Referee Committee Minutes - FINAL
February 12, 2020
7:30 PM EST

AGENDA

1. Welcome (Lyn)
    a. Roll Call – *Bob Appleyard, Dee McComb, Elaine Roden, Eric Weir, Howard Meisner, Jessica McAlear, Kris Thorsness, Terry Friel Portell, Lyn Wylder, Jules Zane*
    b. Absent – *Derek Blazo, John Musial*
    c. Guests – *Lloyd McDonald*
    d. Call to Order – *7:34p*
    e. Announcements –
        i. *Dee was re-elected to NW Region Rep and Howard Meisner was re-elected to NE Region Rep;*
        ii. *Thanks Susan and Jules and Howard for working to get the complete 2020 Rules approved by the Board, including Indoor Rules,*
2. Approval of National Championship Juries (will move to Executive Session if we need too) COMMITTEE TO REVIEW LIST BEFORE MEETING
    a. *Kris made a **MOTION** to approve the list of National Championship juries. Eric seconded. Discussion. USRowing had no objections to any individuals listed. USRowing will reimburse only lesser of possible air/train fare. **All in favor** (minus John and Derek).*
        i. *Jules will move forward with notifying all who are on the juries and request that people use the travel agent.*
    b. Discussion on what do to about High Percentage of Dropouts from These Juries (Dee) – *People sign up and when we release the list, oftentimes plans have changed. Do we have repeat offenders? If so, we need to make that a teachable moment. To whom are people responding that they can/can't attend? Referees should be responding to chief and regional coordinator because coordinators should be working on filling the spots.*
        i. *Bob recommended that there be a clear statement that if an individual cannot honor the commitment, they should contact Jules who will then notify the Chief Referee and Regional Coordinator.*
        ii. *Terry suggested that a notification of all the juries be sent to all referees.*

iii. *Maybe Howard suggested that a thank you should be sent to those who self-nominated but who were not selected.*

c. How Should the Regional Administrators get Feedback regarding Referees performance at Nationals (Elaine) –
   i. *Jules asked if it would be worth getting a budget to have some clinicians come to each Nationals just to observe? Yes, worth asking if we can get a budget for that.*
   ii. *Howard pointed out that clinicians who are there and part of the jury shouldn't be used necessarily because they will probably rate people they didn't work with.*
   iii. *Kris said that this info should always be funneled to the Chief.*
   iv. *Bob asked if Lloyd and Elaine used something like this at a Nationals previously. A working clinician on the jury cannot be a good evaluator based on Bob's past experience. The task any evaluator has to be defined.*
   v. *ACTION: Jules will pursue viability of what he suggested regarding bringing in evaluators at National Championships.*
   vi. *Lloyd also will work on a document sharing how he uses clinicians at regattas.*

d. *Lloyd came to ask for clarification on two timing issues. (8:02p)*
   i. *When timing company loses a start or finish time on time trials, Lloyd asks that the committee again validate that then the timing be used from the referees.*
   ii. *If the timing company needs a button or clicker pushed at the Start, the timing company (or LOC) should provide that person.*
      1. *Kris mentioned that at Master's Nationals in 2019, there was no person provided.*
      2. *Howard mentioned that one of the annual topics for clinics last year was that referees are a referee or a timing person. Not both.*
      3. *Jules pointed out that in the referee satisfaction survey generally at most regattas, except maybe Youths, satisfaction with the timing company was improved.*
      4. *Howard said he has taken a hard line in the NE and referees do NOT work timing equipment.*
   iii. *Lyn said in answer to Lloyd's questions, the committee is in agreement with Lloyd and has not changed its position since he brought this to us before.*

3. USRowing Update (Susan and/or Jules)

Note – Jules noted that Susan was conflicted out of attending tonight because there was a Board meeting in which she was participating.

