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| 'Committee Name: | USMS Officials Committee | Session #: | Report #: |
| Committee Chair: | Edward Saltzman | Vice Chair: | Pat Baker |
| Minutes recorded by: | Marilyn Fink | Date/time of meeting: | December 22, 2013 via Conference Call |

Motions Passed:

1. none

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| Number of committee members present: 9 | Absent: 6 | Number of other delegates present: 0 |
| Committee members present: Edward Saltzman (Chair), Marilyn Fink, John King, Al Ness, Alina Perez de Armas, Mary Pohlmann, Sandi Rousseau, Herb Schwab, and Kathrine Casey (Ex Officio) | | |
| Others present: none | | |
| Members/others absent: Patricia Baker (Vice Chair), Brian Albright, Fred Pigott, Laura Hamel (Ex Officio), Chris McGiffin (Ex Officio), and Clark Hammond (USA Swimming Officials Chair) | | |

The Officials Committee meeting was called to order at 8:00 PM EST by Chair Ed Saltzman.

1. Committee introductions and assignments - i.e. secretary, etc.

- Welcome to all committee members!
- Ed will serve as Chair, Pat as Vice-Chair, and Marilyn as Secretary
- A committee liaison to publications is needed to review articles regarding officials/officiating and to suggest information to USMS for publications, etc. If anyone is interested in serving in this capacity, please contact Ed.

2. Liaison assignments for USMS 2014 Spring and Summer Nationals

- Spring Nationals:** Santa Clara, CA, May 1–4; Meet Referee Jackie Allender; Administrative Referee/Official Herb Schwab. Al Ness will serve as liaison, with John King as backup. Key officials need to be identified, and a follow-up carried out on applications to officiate (which have been disseminated). Automatic splits will be generated, with Jim Matysek checking for records (Walt Reid as backup).
- Summer Nationals:** University of Maryland, MD, Aug 13–17; Meet Referee Jim Carey; Administrative Referee/Official Herb Schwab. Ed or Pat will serve as liaison. Automatic splits will be generated, with Jim Matysek checking for records (Walt Reid as backup).

3. 2014 FINA Masters World Championships - Montreal, Canada August 3 - 9

USMS previously solicited applications from officials interested in working the meet. Six were received (Al, Herb, Pat, Ed, Judy Gillies, and Jack Dowling). USMS forwarded five to FINA. The application from a non-USMS member was not forwarded. (This official also received an invitation from a friend on the meet committee and is eligible to request to officiate through USA-Swimming channels).

4. Complete refresh of Officials Section of the Guide to Operations (GTO) - what needs to be there; what doesn't

In January, Mary reviewed the documents posted under the GTO and updated/refreshed the information. [The documents on the USMS website are still the 2009 versions.] The question was raised as to what should be posted there.

There was consensus that the committee's mission and ability to make information available to all interested parties has been crippled by the mandated take-down of the officials webpage. The resources that were available there need to go somewhere, but the committee isn't sure the GTO is the best place. It was suggested that a more

appropriate placement of officials resources/information might be on the USMS webpage as a separate item on the dropdown menu under *Volunteers*, or on a separate *Officials* tab with a dropdown menu similar to the one for *Coaches*. It was agreed that the documents posted should only be finalized documents (no drafts).

The committee will review the documents that were on the previous officials website to see how they could be best organized for posting to the USMS website, and will then approach USMS. Some of these documents may include:

- *staffing guide that outlines kind and size of meets with appropriate staffing
- *national officials checklist
- *meet situations (interpretations, Q & A) (Kathy currently writes a monthly article, but it goes only to the Coaches Streamlines)

Ed will post a question to the forum to see what documents committee members feel should be posted in the GTO.

5. Refresh of the USA vs. USMS Rule Quick Reference Card

Ed will prepare this for production prior to Santa Clara.

6. Review of Section 103 of the 2014 Rule Book - pertains to Meet Procedures which are relevant to our committee

John King will take a look at this.

7. Distribute 2014 USMS Rule changes to LMSC and LSC Officials Chairs as part of our continuing education efforts

Ed will work on this during the coming week.

8. Long range tasks that we will need to tackle during the 2nd and 3rd quarters

The major goal is to post the officials information *somewhere* that is easily accessible to USMS members, coaches, and officials. When USMS is approached for resolution of this issue, it was suggested that the point be made that there are no USMS meets without officials, so posting of officials/officiating resources to the USMS website needs to be a priority. Ed will also pull stats as to the number of USMS meets run per year.

9. Hot topic posted on the forum for additional discussion

LMSC officials chairs were queried as to whether or not swim meet staffing with officials was an issue in their area. Three questions were asked: #1 – how many meets are run annually in the LMSC, #2 – does the LMSC experience problems procuring officials, and #3 – if there are officials staffing issues, are they throughout the LMSC or localized? Twenty responses were received. From the responding LMSCs, approximately 5-12 meets are run per year. Five LMSCs are having problems attaining officials. Staffing issues are generalized throughout the LMSCs. Additional information learned was that some LMSCs are giving some sort of financial remuneration to officials, whether by paying a fee per day, giving gift cards, subsidizing travel expenses, etc. USA-S is also experiencing a shortage of officials since there are so many USA-S meets, which shrinks the pool of USA-S officials available to work USMS meets. Ed would like to post this question to the forum for additional feedback.

10. New Business/Roundtable

The committee is going to start considering succession planning for the position of national championship Administrative Referee/Official. Herb has been and is doing an amazing job, but it would be beneficial to have documentation outlining the functions of the position. The Championship Committee has already compiled some documentation, which may serve as a starting point. This information will benefit others who, at some point, may be asked to assist in this role.

The meeting was adjourned at 8:50 PM EST.