



**Gulf Swimming, Inc.
Gulf Swimming Board of Directors Meeting**

Reminder Next **Board of Directors** Meeting
Wednesday September 4, 2013 7:30 PM

Reminder Next **House of Delegates** Meeting
Wednesday September 18, 2013 8:00 PM

Herb Schwab, General Chairman, called the Gulf Swimming Board of Directors meeting to order at 7:30 PM in the DADS Club meeting room 1006 Voss Rd. Houston, TX. 77055.

The following board members were present:

| | | | |
|-------------|-------------------|-----------------|---------------|
| Herb Schwab | Henry Clark | Linda Brenneke | Tom Hasz |
| Charlie Fry | Jennie Shamburger | Ron Lusk | Eddie Adams |
| Rick Tobin | Thomas Norman | Hanna Huston | Allison Beebe |
| Seth Huston | Gilbert Legaspi | Travis Sandifer | Rey Aguilar |

A quorum was present.

It was moved, seconded, and passed to approve the April 24, 2013 Board of Directors Meeting minutes as posted.

OFFICER REPORTS
GENERAL CHAIRMAN

Herb Schwab

Gulf Swimming will be recertifying the LEAP Program, minor language modifications are required.

Herb announced that only Officer reports requiring action would be presented.

Hanna Huston of KATY moves from Junior Athlete Representative to Senior Athlete Representative. Sean Dormiani of FCST was elected as the Junior Athlete Representative. Thomas Norman of HSC has been appointed as the Past Senior Athlete Representative. Kate Arceneaux of KATY has been appointed as an Athlete Representative. Ashley Mercadel of FCST has been appointed as an Athlete Representative.

**ADMINISTRATIVE
VICE CHAIRMAN**

Henry Clark

Henry presented the Gulf Swimming 2013-14 meeting schedule. The September BOD is as scheduled for now. The Executive Committee will vote if a change is needed to the BOD date. A motion was made seconded and passed to accept the meeting schedule. A motion was made seconded and passed to approve the Coordinator positions. A motion was made seconded and passed to approve the Technical Planning Committee members. See attached reports.

SECRETARY

Linda Brenneke

Present, no report

TREASURER

Tom Hasz

Present, no report

**SENIOR VICE
CHAIRMAN**

Charlie Fry

Present, no report

**AGE GROUP
VICE CHAIRMAN**

Jennie Shamburger

Present, no report

**TECHNICAL COMMITTEE
CHAIRMAN**

Ron Lusk

AMBU is running a meet in October on the same date as Gulf sponsored meets. Only non-Gulf teams are being invited to the meet. If AMBU does run a Gulf sponsored meet in the future the team will need a co-host to run the meet. The TPC recommended changes to the 2013-14 SCY season. A motion was made seconded and passed to accept the changes. See attached report.

**ATHLETE REGISTRATION
COORDINATOR**

Annette Leach

Not present, no report

**NON-ATHLETE REGISTRATION
COORDINATOR**

Eddie Adams

Present, no report

OFFICIALS CHAIRMAN

Rick Tobin

Rick sent out hand outs regarding the requirements for the new Administrative Officials position, Officials certification standards and tips for New Officials handout. See attached reports.