a. Board Election - *Letcher Ross was not named to the Board as NW Rep.*

b. Status of Rules Adoption, Schedule for Posting and Printing Rule Books (with Howard) – 8:13p –
    i. *Board ratified the changes made by Patrick in 2018 regarding the discrepancies between the bylaws, etc. They said all decisions were made in good faith. This means that all at-large people appointed by Patrick are approved for the terms noted in the Committee Notes. Also, all actions taken by the Committee were approved and Lyn was reappointed for a full three-year term.*
    ii. *They approved the rules changes.*
    iii. *Regarding Indoor rules, the Board had some questions and clarifications. Jules talked to Howard and to Gary (Chair of Rules committee) and Susan and Brett Johnson. To that end, Jules added a statement in the beginning of the Procedure stating that Indoor Registered Regattas don't need to have referees.*
    iv. *Rules will be uploaded later this week. ACTION: Jules sent mass note to all when 2020 Rules are uploaded.*
c. Update on USRowing Budget and Impacts to Referee Programs – *there was a lengthy discussion regarding budgets. Jules made it clear that recent improvements made must continue and there are no budget cuts anticipated to Referee program. We spent $330k in 2019. Jury sizes will not be cut, same stipends in 2020, same gifts etc.*
d. Update on USRowing CEO Search, General Staffing, etc. –
    i. CEO Search - *Search is in very early stages. Search firm will be speaking with staff regarding their opinions of what to look for in a CEO.*
    ii. Staffing – *no changes with the people the Committee deals with. There are two new events people who will be helping in the West Coast and Central / SE regions. AJ Dominique's role is to be filled. There is a job opening for a member services person. There will be an additional James to work with James and two more people to help run events. USRowing will let coordinators know who their point person will be for regional events.*
e. RefCorps Update -
    i. *Emeritus status in RefCorp – Using the new definition, Emeritus referees do not have access to the RefCorp system. Memberships do continue for Emeritus referees. Without an active license, should Emeritus referees have access to the RefCorp database? Lyn recommended that we allow Emeritus referees to have access. May want to limit which communications from within RefCorp go to Emeritus members.*
    ii. *Priorities – Team is prioritizing the Referee Resume. There is a big effort now to show that data. Jules hopes to show more at next meeting. Spent a few moments showing work in progress on Candidate progress, region dashboard, etc. RefCorp team is still meeting 2-3 times a week.*

iii. *Howard asked if the Committee can get a report at our meetings of what is being worked on. There is a page in the system which will show that and timelines, status, etc.* ***ACTION****: Jules will provide a report of what has been completed in the past weeks and show what is on the docket.*

iv. *Howard then asked why people cannot edit their own contact information.*

4. Referee Program Update (Jules)
    a. IOP Update (with Kris) IOP – *expected to be approved end of this week. Need to lift the wording from Bylaws regarding appointment and that is the only change. Susan will approve as Interim CEO.* ***ACTION****: Jules will make a change in IOP regarding the USRowing Bylaws and appointing members of this committee and get it to Susan.*
    b. Confirm (or Not) if Attendance at Referee College Does NOT Count as a Clinic
        i. *Ref College = Annual Clinic? – Committee voted that the Ref College does not satisfy the annual license-required clinic.*
        ii. *Online Clinics – Last year Mariah ran 4 which were well received. Any volunteers to run some clinics this year?* ***ACTION****: Committee let Jules know of names of people who would be willing to run an online clinic.*
    c. Update on New Lightweight Initiative at Regattas
        i. *Jules asked Chris Chase for updates. USRowing has been receiving the required paperwork and athletes are being confirmed on team rosters. Feedback has been that process to get paper to USRowing is working well. Red flags are being caught. A training module is being created for coaches and they will have through end of March to complete the training. USRowing is recommending teams print off rosters with eligible athletes to take to regattas.*
            1. *Elaine asked what the training module content is. Jules wasn't sure but since it is being prepared by the medical people it is more about awareness of weight topics.*
            2. *Kris asked about what happens for athletes who don't have the required 3 years of medical documentation? Chris had mentioned there was some protocol, with the burden on the athlete. She also pointed out that the USRowing has non-discrimination on the basis of religion so if someone had a religious objection to using doctors so that would be a legitimate objection.*
            3. *Bob said he will be chiefing two Nationals qualifiers that will be affected by this so he sent a note to Jules and Lyn asking if USRowing is managing this so that as entries are being submitted, USRowing is checking entry qualification and that by Friday night of a regatta, the entries are validated. If a question is posed to a Chief, challenging the eligibility of a rower, that all chiefs will have a contact*

at USRowing to be able to reach. The onus will be on the USRowing staff that anyone listed as a lightweight has met the requirements.

