



January 1, 2014

Officials Committee National Championship Meet Liaison Roles and Responsibilities

"you are not there to lead - but to advise and observe"

Pre-Meet Activities

- Following "Host" selection for a U.S. Masters Swimming National Championship; the OC Meet Liaison will work with the "Meet Director" to identify viable, qualified candidates for the Meet Referee and Administrative Referee position. The final selection will be at the discretion of the Meet Director with concurrence by the USMS Officials Committee.
- Once a Meet Referee is named, the OC Meet Liaison (OCML) will work with the Meet Referee to develop and distribute the Official's "Application to Officiate". The OCML will distribute the meet "Application to Officiate" to all LMSC Officials Chairs; LSC Officials Chairs; Officials Committee members; past USMS National Officials and all USMS "Friendly Officials" as per the lists and databases maintained by the USMS Officials Committee.
- The OCML will assist and make recommendations, when requested by the Meet Referee, of qualified candidates for "Head Starter" and "Head CJ" positions to round out the top four Deck Management positions. The OCML will provide historical data on candidates from previous USMS National Meets (as maintained by the Officials Committee) upon request from the Meet Referee.
- The OCML will provide a "recommended" timeline (see attached) of tasks that need to be completed by the Meet Referee in preparation for a USMS National Championship.

- The OCML will periodically "touch base" with the Meet Referee; either via phone or email; to track their progress on the recommended timeline, and offer advice or assistance in areas such as applying for an OQM, USA Observation; USMS Sanction, etc.
- OCML will assist the Meet Referee; upon request; in his/her recruiting effort to fill necessary deck positions.
- The OCML will explain, provide documentation, make recommendations and make sure the Meet Referee and Meet Director are aware of the USMS Officials Committee \$1,800 stipend and how it can be used to aide them in their recruiting effort.

During the Meet

- During the meet the OCML will **assist** with the daily Officials Briefing; by attending the briefing and making themselves available to explain the rule differences between USA and USMS. Usually, a member of the USMS Rules Committee will also be present to assist.
- The OCML will advise the Head CJ, if requested, on best practices for setting the Championship deck assignments and rotations; based on lessons learned at previous USMS National Championships.
- The OCML will advise, if requested, on any issues pertaining to meet operations, USMS Officiating or rule interpretation that might arise during the operation of the meet. On matters of USMS Rule Interpretation; the OCML will take second chair to the USMS Rules Committee Liaison to the meet.
- While at the meet; the OCML will make themselves available to the Meet Referee to fill a deck position, give relief, or serve in any manner specified by the Meet Referee.

Post Meet Activities

- Following the meet (within 30 days) the OCML will prepare a report for submission to the USMS Officials Committee (using the OC Meet Liaison Report form and previous meet liaison reports as a guide) on the following topics. Additional topics and categories are listed on Meet Liaison Report form - the ones listed below are just examples and not all inclusive.
 - Officials strengths - how many and from where?
 - How did the meet run?
 - Were there any problems encountered during the meet?
 - Was their enough relief?
 - Were there any rule interpretation issues?
 - Capture any "Lessons Learned"
 - Meet Referee recommendations - use again /don't use again

- Following final review of the OCML report by the Officials Committee; copies of the report will be sent by the Officials Committee Chair to:
 - Meet Director
 - Meet Referee
 - Championship Committee Chair
 - Championship Committee Meet Liaison
 - Rules Committee Chair
 - USMS VP of Operations
 - The next USMS Championship Host and/or Meet Referee

USMS National Championship Officials Checklist

#	Action	Owner	Status
1	Prior to bid submission - meet with LSC and LMSC Official's Chairs to solicit support	MD	
2	Following award of Championship - meet with LMSC and LSC Official's chairs to discuss staffing	MD	
3	Assign Meet Referee	USMS/MD	
4	Assign Admin Referee	USMS/MD/MR	
5	Meet with LSC Sanction chair - (1) Discuss scheduling conflicts with LSC meets (2) Discuss Observation Status for USA swims	MD/MR	
6	Identify Officials Committee Liaison Provide Meet Referee copy of (1) USMS Rule Book, (2) Copy of USMS Championship Meet Contract	USMS	
7	(3) Discuss room/travel requirements and arrangements	MD	
8		MD/MR	
9	Solicit N2/N3 Evaluators	MR	
10	Decided on Evaluators and send out letters of commitment	MR	
11	Develop Officials Application - approved by USMS Officials Committee	MR	
12	Notify all officials of meet date - "Save the date" (Send to all known officials on USMS database; LMSC officials chairs, Local LCS officials chair)	MR	
13	Apply for USMS Sanction	MD	
14	Apply for OQM (based on identified Evaluators)	MR	
15	Apply for USA Observation	MD	
16	Post Officials sign up form on USA, USMS, LSC, LMSC web pages and neighboring LMSC's	MR	
17	Assign Head Starter	USMS/MD/MR	
18	Assign Chief Judge	USMS/MD/MR	
19	Operations meeting - Facility staff, IT support, Hytek, Meet Referee, Admin Referee, Timing Console operator	MD/MR/AR	