SAFETY COORDINATOR

Matt Wagner

Not present, no report

PAST GENERAL CHAIRMAN

Jay Cookingham

Not present, no report

ATHLETE REPRESENTATIVES

Thomas Norman

Present no report

Hanna Huston

Present no report

Kate Arceneaux

Present no report

Ashley Mercadel

Present no report

COACH REPRESENTATIVE

Allison Beebe

Present no report

SANCTION COORDINATOR

Linda Brenneke

Present no report

NTV COORDINATOR

Rick Kehlenbach

Not present no report

ADAPTED SWIMMING COORDINATOR

Matt Sale

Not present no report

TOP 10 RECORDS

COORDINATOR

Rick Kehlenbach

Not present no report

COMPUTER INFORMATION COORDINATOR

Sharon Bourne

Not present, no report

MATERIAL AND EQUIPMENT COORDINATOR

Clay Douglass

Not present no report

CLUB DEVELOPMENT LIAISON

Chris Day

Not present no report

PUBLICITY COORDINATOR

Robert Kelly

Not present no report

DIVERSITY COORDINATOR

Gilbert Legaspi

Present no report

OPEN WATER COORDINATOR

Seth Huston

Present no report

CAMP COORDINATOR

Nicole Rembach

Not present no report

SAFE SPORT COORDINATOR

Travis Sandifer

Travis made a motion that the team reimbursement policy must be on file with the LSC and that a parent must sign a copy of the team travel policy and that must accompany the reimbursement form. This would become effective 10-1-2013. Each team must send in the travel policy with their 2014 Club application. The motion was seconded and passed.

Travis made a motion that the deck changing language be modified to replace discouraged with **prohibited**. Motion seconded and passed. Travis also made a motion to amend the Audio/Video language to the following:

AUDIO/VIDEO RECORDING DEVICES:

Use of audio or visual recording devices, including a cell phone, is not permitted in **the area behind the starting blocks**, in changing areas, restrooms, **showers** or locker rooms. **Violators may be reported to law enforcement or other governmental authorities and/or may be barred from the facility during sanctioned event.**

OLD BUSINESS

None

NEW BUSINESS

A motion was made to reimburse the Coach of the swimmers that made the World Championship Team \$3,000.00 to cover expenses to attend the meet. The motion was amended to state that it is a one time only reimbursement and that Gulf Swimming would match the participating teams' contribution to the Coaches' travel up to \$3,000.00 with one coach per team only. The amended motion was seconded and passed. Further changes will be discussed at the September House of Delegates meeting.

Henry presented a workshop for the incoming board members.

ANNOUNCEMENTS

A motion was made seconded and passed to adjourn at 8:56 PM.

Respectfully Submitted,

Linda Brenneke

Linda Brenneke

Board of Directors, Secretary
Gulf Swimming, Inc.

GULF SWIMMING
MEETING SCHEDULE
2013 – 2014

| DATE | TIME | MEETING |
|-----------------------|-----------|---|
| August 21, 2013 | 7:00 p.m. | Administrative Officials' Clinic |
| August 28, 2013 | 6:30 p.m. | Meet Directors' Clinic |
| September 4, 2013 | 7:30 p.m. | Board of Directors |
| September 10-14, 2013 | | U.S. Aquatic Sports National Convention – Garden Grove, CA |
| September 18, 2013 | 8:00 p.m. | House of Delegates |
| September 21, 2013 | | Gold Medal Clinic |
| September 22, 2013 | 5:00 p.m. | Twenty-Second Annual Gulf Awards Banquet – Marriott Westchase |
| September 28, 2013 | | Annual TSA Convention – San Antonio |
| October 2, 2013 | 8:00 p.m. | Technical Planning Committee |
| November 6, 2013 | 7:30 p.m. | Board of Directors |
| January 8, 2014 | 8:00 p.m. | Technical Planning Committee |
| January 15, 2014 | 7:30 p.m. | Board of Directors |
| January 29, 2014 | 8:00 p.m. | House of Delegates |
| April 2, 2014 | 8:00 p.m. | Technical Planning Committee |
| April 30, 2014 | 7:30 p.m. | Board of Directors |
| May 21, 2014 | 8:00 p.m. | House of Delegates |
| June 11, 2014 | 8:00 p.m. | Technical Planning Committee |
| July 9, 2014 | 7:30 p.m. | Board of Directors |

