Referee Committee
Minutes of Meeting
February 8, 2017
Telephone Conference

Attendance

Referee Committee:
Andrew Blackwood – Chair
Ruth Macnamara – Vice Chair, Secretary
John Musial – Regional Coordinator Representative to Committee
Jean Reilly – FISA
Rachel Le Mieux – Trials Coordinator
Terese Friel-Portell – Safety/Referee Utilization
Marcus McElhenney – Athlete Representative
Gevvi Stone – Athlete Representative

USRowing Staff:
John Wik – Director of Referee Programs

Absent:
Bob Appleyard – Referee College

Guests:
Sheila Tolle

Andy called the meeting to order at 8:30pm EDT. He inquired as to whether we had any guests on the call, none spoke up.

A. Referee College – Wik (Appleyard has a conflict)

Referee College has completed the Objection and Protest Power Point for presentation at Regional Clinics per the request of the Committee at the Convention. It was first presented at the SE clinic – got feedback and it was updated. It has also been given in the NW, SW and MA (Philly) and this coming weekend at MA (DMV). Bob welcomes input from the Regional Clinics. Once it is finalized, it will be posted on the RDS.

Work continues on the Basic School curriculum. This curriculum will be centered around six modules: control commission; the start; following the race; objections and protests; the finish; and technical instructions to crews.

Attachment 1
B. **FISA – Reilly**

Update on FISA nominations and selections – 2017
*Attachment 2*

C. **Trials – Rachel Le Mieux**

Update on the status of the Trials Pool Selection progress and next steps.
*Attachment 3*

D. **Health and Safety - Friel-Portal**

Three documents are attached on behalf of the Referee Safety Working Group.

1. The first is a collection of recommendations to the Committee hopefully for endorsement and then to be forwarded to John Wik in his official role as well as the Events Department for consideration and implementation for the Nationals this year. *Attachment 3*

2. The second document was created as a handout for Chiefs to be distributed with the Registered Regatta program as reminders of how Chiefs should look out for referee safety. We are open to other ways of distribution such as being posted on the website with other Useful Documents or in the RDS. *Attachment 4*

3. The third is a brief summary of the Referee Safety working group summary of activities last year. *Attachment 5*

I would also like to suggest that the recommendation of the Committee last year that, **all referees on the water wear a PFD**, should be reiterated this year in as many channels as possible.

General: Dee and I will continue working on this effort. If you review the ‘ask’ from the Safety Committee last year (12/15), they requested that all referee documents be reviewed with an eye toward making our procedures and policies more safety-inclusive. If the IOP will be redone this year, this should be included. I’m not sure where that project stands however. One area I have discussed with John W. with regard to the changes at Nationals this year (outcome of the Board additional funding) is to begin an annual survey of attitudes of the referees who work these events. I will begin work on this this spring.

E. **Regional Coordinators – Musial**

Coordinators Report

In the last month there have been 3 things the Coordinators have been working on:

1. **Juries for National Championships for 2017** – There are several open slots in the Chief selection section. The chiefs will be working on filling these 6 slots over
the next month. Follow-up from last month’s meeting: giving the Chiefs the option to fill those slots was not received as well as the Committee might have thought it would be. This process needs to be refined for next year. The Regional Coordinators will work on a suggested process for 2018.

Interest was very light for working at any of the USRowing National Championship in 2017. Because of that, there are some duplicate names on the list; some referees from different regions filled other regions slots.

2. Definition of a Regatta Day and Clinic Day. At the Convention, the Coordinators were charged with defining a Regatta and Clinic day by February 15. They are not finished yet. The definitions should be ready to be circulated to the Committee in the next week or so.

DISCUSSION

3. Regional Coordinators are in the process of holding Annual Clinics throughout the Regions addressing the topics presented by the Referee Committee at the December Meeting. These topics include: 2017 Rule Changes; Objections and Protests; and Restructure of the Referee Committee and USRowing Candidate Webpage.

F. USRowing Updates: Wik

1. Candidate Recruitment Statistics - January / February 2017

Since January 15, 2017, there has been an average of 10 new Candidates entering the Candidate Program per week.

Currently there are 87 Candidates registered in the Candidate Program. Each has become a member of USRowing, completed or in the process of completing their NCSI background check, and begun the online Learning Management System training program. By comparison - in previous years there have been less than 10-12 new candidates in the program by the first week of February.