4. *By the time we reach regional qualifiers, all athletes eligibility should be verified.*
    a. *What about the regattas in April and early May that are not the USRowing-owned events? Do all regatta directors know? Do all Chief referees for the spring know about this? **ACTION**: Jules will follow up on what communication has been done and is planned.*
    b. *Howard said that regatta directors and chiefs need a contact for when there is no USRowing staff person on site. **ACTION**: Provide a USRowing contact for any regatta where there isn't a staff person on-site.*

5. Areas of Focus for 2020
    a. Continued IOP Rewrite (Kris) – *Kris said the committee was waiting for go-ahead from CEO of priorities which had not come through. Once the go-ahead is given, we will run up against the spring racing season. **ACTION**: Kris will send summary to Jules for him to have CEO approve the priorities. Kris copy whole committee on her email to Jules.*
    b. Update of Online Training Materials and Referee College (Bob/Howard) (See attached) – 9:12p *Bob has the lead on updating the materials for the Referee College.*
        i. *$90/day/person to go back to Colorado Springs x 30 people. Rough budgeted cost for a College would be $7,500 with attendees paying their own travel to get there.*
        ii. *Bob would like to have the committee think about a National College how can we best use our money. So, we are thinking about LMS where we get a bigger bang for our buck. We need a platform for the LMS, Bob already has the powerpoint content for a Basic College.*
        iii. *SalesForce has an internal training component called Trailhead. Team has access to Trailhead to build out a demo and see if we like it. Jules is thinking that we'd put all candidate training into RefCorp.*
        iv. *Howard pointed out that we need to determine what training we want to have and how it would best be delivered and then decide if Trailhead is how we want to move forward.*
        v. *Feedback from 2020 Clinics – Clinics so far are going well.*
    c. Update the Process for Selecting Chief/Deputy Chief for National Championships – *we need a timeline. **ACTION**: Lyn and Dee will work on this and any other regional administrator is welcome to assist. This is the second year for two of the Nationals Chiefs so we need a process to select for 2021.*

d. Others?– *Howard suggested there be job descriptions perhaps or process documents of what the regional coordinators do especially since two coordinators are in their final term.* ***ACTION****: Howard will begin some drafts of job descriptions and processes.*

i. *Update the Evaluation Process – Lyn brought this up because some referees feel the evaluation system is not fairly applied. Eric said we need to rebuild the evaluation system. We need to go back to Mary Bush and Bob who worked on this. Howard has an action plan from work a few years back.*

6. Future Meeting Dates (Terry) (see below)
7. Review Committee Action Items from previous meetings (see below)
8. Other Issues or Items for Discussion – *Jess recommended that someone from the Committee consider attending the NASO Annual Meeting in Montgomery, Ala in July.*
9. Next Meetings - *February 26*
10. Adjourn – *Jess made a motion to adjourn. Eric seconded. All in favor. Meeting adjourned at 9:36p.*

ITEM 6

January 8 (1 mtg in 2019) Additional: Jan 15
February 12 (1 mtg in 2019) Additional: Feb 19 or 26 (26 = NSR)
March 11 (1 mtg in 2019) Additional: March 18 or 25
April 8 (1 mtg in 2019) Additional: April 15, 22, or 29
May 13 (1 mtg in 2019) Additional: May 20
June 10 **?? (1 mtg in 2019) —> possibly move to 3rd or 17th.
Additional: June 24
July 8 (2 mtgs in 2019) Additional: July 22 or 29
August 12** (2 mtgs in 2019) Additional: August 26 note; Lyn will be at Paralympics
September 9 (2 mtgs in 2019) Additional: Sept 16, 23, 30
October 14 (1 mtg in 2019) Additional: October 21 or 28
November 11 (1 mtg in 2019) Additional: Nov 4 or 18
December 6-7, 11 (in person 2 days at convention + phone conference on 12/11) Additional: TBD based on convention date

** indicates conflict with a championship or other major event

ITEM 7

Action Items				
When?	*Who?*	*What?*	*Target Completion*	*Status?*
February		***ACTION****: Provide a USRowing contact for any regatta where there isn't a staff person on-site.*		
February	*Jules*	***ACTION****: Jules send mass note to all when 2020 Rules are uploaded.*		