GULF SWIMMING – PROPOSED
COORDINATORS
AND
TECHNICAL PLANNING COMMITTEE MEMBERS
2013 – 2014

| COORDINATORS | NAME |
|--|---|
| Sanction | Herb Schwab (new) |
| NTV | Rick Kehlenbach |
| Disability Swimming | Matt Sale |
| Records | Rick Kehlenbach |
| Computer Information System (Webmaster) | Shannon Clark (new) |
| Equipment | Clay Douglass |
| Club Development Liaison | Allison Beebe (new) |
| Publicity | Shannon Clark (new) |
| Diversity | Gilbert Legaspi |
| Safe Sport | Travis Sandifer |
| Open Water | Seth Huston |
| Camp | Nicole Rembach |
| TPC COMMITTEE (20% Athlete Representation) | |
| Andy Korda | TPC Chairman / Coach |
| Hanna Huston | Athlete |
| Sean Dormiani | Athlete |
| Rick Tobin | Official |
| Tim Bauer | Coach / Parent |
| Tim Hill | Coach (non Board member) |
| Gilbert Legaspi | Coach (prior year TPC committee member) |

Recommended Changes for 2013-14 SCY Season

October Open

- No change to order of events
- Split sessions accordingly:
 - AM- 11-12 boys and all 10 & unders
 - PM- 11-12 girls and all 13 & overs

November Open

- Split sessions accordingly:
 - AM- 11-12 boys and all 10 & unders
 - PM- 11-12 girls and all 13 & overs
- Start Saturday PM with 400 IM being first event for 13 and overs
- Finish Saturday PM with boys 1000 free and girls 500 free
- Finish Sunday PM with girls 1000 free and boys 500 free

December Championship Meets

- 8 & Under Champs- no change
- Fall Champs
 - Split session- AM- 11-12 girls with 9-10s/ PM- 11-12 boys with 13-14s
 - Add 15 and over BB & under events to afternoon session
- Senior Champs
 - Require 15-16 A time for the 500 free
- Gulf Age Group Champs
 - Begin finals at 5:00 instead of 6:00 or 6:30
 - Waive on deck fee for cuts made the weekend before **Gulf Age Group** Champs- new cuts must be submitted to meet management by 5:00 PM the Monday after Fall Champs

January

- **Distance Meet stays- Tomball will host-**
- Gulf Open Meet
 - Merge current two sessions per day into one session per day
 - Add new second session per day:
 - Saturday- 11 and over mile
 - Sunday- 11 and over 1000
 - Distance events do not count toward the max allowed per day

We respectfully request to address the LCM meet formats at the conclusion of the 2013 LCM season.

Gulf Swimming Officials Clinic -- Tips for new officials

Certification Process

- Trainee must first register as a non-athlete with USAS; registration form is on the Gulf website; your team is expected to pay the fee.
- Must also complete a criminal background check:
 - can complete online at www.usaswimming.org/backgroundcheck
 - Level 2 BGC is required (\$39), good for 2 years; ask team to pay.
- Must also complete the Praesidium, Inc. Athlete Protection Training Course that is available on the USAS website; the course is online, free, and takes about 1 hour.
- Send brief email to Officials Committee Chairman with request to add your name to list (need name, work & home phone, valid email address, and club affiliation).
- Take the online S&T/Timer test at USAS website (member resources >> officials >> testing and certification). Open-book test, 80% minimum score required to pass.
- Review the certifications guidelines document.
 - For the first few sessions the Referee may assign the trainee to work under the supervision of experienced officials
 - After the minimum meets and sessions have been worked, the trainee should request certification from the Officials Committee Chairman
 - Need Meet Referee recommendation or the Chairman will not certify
 - Do not wait to end to get feedback on performance! Always ask Meet Referee how you are doing and what skills you need to improve.
- What are the skills and competencies expected of certified officials?
 - Thorough knowledge and understanding of S&T rules
 - Understanding of positions on deck and being in the right place
 - Body language and on-deck attitude and poise
 - Ability to accurately recognize infractions when they occur
 - Use of correct rulebook language when reporting infractions
 - Ability to make fair judgement calls
 - Punctuality and reliability
 - Teamwork with other deck officials
 - Willingness to accept assignments given
 - Attentiveness and focus, and ability to handle distractions
 - Positive reaction to unusual situations
 - Effective use of radio communication

