make sure information is set up regarding the designated uniform, official's briefing and whether meet shirts will be offered or required
 - g. Communicate with Meet Director and Facility regarding Official's needs, credentials, parking, official's briefing room (secured or not)
 - h. Figure out Deck set-up and equipment needed and who is responsible (counters, towels, watches, buttons, bell, radios, etc), and paper needs (DQ slips, scratch cards, relay cards, No show slips, counter sheets, etc.)
 - i. Communicate with volunteer coordinator/meet director about timers, clerk of course, runners, safety marshals, computer operator, etc.
2. 4-8 weeks out
 - a. Select key officials – admin ref, deck referee, starters, chief judges
 - b. Communicate protocol and deck staffing to Team Lead CJ
 - c. Communicate pre-meet expectations to Admin Ref
 3. 2-3 weeks out
 - a. Review pscych sheet and coordinate time lines with Meet Director
 - b. Review meal times to accommodate officials
 - c. Communicate with Meet Director for any things that need addressing
 - d. Review head starter rotation for the deck rotation
 - e. Give Chief Judge the communications for the Officials such as Uniform requirements, times of official's briefing, parking information, evaluation requests
 4. 1 week out
 - a. Review meet information and rules applicable
 - b. Confirm communication and appreciation to everyone for doing their assigned positions
 - c. Communicate with evaluator
 - d. Get notes ready for general meeting
 5. During the Meet
 - a. Arrive early, check with Meet Director, and Facility and check facility, blocks, 15 meter, timing system, officials briefing area
 - b. Communicate with announcer
 6. Throughout Meet – be positive, approachable, consistent, a good listener, appreciative, complementary
 7. End of Meet/After the Meet
 - a. Thank officials, volunteers, meet director and facility
 - b. Communicate with evaluator
 - c. Communicate with Team Lead and designated administrator to make sure everything is entered in OTS

Western Zone Swimming Annual Meeting – Thursday 9/19/14

1. 2016 Age Group (august 10-13) will be in Utah, and Senior Zone Championship (august 3-7) will be in Clovis
2. Elections – WZ Coach Director: Ben Britten, WZ Meet Coordinator: Linda Eaton, and WZ Athlete: Jackie Kenny

3. 2015 Age Group will be in Maui-Kihei Aquatic Center, and Senior Chaps will be in Clovis
4. Reports of National Committee Members
 - a. Governance – proposed that terms be shortened to 2 years with maximum of 3 consecutive terms to allow new blood easier access (right now it is 4 year terms with maximum of 2 consecutive terms)
 - b. Seniors- discussion of Legend Meets (to take place same weekend as Junior Nationals LC) 3 meets in different parts of the country with LSCs designated to which one they are to attend. Will be for swimmers who are between Sectionals and Junior Nationals, and upper cap will be that no one with a Senior National cut will be allowed to enter this meet
5. Budget will show a loss in the next two years because the Zone has voted to go into reserves for the next two years to support the start up of the Official's assistance program
6. It is expected that every LSC that sends swimmers to the Age Group Championship should send 1 official from the LSC. Similar expectations are for the Senior Zone Championship

Burning Issues – Officials Committee – 9/18/14

1. National Meets appointments – Clark Hammond has tried to appoint 2 new Meet Referees for the 4 Championship meets - If you need to get an appointed position in the National Meets for N3 for example let the Official's chair know
2. Cell Phone as Stop Watch – not recommended except as a last resort. It is not as accurate because the user must look at the clock face to stop it instead of having a dedicated button as are in hand held stop watches. Also there is a recommendation that cell phones not be used by timers to avoid any issues with inappropriate photos
3. Totally Submerged in freestyle and butterfly – this is a DQ. However, as in backstroke once you are looking for the touch you would not be looking for totally submerged. Reminded we are not looking for disqualifications
4. Return to wall on a missed wall touch in the backstroke – DQ because if the swimmer has not touched the wall on the turn they have not turned. That means that basically they have swum on their breast when trying to execute the missed turn.
5. Briefings – During briefing you should be talking about what you “should be seeing”. You should not be briefing on what you “should not see”. That's how you set up the DQ de jour. The focus should be on what you should see, and refocus the briefing if someone starts talking about the types of DQ.
6. Kinesio Tape and other Compression Tapes – USA Swimming recommends that meet referees not allow the use of kinesio or other compression tapes. (MDs state it does not really promote healing, just promotes performance enhancement) However, the meet referee makes the decision about tapes and what is allowed with physician's recommendation. Dan McAllen has a paper on the website regarding taping that is helpful.
7. 2 finger taping – recommend allowing that, but not 3 fingers together because that starts to be like a paddle