February	*Committee*	*ACTION: Committee let Jules know of names of people who would be willing to run an online clinic.*		*Completed*
February	*Jules*	*ACTION: Jules will pursue viability of what he suggested regarding bringing in evaluators at National Championships*		
February	*Jules*	*ACTION: Jules will provide a report of what has been completed in the past weeks and show what is on the docket.*		*In progress*
February	*Jules*	*ACTION: Jules will follow with committee up on what communication has been done and is planned regarding the lightweight youth protocol*		
February	*Jules*	*ACTION: Jules will provide a report of what has been completed in RefCorp in the past weeks and show what is on the docket at subsequent Ref Committee meetings*		
February	*Jules*	*ACTION: Jules will make a change in IOP regarding the USRowing Bylaws and appointing members of this committee and get it to Susan.*		
February	*Kris*	*ACTION: Kris will send IOP project summary to Jules for him to have CEO approve the IOP priorities. Kris copy whole committee on her email to Jules.*	*By Feb 26*	*Complete*
February	*Lyn & Dee*	*ACTION: Update the process docs for naming Chiefs and Deputies for USRowing events and any other regional administrator is welcome to assist.*	*Before 2021 process begins*	
February	*Howard*	*ACTION: Howard will begin some drafts of Regional Coordinator job descriptions and process outlines.*		

January	*Lyn*	***ACTION**: Add RefCorp items to be addressed to agenda*	*Feb 12*	
January	*Dee/Derek Lyn / Bob Terry Jules*	***ACTION**: Dee and Derek coordinate the coordinator meeting on week of Jan 20; Terry will work on creating the regatta info to accompany selection; Lyn and Bob will work on ground rules; Jules will work on supporting data ASAP.*		
January	*All*	***ACTION:** Have a meeting on Jan 29 to review coordinator selections, eligibility of referees, jury requirements and then to construct juries.*	*Jan 29*	
January		***ACTION**: Need process for selection of referees for national events in 2021 and beyond.*		
January		***ACTION**: Send a clarification note to all Emeritus members about the change of definition of Emeritus*	*Feb*	
January	*All Coordinators*	***ACTION**: Check our Emeritus list for deceased members.*		
December	*Lyn*	***ACTION**: Work with Jules to post our meeting times and participation information*	*End of Jan*	
December	*Jules*	***ACTION**: Get our old minutes posted and/or available through RefCorp.*	*Jan*	
December	*Lyn*	***ACTION**: Committee Chair will send formal notice and send Emeritus letters to those who were voted.*	*End of Dec*	
December	*Lyn*	***ACTION:** Set a meeting to decide what we want to do in 2020. What is a realistic task list for 2020? What are our priorities? Then create a roadmap for the year.*		
December / October 2020	*Bob?*	***ACTION**: Create materials for a topic next year on "Stopping a Race" because this is a shared responsibility between Starter and Referee*		
December	*Terry*	***ACTION:** Terry will make a draft calendar of meetings for 2020. (Main is 2nd Weds of month and extra meeting*		

December	*Kris*	*ACTION: For IOP define Chief duties, Deputy duties and a policy/plan for how we select these teams because Chiefs shouldn't have to 'live with' a deputy they are given.*		
December	*Lyn*	*ACTION: Committee chair will provide a recommendation of how to notify Emeritus referees.*		
December	*Lyn*	*ACTION: Chair will notify those who were voted in at Convention.*		
December	*Lyn*	*ACTION: Work with Jules to post our committee meeting times.*		
November	*Committee*	*ACTION: Decide next steps regarding Coastal Rules for U.S.*		
December - November	*Elaine*	*ACTION: Elaine should talk to regional reps about how to recognize retiring refs and what would be appropriate and appreciated. (Answer: a letter from USRowing; Note: this was created back when Julian retired but seems to have been lost including a very nice certificate and some accolades. Jules is not aware of anything. Eric will work with Elaine to try to recapture and bring something back to committee)*		*Need to follow up with Jules.*
November	*Jules*	*ACTION: Jules will check with RefCorp team to see what sort of living list can be utilized for Recycled gear notices.*		
November	*Terry*	*ACTION: Terry will send old badge to everyone to see and comment on. Please share your opinion. Terry will update at convention meeting. Terry will bring recommendation to January meeting*		
December	*Jess*	*ACTION: Set up a clinic topic shared sheet in RefCorp to track ideas for 2020 and onward.*		