- How not to get left behind -- What the Officials Chairman is looking for:
 - Overall experience on deck
 - Good work ethic – working steady at multiple sessions per meet
 - A record of uninterrupted training without significant gaps
 - Exposure to both Short Course and Long Course meet venues
 - Experience at a variety of meets (8&Under through Championship level)
 - Working at meets other than your own club's hosted meets
 - Positive assessment of skills and competencies from supervising meet referees
 - Recommendations to certify from supervising meet referees
 - Attendance at training clinics, pre-meet briefings, etc.
 - Clear understanding of rules and their application at meets

- While you are training:
 - OC Chairman maintains a database and records meet attendance in OTS, but it is good practice to also keep your own log of meet attendance as backup
 - Be a student -- observe experienced officials and ask them questions
 - Pay attention to what is going on around you -- see the big picture
 - It helps to work at meets where your kids are not present (fewer distractions)
 - Once certified, you receive a name tag and a certified officials lapel pin

- Once Certified, in order to maintain your certification, you must
 - Register each year as a non-athlete member of USA Swimming
 - Renew the background check (every 2 years)
 - Renew the Athlete Protection Training (every 2 years)
 - Work a minimum of 4 multi-session meets per year
 - Take the re-certification test (every 2 years)

Preparing for a Meet

- READ the Meet Announcement (on the Gulf website); review format, start times, dress code, Meet Referee's name, & other information for officials.
- Send the Meet Referee an email RSVP -- this will be GREATLY appreciated.
- Always review the USAS rulebook prior to the meet as a refresher.
- Uniform -- for most meets white polo shirt and navy blue pants, shorts or skirt. White shoes preferred (no sandals, bare feet, flip flops, jeans, tank tops or other sloppy attire). For some championship meets, the uniform may be different.
- Always wear your USAS registration badge for deck access and hospitality room.

What to do at the Meet

- ARRIVE EARLY and sign in with the Meet Referee (or look for sign-in roster).
- The sign-in roster will usually be picked up ~ 1 hour before the meet start time, and the Meet Referee will make assignments; If you show up later than that you risk not getting an assignment.
- Find out where & when the officials briefing will be held.
- Be on time for the officials briefing.
- Listen carefully to the referee instructions for meet specifics.
- Write down your assignments on a heat sheet or time line.
- Ask questions if anything is unclear or not covered.
- Be in position on deck at least 5 minutes before each assignment.
- While you are training be sure to ask LOTS of questions.

GULF SWIMMING OFFICIAL CERTIFICATION STANDARDS 2013 - 2014

Gulf Swimming strives to develop officials who are fair, competent, current in rulebook application and consistent in approach. The training program is designed to produce skilled officials who are capable of providing athletes with the best, most consistent and fairest possible level of observation. The program is aimed at certification of N1 officials with emphasis on quality assurance and portability outside of the Gulf Swimming LSC. National (N2 & N3) certification guidelines are posted on the USA Swimming website. The following LSC standards are for informational purposes only. Certification of N1 LSC officials is the responsibility of the Gulf Swimming Officials Committee Chairman who has final authority in specific certification standards.

Requirements for all Officials

- Must register as a non-athlete with USA Swimming
- Must pass a level II Background Check
- Must complete the online Athlete Protection Training
- Must be at least 18 years old (21 years old for Referees)

Uniform at meets -- Officials serving in all positions are required to wear the official's uniform specified in the meet announcement at all meets. If a uniform is not specified in the meet announcement, the uniform will be white polo shirt and navy blue pants / shorts / or skirt.

Definition of Sessions -- For Stroke & Turn trainees, session requirements must be achieved at meets that provide an opportunity for the trainee to observe multiple strokes. For trainees at all positions, sessions must be of sufficient duration that trainees have the opportunity to observe a significant number of swimmers (at least 2 hours).

Official Certification Levels -- Gulf Swimming currently certifies officials at five levels, including Administrative Official, Stroke & Turn Official, Starter, Deck Referee, and Meet Referee.