8. OQM approvals – restrict Age Group meets to only N2 evaluations? - No often you can actually get a better evaluation of skills for N3 level at those championship Age Group meets. The evaluator can determine if the official has performed at an N3 level and if so they should get that rating. If there are fewer needs, the evaluator can also use their time to mentor new evaluators.
9. How to find N3 Evaluators and meets that allow for N3 Evaluations
 - a. Shortly after a meet is approved for OQM it is posted on the OTS website. LSC officials also should know the meets in their LSC that have been granted OQM status.
 - b. Melissa posts a list of N3 evaluators twice a year and sends it to all the LSC Official Chairs. You can also find it on OTS by doing the right search. Bob Griffith can help you if you have problems doing it
10. 8&U DQs – The 8&U swimmers are judged exactly the same way as any other swimmer. Various ways were suggested to handle the increased paper work
 - a. Anyone, a parent, a volunteer can write the DQ slip – it just needs the referee signature
 - b. Use DQ log instead of DQ slip.
 - c. Use bulk DQ slip – several DQs written on one piece of paper and the Referee just signs once
11. Host obligation to Evaluator - evaluator should check with host regarding what expenses they will cover before the evaluator comes (hotel, airfare, rental car, gas, meals, etc) If for some reason the evaluator gets stuck with a lot of expenses the USA-S Official's chair has a small amount of discretionary funds that can be applied, so contact the Official's chair
12. Transition period – Clark Hammond (Official's Chair) and Dan McAllen (Rules a Regulations Chair) will continue in their duties until officially relieved. The process usually takes place in late October early November
13. Legends Meet, Grand Prix Meets, and above – Officials will all be appointed for those meets through Program Operations and the Official's Chair

Tips and Tricks of the Trade – Official's Committee, Friday 9/19/14

Melissa Hellervik-Bing – Building a Rotation of Starters/Deck Refs

1. The two main goals
 - a. Protect the athlete: best officials for particular events to help the athletes.
 - b. Make it as smooth a meet as possible for the referee
2. Head Starter and Head Referee should interface from the start
 - a. Head referee will let the head starter know what positions they might assigned a certain way
 - b. Often rank the referees and starters by experience and ability 1-5
 - c. Used to always put #1 DR with the 50 free and then flow from there.
 - d. Now deliberate assignments based on skill level/
 - e. Tend to give the more experienced DRs the 200/400 IM, 200/100 breast and some backstrokes as these are more complex strokes (until after a couple of days of the meet when the less experienced DRs gain confidence with backup from the more experienced DR to help out with DQs etc if things get tough

- f. Lead Starters usually get the sprint events – 50/100 free, 100 fly and 100 breast, and even the 100/200 backstroke. Also get the medley relays because the kids are more jumpy
 - g. Usually start the meet with #1 DR and #1 STR to set the tone
 - h. Try to mix the pairings of starters and deck referees throughout a five day meet, pairing #1 DR with #4 STR and #4 DR with #1 STR
- 3. Invigilation
 - a. Always the team that is up for the 2nd event is the one that invigilates because the first team up (especially DR), in a prelims or timed finals meet, need to hear the briefings.
 - b. In finals the 1st team to be up will invigilate so that they know what the oddities are that have come up before the start of the finals.
- 4. Try to balance the # of events across the teams
- 5. Distance events – try to make sure the invigilator for finals is not the one stuck with the distance events that occur prior to finals. – Use common sense
- 6. 3rd starter should do the timer's briefing if needed
- 7. Setting up drop box for sharing information

Clark Hammond – Chief Judges

- 1. Focus on traits and personality rather than skill set
- 2. Should be;
 - a. Organized rather than out of control
 - b. Team player rather than maverick (need to get along with others)
 - c. All about you rather than all about themselves
 - d. Learner rather than know it all
 - e. Adaptable rather than obstinate
 - f. Supportive rather than judgmental
 - g. Able to handle stress with ease and calmness
 - h. Patient personality
 - i. Able to laugh
 - j. Must like people
 - k. Able to confront without being confrontational – be constructively confronting
 - l. Confidential and aware of privacy needs when transferring information
 - m. Able to use the right channel to address issues
 - n. Not a “busybody” – that characteristic makes for poor CJs
- 3. Summary – respected by other officials, able to communicate clearly, approachable, mentors other officials, organized delegates, works well with different personalities, slow to anger, cool
- 4. CJ is a training and stepping stone to becoming a Deck Ref