2. Candidate Statistics:

<table>
<thead>
<tr>
<th>Region</th>
<th>Self Registered</th>
<th>USRowing Recruiter</th>
<th>Regional Coordinator Recruited</th>
<th>TOTALS</th>
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<td>47</td>
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a. Candidate recruitment should increase dramatically (particularly self-registration on the USRowing Candidate Webpage) with the distribution
of "Become a Referee" business cards to all USRowing Referees as a part of the 2017 Rule Book distribution. The cards allow the Referee to become the recruiter by providing prospective candidates with direct access to the USRowing Candidate recruiting web page.

b. A Candidate Recruitment letter was sent to all 1300 Organizational Members from the USRowing Referee Program office requesting the Organizational Members to identify one or two individuals who might be interested in becoming USRowing Referee Candidates.

3. 2017 Rule Books have been sent – "Become a Referee" (stickers and business cards)

a. Goal for 2017 is to bring in 150 newly Licensed Referees. We will have to overcome the difficulty of getting Candidate observations done and mentors assigned by the Regional Coordinators.

b. Sent out information to the Organizational Members on how to become a Referee and encouraged each one to submit at least one name.

c. Updating the "Following Referee" module – the filming was not complete and is being worked on now. It should be done in the next month. John Wik will be filming at the Sarasota Invitational Regatta at the end of February.

4. LMS coupled with Rules - meeting annual clinic requirement. (Approved by Coordinators)

5. CEO Policy Manual – Transgender 4-103(c)

USRowing is in the process of updating the CEO Policy Manual to reflect the recent adoption by the Board of Directors of a new USRowing Transgender Policy. The Transgender Policy is noted in Section 4-103 (c) of the 2017 Rules of Racing.

6. Sub-committee review

a. IOP Rewrite – Ruth – ACTION: Populate sub-committee and draft a plan moving forward and present at the March Meeting

b. Health and Safety – Terry – ACTION: Populate sub-committee and continue working on established goals.

c. Assistant Exam; Full Exam and Recertification Exam – Referee College Staff – ACTION: John Wik will take it back to Bob Appleyard and come back with a proposal to the March Meeting

d. Referee Evaluation – Historically, Bob Appleyard/Mary Bush worked and presented a plan 3 years ago. ACTION: Rachel will take charge and put together an outline for next month. She will check in with Bob and Mary.
e. Code of Conduct – Marcus – **ACTION:** will follow-up with John Wik per the changes at USRowing’s Board and CEO positions about moving forward with implementing the Code of Conduct.

**DISCUSSION**
- Rachel emphasized the importance and need of instituting the Referee Evaluation Program with the amount recruiting efforts that are in place.
- Andy – how do we reconstitute the Sub-Committees and the deliverables?
- **DISCUSSION**
  - Musial – two issues the Coordinators have regarding evaluations; 1. Is the current two levels structure of referee licensure enough, Assistant and Full; and 2. There needs to be a way to remove referees who are not meeting standards. Currently there is nothing in the IOP addressing this.
- Assign a name to each sub-committee.
- **ACTION:** Lead person will populate their subcommittee and bring back a plan to move forward at the March Meeting.

**G. Other Issues; Committee Members**

1. Ruth Macnamara reported that the Minutes from the December meeting were amended per the request of Jean Reilly and Ron Chen.

   **New Language in the December Minutes FISA Report**
   - **FISA Regatta NTOs:**
     - **World Masters:** Doug Jones & Kirsten Meisner were selected by Denmark to serve as NTOs for World Masters

**H. Public Comments - (none received to date)**

Jean Reilly stated that Sheila Tolle had joined the call after Andy inquired if we had any guests. She had to drop off early to go to a Board Meeting. In addition, Sheila acknowledged she had been on the call in an Email to John Wik.

In the future, Andy will ask guests to announce themselves throughout the call as they join.

Next meeting date is Wednesday March 8, 2016, 8:30PM EDT.

Rachel made a motion to adjourn. John Musial seconded.

Meeting adjourned at 10:03PM EDT.

Respectfully submitted,

Ruth Macnamara  
Vice Chair, Secretary  
USRowing Referee Committee  
carczar01@aol.com  
703-201-4547
ATTACHMENT 1

Referee College report to the Referee Committee
February 8, 2017
Submitted by: Appleyard

Present work concentrates on developing the curriculum for the Basic School, following the introduction of this School to the Committee and the corps of officials in convention in December 2016. This curriculum will be centered around six modules: control commission; the start; following the race; objections and protests; the finish; and technical instructions to crews.

The first module, objections and protests, has been completed. This was selected for initial completion because the Regional Coordinators had selected “protests” as one of the topics for regional clinics in 2017. The presentation prepared for the Basic School has been made available to the Coordinators for use in their regional clinics, if desired.