Minimum Requirements for Administrative Officials

1. Must work a minimum of 2 sessions at a meet to be eligible for certification.
2. Must have at least one positive recommendation* to certify from a certified Administrative Official, Administrative Referee, or Meet Referee.
3. Must pass the following online tests: Timer, Timing Judge, Clerk of Course, Administrative.
4. Must attend an Administrative Official training clinic.

The certification is maintained by (1) re-registering each year as a non-athlete with USA Swimming, (2) passing the required background check and athlete protection training every 2 years, (3) working a minimum of one multi-session meet per year, and (4) satisfactory performance at meets.

Minimum Requirements for Stroke & Turn Officials

1. Must pass the online S&T/Timer test. The test should be taken prior to on-deck training.
2. Must work a minimum of 9 meets (18 sessions) to be eligible for certification consideration.
3. At least 3 of the 9 meets (6 sessions min) must be worked at a meet hosted by an unaffiliated club.
4. Must have a minimum of 3 positive recommendations* to certify from 3 different Meet Referees, at least two of whom must not be attached to the trainee's club.
5. Attendance at a Stroke & Turn clinic (if offered and required).

The certification is maintained by (1) re-registering each year as a non-athlete with USA Swimming, (2) passing the required background check and athlete protection training every 2 years, (3) working a minimum of four multi-session meets per year, and (4) taking the re-certification test every two years. Any certified Stroke & Turn Official who allows his/her certification to expire will be reduced in rank to Trainee until the re-certification requirements have been fulfilled.

Minimum Standards for Starters

1. Must pass the online Starter test. The test should be taken prior to on-deck training.
2. Prior certification as a N1 Stroke & Turn official.
3. Must work a minimum of 10 meets (20 sessions) as a starter trainee to be eligible.
4. At least 2 of the 10 meets (4 sessions min) must be worked at a long course meet.
5. At least 4 of the 10 meets (8 sessions) must be worked at a meet hosted by an unaffiliated club.
6. Must have a minimum of 3 positive recommendations* to certify from 3 different Meet Referees, at least two of whom must not be attached to the trainee's club.
7. Must pass an on-deck starter evaluation by the Officials Chairman (or designee).
8. Attendance at a Starter clinic (if offered and required).

The certification is maintained by (1) re-registering each year as a non-athlete with USA Swimming, (2) passing the required background check and athlete protection training every 2 years, (3) working a minimum of four multi-sessions meets per year, and (4) by taking the Starter re-certification test every two years. Any certified Starter who allows his/her certification to expire will be reduced in rank to Stroke & Turn Official until the re-certification requirements have been fulfilled.

Minimum Standards for Deck Referees

1. Must pass the online Referee, Administrative Referee, Timing Judge, and Clerk of Course tests. The tests should be taken prior to on-deck training.
2. The Starter and S&T/Timer recertification tests may need to be taken if expired.
3. Prior certification as a N1 Starter.
4. Must work a minimum of 14 meets (28 sessions) as a deck referee to be eligible.
5. At least 4 of the 14 meets (8 sessions min) must be worked at a long course meet.
6. At least 4 of the 14 meets (8 sessions) must be worked at a meet hosted by an unaffiliated club.
7. Must have worked at least part of 4 sessions in the capacity of Chief Judge.

8. Must have a minimum of 3 positive recommendations* to certify from 3 different Meet Referees, at least two of whom must not be attached to the trainee's club.
9. Attendance at a Referee and/or Chief Judge clinic (if offered and required).

The certification is maintained by (1) re-registering each year as a non-athlete with USA Swimming, (2) passing the required background check and athlete protection training every 2 years, (3) working a minimum of six multi-session meets per year, and (4) by taking the online Referee re-certification test every two years. Any certified Deck Referee who allows his/her certification to expire will be reduced in rank to Starter, and will not be permitted to serve as a Deck Referee until the recertification requirements have been fulfilled.