(Discuss meet operations, process flow, any special technology needs, process for handling splits, and record apps; etc. etc.)

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|----|--|------------------------------|
| 20 | Officials HC status check | MR |
| 21 | Communicate Officials status to Officials Committee Liaison - request Officials Committee assistance if necessary | MR/OCL |
| 22 | Order - Mini Rule Books, DQ slips, Split request forms, etc. etc. etc. | MR/MD |
| 23 | Verify facility has sufficient number of Bells, Lap Counters, Clip Boards, Watches, etc. | |
| 24 | Verify timer recruiting on schedule | |
| 25 | Decide on quantity of radios needed for officials to manage the meet and source for those radios. | |
| 26 | Book rooms for out of town Officials and Evaluators as needed | MD |
| 27 | Arrange for re-imbursement of travel expenses for selected officials - make sure process in place.
Identify money available | MD |
| 28 | Pre-meet Officials status check | MR |
| 29 | Meet with Officials Committee Liaison to discuss any short fall and discuss course of action | MR/USMS/OCL |
| 30 | Order Officials Polo Shirts from USMS Sponsor Coordinator | MR or MR |
| 31 | Send Polo shirts to embroidery if necessary | MD or MR |
| 32 | Meet with Meet Director, Admin Referee, USMS Champ Committee to discuss and outstanding decisions that may impact running of the meet - dropping 6th event, time line concerns, using two pools with odd/even heats, combining distance events, changes in check-in deadlines,, etc. | MD/MR/AR/OCL |
| 33 | Assign/Reserve meeting room for official's briefing and to secure their personal stuff | MD/MR |
| 34 | Establish process for handling splits
Submit Meet Split Request to Championship | AR/MR/Walt
Reid
AR/CCL |
| 35 | Establish process for handling of records - signed by Meet Referee | AR/MR |
| 36 | Establish process for handling of Pool Measurement | AR/MR |

37	Protest Committee - identified by Championship Committee - make know to both Meet Referee and Admin Referee	CCL
38	Provide evaluators with a spreadsheet detailing requests for N2/N3 evaluations - also provide copies of submitted request forms	MR
39	Provide Head CJ with same list of evaluation requests so that deck assignments can be made to accommodate evaluation request as much as possible within the needs of the meet.	MR
40	Develop high level deck set - DR, CJ, STR	MR/CJ
41	Assign key positions - DR, CJ, STR	MR
42	Map out officials briefings for 4 days	CJ
43	Assign topics for presentations by various team members	CJ
44	Communicate officials briefing room location and meeting time to Officials committee liaison, Rules committee liaison, Championship committee liaison	MR
45	Prep comments for Wednesday's General meeting	MR
	Introduce key positions - Roles & Responsibilities	MR
	Review Split Request process	AR
	DQ Protest procedures - chain of command	AR
	Hi-lite or reminder of key rules, suites, etc.	CJ
	Any new rule changes	
	Review Records, Relays, Splits, Observed Swims procedures	AR
46	Good time to remind coaches and swimmers of Proof of age requirements for records	AR
	Identify clerk of course or Admin Referee location	MR
47	Schedule Officials Group Photo for Official's Archives	MR
48	Sign all Record Applications	MR
49	Submit all Record Applications	LMSC-Records Chair
50	Enter Officials Session counts into OTS	MR
51	Complete all N2/N3 evaluation write-ups	Evaluators
52	Notify approved officials to submit all expense vouchers to Officials Committee Chair for reimbursement	MR
53	Submit all USA-S Observed Swims to LSC SWIMS coordinator	?

54	Submit Referee Report to Officials Committee	MR
55	Submit Liaison Report to Officials Committee	OCL
56	Submit Admin Referee Report to Officials Committee	AR

MD - Meet Director

MR - Meet Referee

AR - Admin Referee

USMS - Officials Committee

OCL - Officials Committee Liaison

CJ - Chief Judge

STR - Starter