The next module nearing completion is “the finish”; this is expected to be completed by mid-February. At the same time, the initial storyline for the presentation on “following the race” is in draft form and should also be completed before the end of February. Development of a final presentation for each module starts with a completed storyline, from which the presentation is then developed and written.

An update on further activity will be presented at the next meeting for the Committee.

Action Item: The College is asking the Coordinators to monitor current use of the “objections and protests” presentation in their regional clinics, and to provide feedback from their clinicians on both the content and the organization of this presentation. Such feedback will be compiled and considered for updating the current version of this presentation.
FISA Liaison Report – Jean Reilly

Background:
In 2013/2014 FISA sections of the USRowing IOP were updated in response to the evolution of FISA and requests from member countries. The IOP rewrite was approved by all USA FISA Umpires and subsequently approved by the Referee Committee Q1-2015.

Following, requirements of the IOP have been implemented
- Annual USA FISA Umpire Data Sheet completion and validation with FISA (9/2015)
  - Data Sheet includes Umpire Quadrennial plans.
- FISA Regatta Reports available in the RDS.
- Robust FISA Regatta Umpire Nomination process documented and implemented.
  - Process used for 2016 and 2017 nominations.
- Exchange Regattas Program documented and implemented.
  - The Exchange Program provides all USA FISA Umpires not selected for a FISA Jury and who wanted to work, the opportunity to work internationally. Exchanges provided these Umpires visibility, the opportunity to further develop their skills, and demonstrate commitment to World Rowing.
- USA FISA Umpire Peer Hard Rank (Active FISA Umpire peer review poll). Initial ranking was completed 1/2016. USRowing nominated 13 individuals to 8 FISA Regatta Juries in 2017 Results validated to be directionally correct by multiple FISA Commission members. Results e-mail sent to Tom Fuller, John Wik 1/30/2016 for communication to USRowing and USA FISA Umpires.
- FISA Candidate Sub Committee (formed 8/2015). Members – Appleyard, Chen, Zandbergen, Tolle, Walker, Grudt (Advisory/ex Officio). All FISA Candidate Sub-Committee deliverables have been completed in 2015 and updated in 2016 (list below):
  - Prospect/Applicant/Candidate Rubric of IOP (timeline format)
  - Roles and Responsibilities at World Championship Observations (timeline format)
  - Best Practices at World Championship Observation
  - Mock Written Exam questions and answer sheet (100+ questions; 2 hour exam)
  - Mock Practical Exam guidelines
  - FISA Candidate Study Manual.
  - Over 50 documents on the RDS relating to the FISA exam were removed, reviewed, and reconciled for relevance. A new 140 page study guide was created to work in connection with the FISA Rules, FISA Umpire Commission Candidate webinars, and USA mock written and practical exams. The guide has been distributed to USA FISA Candidates and Applicants.
- Additional IOP changes requested in 2015 and approved by all USA FISA Umpires were not approved by The Referee Committee.

USRowing Metric/Goal Delivered by the FISA Liaison and approved by the Referee Committee:
- Metric 1 - Have USA FISA Umpires on as many FISA Regatta Juries as possible each year. Target: 1 WC; 2 Championships; 1 Coastal or World Masters
  - Number of FISA Juries varies by year.
  - The USA is not entitled to a position on any Jury.
  - In order to secure a spot on a Jury, we must put the best Umpire forward. If strong candidates are not put forward, the USA will be passed over.
- Metric 2 - Ensure that the USA will have FISA Umpires qualified for all World Championships and for the Olympics in 2020, 2024, 2028 etc. Minimum Target by quadrennial – Umpires ready for:
  - World Championships: 2+ umpires with 4-8 years eligibility
  - U23 Championships: 2+ umpires with 6-12 years eligibility
  - Junior Championships: 3+ umpires with 12-16 years eligibility
  - World Cup: 4+ umpires with 16+ years of eligibility.
  - Candidate and Applicant pool that supports the above targets.