Minimum Standards for Meet Referees

1. All recertification tests may need to be taken if expired.
2. Prior certification as a N1 Deck Referee, and at least one N2 certification at any position.
3. Minimum 18 meets (36 sessions) in the capacity of Deck Referee, Administrative Referee, assistant Meet Referee, or Team Lead at a Prelim/Finals meet to be eligible.
4. At least 3 of the 18 meets (6 sessions min) must be worked in position at a Prelims/Finals Championship format meet.
5. At least 4 of the 18 meets (8 sessions min) must be worked at a long course meet.
6. At least 6 of the 18 meets (12 sessions) must be worked at a meet hosted by an unaffiliated club.
7. Must have a minimum of 3 positive recommendations* to certify from 3 different Meet Referees, two of whom must not be attached to the trainee's club.
8. Must work as an assistant Meet Referee for at least 2 full meets.
9. Recommendation* by the Officials Chairman and approval by the Officials Committee.
10. Attendance at a Referee clinic (if offered and required).

The certification is maintained by (1) registering each year as a non-athlete with USA Swimming, (2) passing the required background check and athlete protection training every 2 years, (3) working a minimum of six multi-session meets per year, and (4) by taking the Referee re-certification test every two years. Any certified Meet Referee who allows his/her certification to expire will be reduced in rank to Deck Referee, and will not be permitted to serve as a Meet Referee until the recertification requirements have been fulfilled.

Transfers from Other LSCs -- The National Officials Committee has adopted a policy that expects LSCs to recognize the certified status of visiting and transferring officials from other USA Swimming LSCs. Specific expectations for transferring officials and LSCs are described on the USA Swimming website. The information below provides our local LSC policy regarding transfers.

1. Visiting officials are always welcome at all Gulf sanctioned meets. Meet assignments for visiting officials will be determined by the Meet Referee. Visiting officials should always notify the Meet Referee in advance so that appropriate meet assignments can be scheduled.
2. Officials relocating from other LSCs are highly valued and always welcome to join our team of officials. Relocating officials should contact the Gulf Swimming Officials' Chairman to

provide information such as name, contact information, new club affiliation, and current certification(s). The Chairman will add the transferring official to the Gulf officials list.

3. Any transferring official must register as a non-athlete with USA Swimming; if already registered in another LSC, the registration will need to be transferred to Gulf Swimming. The official must also have passed a level II Background Check and completed the online Athlete Protection Training.
4. For each level of certification, the skills and experience attained prior to transfer must meet the minimum requirements for certification at that level as outlined in this document before the official can be certified at that same level in the Gulf Swimming LSC. If additional skills or experience are needed to meet the minimum standards, then the relocating official will be certified at one level below their previous certification level, and the LSC will provide the needed opportunities for any training and/or meet experience so that the prior certification level can be reinstated in the Gulf Swimming LSC as soon as possible.
5. For transferring Stroke & Turn officials, the existing certification will be recognized automatically and transferred to Gulf Swimming. For all other positions (Starter, Deck Referee, Meet Referee), certification transfer(s) will be made after a positive assessment of prior skills and experience has been completed.

Reinstatement of Expired Certification -- Officials with expired USA Swimming certifications who wish to be reinstated are always welcome back, and should contact the Gulf Swimming Officials' Chairman to provide information such as name, contact information, club affiliation, and previous expired certification(s). The Chairman will add the official to the Gulf officials list. Reinstatement requirements will be handled on a case by case basis by the Gulf Swimming Officials' Chairman. However, in general, for certifications that have only been expired for a short period of time, the official will simply need to re-register, pass the required background check and athlete protection training (if expired), and take the re-certification test(s) for the position(s) being reinstated. For reinstatements of certifications that have been expired for lengthy periods of time, the official will need to work enough meets/sessions to demonstrate minimum skills; in this case, a positive assessment of skills will also be required.