October	*Jules*	*ACTION: Jules provide lightweight info to committee*		*See email from Jules 11/13/19*
October	*Jules*	*ACTION: fix RefCorps so that every notice from RefCorp does not come from Jules*		
October	*Jules*	*ACTION: Jules will send a notice to Referee Corp that new IOP is available on USRowing website. (With Board approval item and the struck half line on Emeritus from 12/6 meeting)*		
October	*Jules*	*ACTION: Jules will forward lightweight task force report for committee to understand and review.*		*See email from Jules 11/13/19*
August	*Lyn*	*ACTION: Discuss with CEO the revised IOP from the 8/1/19 meeting.*		*Meeting conducted and revised IOP ok and top 3 topics; LW owes report back.*
December	*Howard*	*ACTION: Provide True/False trivia questions rowing-related for White Flag/Red Flag game for clinicians in RefCorp*		
August	*Jules*	*ACTION: Jules check with other NGBs regarding which have separate policy documents from Rules or included. (Rules of Rowing has lots of non-rules)*		
August	*Howard*	*ACTION: Create a google form for IOP deep dive*		*… waiting on final list*
August	*Committee*	*ACTION: Look at the list of Deep Dive items and let Kris Thorsness know what you'd like to work on.*		*… waiting on final list*
July	***Jules***	*ACTION: Develop Coordinator dashboard page "At-a-Glance screen" in RefCorp*		*Ongoing (Covered at 9.25 meeting) Prototype is in the works as of 12/10*

July	*Dee?*	*ACTION: Which definition of Clinic was approved by the committee? Clinic is the national topic and that is it.*		*Moved to IOP Deep Dive project*
June	*Lyn*	*ACTION: We will move the discussion of a "Regatta Day" to future meeting.*		*Moved to IOP Deep Dive project.*
June	*Kris T.*	*ACTION: Definition of clinic should go into new IOP.*		*Moved to IOP Deep Dive project*
June	*Lyn*	*ACTION: Develop process for committee recommended retirement of officials*		*Working Group created 7/17/19 of Eric, Terry, Bob, Elaine – Ongoing 12/10/19*
May	*Jules & Lyn (Chair)*	*ACTION: Ask Patrick if Referees should be considered in Board discussions and we'd like to have a voice when issues affect us. (Lyn: He was not really in favor of this because we have a referee on the Board.)*		*For meeting with PM (5/01, 6/12, 7/17, 9/11, 10/09)*
April	*Jules*	*ACTION: Have RefCorps create a report of who is attending clinics and also one for the online clinics.*		*In Progress? Maybe done (12/10) (5/01, 6/12, 7/17, 10/9)*
April	*Jules & Lyn*	*ACTION: Send out FISA Liaison nominating letter.*		*MOVED to selection for 2020; (for this year Ron Chen is chairing the subcommittee to do 2020 FISA regatta selections)*
April	*Jules*	*ACTION: Provide list of past recruiting events and upcoming.*		*Reported monthly - Ongoing*
March	*Jules*	*ACTION: Jules please work with the developers and report back how you can track the days and (what type of regatta days) we can revisit this*		*In progress*

		item. Using current definition of regatta day.		
March	*Jules*	*ACTION: Jules send 'newsletter' with meeting notes.*		*In progress as of 10/9/19*
March	~~*Jules*~~ *John M.*	*ACTION: ~~Jules get Emeritus pins from John and send them to Emeritus referees~~. Create an Emeritus pin and order them. Find out from John Wik what other certifiates etc there are for retiring officials etc.*		*In progress as of 12/10/19*

COMPLETED TASKS

November	*Howard*	*ACTION: Howard will proceed making changes to Indoor Rowing Rules document and will forward to Committee when completed (late Nov.) for vote.*		*Completed.*
October	*Committee*	*ACTION: Select Rules clinic topic for 2020.*		*Completed 12/10.*
November	*Dee*	*ACTION: Dee will update Exec Session doc from 2019 for use at Convention.*		*Completed 12/6.*
October	*Howard / Jules*	*ACTION: Send rules clinic solicitation for topic to region and other coordinators. Select Rules clinic topic for 2020.*		*Completed Nov.*
October	*Jules*	*ACTION: Get proposed Rules changes up on website immediately.*		*Completed in Oct.*
September	*Lyn*	*ACTION: Determine additional time for Committee to meet at Convention.*		*Completed*
August	*Howard*	*ACTION: Check with Bob on Referee College items for Saturday*		*Completed*
August	*Committee*	*ACTION: Provide True/False trivia questions rowing-related for White Flag/Red Flag game*		*Completed*
August	*Howard*	*ACTION: Continue building out the project plan to move forward on Convention planning. Link below for all to monitor progress:* https://docs.google.com/document/d/11POnE5CfLwO-l1_zx_pFWaWHUZrzSOArBhsNz1sz09Y/edit?usp=sharing		*Completed*

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