Context for Metrics:
- There are 150 countries in FISA
- Over 500 nominations from at least 67 countries are received annually for a maximum of 180 slots.
- There are 18 slots on a Championship Jury (54 across 3 championships annually)
- Each World Cup has 9 slots (27 across 3 world cups annually) with the remaining slots going to home or neighboring countries.
- World Cup and Championship regattas must be worked in sequence (as shown in the IOP, Appendix 55). Other FISA regattas can be worked at any time.
- FISA, without sacrificing quality, gives preference to referees with greater years of eligibility.
- FISA, without sacrificing quality, strives for gender equity in its Juries.
- It is not uncommon for countries to submit one FISA Umpire name for multiple (2) events.
• Historically the USA has submitted 2 names per regatta in rank order. FISA, at times has selected the second ranked
Umpire.
• Historically the USA has had Jury assignments to one world cup and 2 of the FISA Championship regattas.
• Following quality, FISA looks to balance jury participation by Country; Umpire experience/development; and
gender. Other factors include, but are not limited to NGB participation in FISA regattas/programs; or NBG national
team performance.
• Strong candidates are those known by FISA, work consistently, bring their A+ game every time they work, are team
players on and off the field of play, have decorum, have greater years of eligibility, exemplify the FISA values, have
furthered the FISA mission and family.
• Umpires are stack ranked by country, region, worldwide.
• USA FISA Umpires that are not well known within FISA should step-up and take action to move FISA forward. Past
USA FISA Umpires have contributed by:
  o Leading an USA hosted World Cup/World Championship
  o Supporting FISA development (programs in new countries, new race formats, fundraising, social causes,
    media coverage expansion – traditional and social)
• As a group, FISA Umpires are aging out. Younger Umpires are needed in the FIA and USA FISA ranks.
• USA FISA Umpires have traditionally stepped up to take on FISA Commission work. High impact Commission
members are appointed in their mid-40s. USRowing needs to develop a plan to maintain and increase its presence
on FISA Commissions.

2016 DELIVERY AGAINST METRICS:

• Metric 1 - OVER ACHIEVED. Have USA FISA Umpires on as many FISA Regatta Juries as possible each year.
  Target: 1 WC; 2 Championships; 1 Coastal or World Masters.
  o The 2016 FISA selection Committee members were Sam Dempsey, Rachel Le Mieux, John Walker, Ron
    Chen, and John McKenna.
  o USRowing nominated 20 individuals to 10 FISA Regatta Jurys in 2016. Six individuals were chosen, (2
    above an expected 4).
    • World University Rowing Championships: Joe Manion
    • World Cup 2 (Final Olympic Qualifier): Bob Appleyard
    • Junior-U23-Non Olympic: Chris Lang
    • Olympics: Jean Reilly
    • Coastal Championships: Peter Zandbergen
    • Masters Championships: Nikola Vadja

• Metric 2 - Ensure that the USA will have FISA Umpires qualified for all World Championships and for the
  Olympics in 2020, 2024, 2028 etc.. Minimum Target by quadrennial – Umpires ready for:
  o World Championships: 2 umpires with 4-8 years eligibility: 2 Umpires – ACHIEVED
    • Kathleen Crowe (14 years eligibility)
    • Bob Willenbring (8 years eligibility)
  o U23 Championships: 2+ umpires with 8-12 years eligibility: 4 Umpires – ACHIEVED
    • Chris Lang (11 years eligibility)
    • Rachel Le Mieux (11 years eligibility)
    • Kirsten Meisner (23 years eligibility)
    • John Musial (18 years eligibility)
  o Junior Championships: 3+ umpires with 12-16 years eligibility: 2 Umpires – NOT ACHIEVED
    • Laura Kunkenmueller (16 years eligibility)
    • Joe Manion (31 years eligibility)
  o World Cup: 4+ umpires with 16+ years eligibility: 2 Umpires – NOT ACHIEVED
    • Erin Gallagher (30 years eligibility)
    • Doug Jones (19 years eligibility)
  o Candidate and Applicant pool that supports the above targets - ACHIEVED
    • Advanced to Candidate Status: John McKenna, 34 years eligibility (passed exam in March, 2016)
    • Advanced to Applicant Status: Tiffany Knapp, 28 years eligibility (completed Observation in
      August, 2016)

• Exchange Program Update:
  All USA FISA Umpires wishing to work in 2016 were afforded the opportunity to work and use their FISA license in
2016. The following Umpires attended Exchange Regattas.
  Denmark (New Program Participant)
    • Copenhagen Spring Regatta – Peter Zandbergen
    • Soro Regatta – John Wylder
  Austria (New Program Participant)
    • Ottensheim Regatta – Peter Zandbergen
  The Netherlands
    • Koninklijke Holland Beker - John Musial
    • NSRF – Elaine Roden
1. **UK/Great Britain**
   - National Schools Regatta – Scott Woodworth

2. **Norway**
   - East County Regatta – Doug Jones

3. **Belgium**
   - Sport Ghent – Belgium International Regatta – Kathleen Crowe

The following Countries sent Exchange Umpires to USA Regattas:
- The Netherlands: Freek Meijers to Head to the Charles
- United Kingdom: Sir Matthew Pinsent to the Dad Vail regatta

4. **NTO Update:**
   - World Masters: Doug Jones & Kirsten Meisner (at the request of Denmark LOC).