* Recommendations for certification or advancement by Meet Referees will only be accepted if accompanied by a written evaluation of skills and performance, and must provide clear and detailed reasons to support the recommendation. Only 1 recommendation per meet will be accepted from the Meet Referee.

ADMINISTRATIVE OFFICIAL ANNOUNCEMENT

R. Tobin 5/24/2013

USA Swimming has added a new category of swimming official named "Administrative Official" (not to be confused with the position of Administrative Referee). The responsibilities of the Administrative Official (AO) are covered in the USA Swimming Technical Rules, section 102.14. The AO directly reports to the Meet Referee, and is responsible for supervising / directing the following positions on the "dry" side of the meet:

- Entry and Registration personnel
- Clerk of Course
- Timing System Operator
- Timing Judge
- Scoring personnel
- Meet Management computer operator
- Other administrative personnel

The AO may also serve in any of the above positions during a meet, or may simply supervise those positions. The above positions may be sourced by any number of uncertified volunteers, provided that there is a certified AO at the meet supervising those activities.

The AO is responsible for accurate seeding of heats, determination and recording of correct official times, determination of official results, publishing of results and scoring, and any other administrative duties assigned by the Meet Referee.

Requirement for Meet Sanction -- In order for a USA Swimming meet to be sanctioned (after Sept. 1, 2013), a certified AO must be named in the sanction request, and listed in the meet announcement along with the Meet Referee. A certified AO must be present during the meet.

Requirement for AO Certification -- The following activities are minimum requirements for AO certification, as set forth by USA Swimming:

1. Must be a registered member of USA Swimming
2. Must pass a Level II Background Check
3. Must complete the online Athlete Protection Training
4. Must pass the following online tests: Timer, Timing Judge, Clerk of Course, Administrative
5. Must attend an AO training clinic
6. Must successfully apprentice as an AO during at least 2 sessions at a meet under the supervision of a certified AO, Administrative Referee, or Referee; at the discretion of the Official's Committee Chairman, apprenticeship credit may be given to highly qualified, experienced AO candidates.

After the above requirements have been documented, the Gulf Swimming Official's Committee Chairman will certify the trainee as an Administrative Official. Once certified, the AO will be included on the Gulf Officials list published on the Gulf Swimming website, and will be added to the OTS database (Officials Tracking System).

AO uniform at meets -- The AO position is recognized as a swimming official, just like all of the other officials. Although not strictly required, certified AOs are strongly encouraged by USA Swimming to wear the official's uniform at all meets.

ADMINISTRATIVE OFFICIAL CLINIC GUIDELINE

- Requirements for all officials
 - USA Swimming Non-athlete Membership (provide application)
 - Background Check, Level II (through USA website)
 - APT (through USA website)
 - LSC Requirements
- Provide the Administrative Official Description
 - Mention brief description of the various Official positions
- **Discuss with Meet Referee or Administrative Referee their preferences in the respective areas and follow their instruction/guidance for the administrative duties.**
- Obtain Meet Information and know it thoroughly
 - Types of meets
 - Dual, Open, Invitational, Time Trial, Championships
- Clerk of Course
 - Determine areas to be handled here
 - Scratches from prelims/timed finals
 - Check in for events (distance, relays, etc.)
 - Organizing/lining up the 8 & under swimmers
 - Parading of finals and/or award presentations
- Meet Management Software
 - Meet Setup in Software
 - Event Order
 - Entry Requirements
 - Timed Finals or Prelim/Final Format
 - Scoring
 - Pre-meet Responsibilities
 - Receipt of Entries – may be electronic or paper
 - Positive Check-in (if required and which events)
 - Seeding
 - Timed Finals
 - Example of psyche sheet followed by heat sheet
 - Prelim/Final Format
 - Example of psyche sheet followed by heat sheet
 - Fast to slow or slow to fast for each event
 - Lane Timer Sheets, Relay Cards, Award Labels
- Review heat sheet
 - Prelims – compare to original psyche sheet, sign-ins (if required) and scratches received
 - Finals – check any scratches after prelims for finals, make sure alternates are listed

- Timing adjustments
 - Automatic (Primary/Touchpad), Semi-Automatic (Secondary/Buttons or Stopwatches), Manual (Tertiary/Stopwatches)
 - Explain each system and differences
 - Lane malfunction within a Heat (provide examples)
 - Heat malfunction (provide examples)
- Disqualification
 - DQ slip and how it's entered into software (DQ codes)
- Verify Event Results – before sending to Announcer
 - Confirm times were adjusted if necessary
 - DQs
 - No Shows/DFS/Missing Swimmers
- Check scoring – make sure it's scoring per meet information.
- Results
 - Announced, Posted, Live Results, Website Posting
- Prelim/Finals
 - ALWAYS obtain approval from Meet Referee or Admin Referee before publishing or posting any documents
 - 30 minute scratch rule (once announced) and Intent to Scratch
 - Location for athlete/coach to do this
 - Announcing of any scratches or final participants once scratch deadline occurs
 - Remember to check for intent to scratch on each event before closing

REMEMBER - communicate pleasantly with everyone!
 Be courteous to the coaches, swimmers, officials and volunteers!
 Take your time to make sure the paperwork and results are accurate!!
 Have fun!!

GULF SWIMMING
GENERAL CHAIR PLANNER
2013 – 2014

| DATE | ACTION |
|---------------------------|---|
| May | Determine Delegates to USAS Convention |
| May – July | Appoint Coordinators, Appoint TPC Members, Set Meeting Calendar |
| September | USAS Convention Gold Medal Clinic and Banquet (Get nominations / award winners) |
| October | TSA Convention, San Antonio (3 Gulf delegates can vote) |
| October – November | Book Banquet Hotel for next year, Secure Gold Medal Clinician / Speaker |
| November – March | Age Group Vice-Chair selects Zones Team Head Coach – begins preparations |
| August | Admin Officials Clinic, Meet Directors Clinic, Officials Clinic |
| 1 Week Prior to Meetings | Distribute Agenda for Meeting, along with any attachments that have been submitted by Board Members |
| Elections every two years | Nominating Committee elected in January of odd years; Elections in May of odd years |

GULF SWIMMING
DUTIES OF OFFICERS
2013 – 2014

| OFFICIER | DUTIES |
|-------------------------------------|---|
| Secretary | Take meeting minutes and publish on Gulf website (within 1 week) Update Gulf Swimming handbook and publish on Gulfwebsite |
| Admin Vice Chairman | Track Team Fines – Proof of Times / Violations (due Oct 15, May 15), Communicate with Annette during Team Registration, Exceptions to Entry Rules at Gulf Meets, Liaison to the Banquet Coordinator |
| TPC Chairman | Formulate Schedule, Formats, Meet Bids, Bid Awards for TPC Meetings Central Receiving of Gulf Meet Entries and Divide Teams into Venues Make sure that TPC has a schedule to present in January Make sure that TPC has bidders for approval in April/May Make sure that TPC has formats presented for approval in July Organize Meet Director's Clinic in August |
| Age Group Vice Chairman | Responsible for Ladder of Success after each Short Course Season and Long Course Season Select Zones Team Head Coach, Zones staff and travel arrangements |
| Senior Vice Chairman | Responsible for Athlete Travel reimbursement being received and paid by Treasurer Senior Vice-Chair is responsible for yearly Athlete Representative Elections |
| Non- Athlete Registration | Register non-athletes and send current lists to Meet Directors and Referees Process annual team registrations and submit to Annette when complete |
| Athlete Registration | Register athletes and reimburse outreach athletes Register teams annually |
| Officials Chairman | Run annual Official's Clinic, Educate Officials and LSC on new rules Organize Admin Official's Clinic in August |
| Finance Vice Chairman and Treasurer | Present Budget Expenditure Reports at Board and House meeting Make sure that Audit is completed in a timely fashion (within 90 days of submitting 990 Form) Make sure that Budget is presented to Board and House in January |