5. **2017 DELIVERY AGAINST METRICS:**

   - **Metric 1 – OVER ACHIEVED.** Have USA FISA Umpires on as many FISA Regatta Juries as possible each year.
     - **Target:** 1 WC; 2 Championships; 1 Coastal or World Masters –
       - The 2017 FISA selection Committee members were Ron Chen, Chris Lang, Jean Reilly, Peter Zandbergen, and Tiffany Knapp. John Walker ran the voting process and communication of results to USRowing.
       - USRowing nominated 12 individuals to 8 FISA Regatta Juries in 2017. Five individuals were chosen, (1 above an expected 4).
         - John McKenna - World Cup 3 (Lucerne)
         - Joe Manion - Junior World Championships
         - Bob Willenbring - Senior World Championships
         - Bob Appleyard - World Masters
         - Lyn Wylder - Coastal Championships
       - In addition, 2 USA Umpires were named as Jury alternates:
         - Erin Gallagher - Alternate to World Cup (Poznan)
         - Kirsten Meisner - Alternate to U23 World Championships

     - **Metric 2 - Ensure that the USA will have FISA Umpires qualified for all World Championships and for the Olympics in 2020, 2024, 2028. Minimum target by quadrennial – Umpires ready for:**
       - **World Championships: 2 umpires with 4-8 years eligibility:** 3 Umpires – ACHIEVED
         - Kathleen Crowe (13 years eligibility)
         - Chris Lang (10 years eligibility)
         - Bob Willenbring (7 years eligibility)
       - **U23 Championships: 2 umpires with 8-12 years eligibility:** 3 Umpires – ACHIEVED
         - Rachel Le Mieux (10 years eligibility)
         - Kirsten Meisner (22 years eligibility)
         - John Musial (17 years eligibility)
       - **Junior Championships: 3+ umpires with 12-16 years eligibility:** 2 Umpires – NOT ACHIEVED
         - Laura Kunkenmueller (15 years eligibility)
         - Joe Manion (30 years eligibility)
       - **World Cup: 4+ umpires with 16+ years eligibility:** 3 Umpires – ACHIEVED
         - Erin Gallagher (29 years eligibility)
         - Doug Jones (18 years eligibility)
         - John McKenna (34 years eligibility)
         - Tiffany Knapp (29 years of eligibility)
       - **Candidate and Applicant pool that supports the above targets - ACHIEVED**
         - Advanced to Candidate Status: Tiffany Knapp, (27 years eligibility), passed exam in December, 2016.
         - Under review for Applicant Status: Jess McAlear, 31 years eligibility

   - **Exchange Program Update:**
     - The USA will be sending the following FISA Umpires to Exchange Regattas:
       - UK – Tiffany Knapp - Junior Championships
       - Norway – Alice Henderson – East County Regatta Aaragun
       - Denmark – Kathleen Crowe – Copenhagen Regatta
       - Netherlands – Scott Woodworth – Holland Beeker
       - Belgium – Will be decided 2/16
     - We were able to accommodate all who wanted to work an exchange regatta in 2017.
     - The following Countries have elected to send FISA Umpires to USA Regattas:
       - UK - Martin Levey - SDCC 2017
       - UK – Ben Helm – NW Junior Championships
       - Netherlands – Freek Meijers to either Dad Vails or SRAA
       - Belgium 2017 - Patrick Rombaut – Head of the Hooch
• Belgium – Yves De Jorge – SDCC 2018

• NTO Update:
  o Ruth Macnamara was invited to and has accepted an NTO position at World Cup 1 in Serbia.
  o Lyn Wylder was invited to and has accepted an NTO position at Jr. World Championships in Lithuania. John Musial and Ruth Macnamara will also be serving as NTOs in Lithuania.
  o John Walker will be running the NTOs at the World Championships in Sarasota. Anyone with interest in working as an NTO at Worlds should send John an email and register on the Benderson website volunteer database.
  o Positions should be decided end of February.
  o Sarasota Worlds will include NTOs from Austria, Puerto Rico, UK, Chile, Peru
  o USA hosting of the Junior Pan Am Games in Oklahoma City in Q4-2017. Information on Jury and NTO opportunities to follow separately.

• FISA Candidate Subcommittee
  o The FISA Candidate Study Guide was updated in November 2016 by John McKenna in accordance with the update process outlined in the Guide.
  o The Observation Guidelines have been updated in January 2017 with input provided by the 2016 participants (Jean Reilly, Chris Lang, and Tiffany Knapp).

• Additional Updates:
  o SANCA has the FISA Seminar scheduled for Wednesday 27th (time TBD) in the Team Manager room at the venue (Brett Johnson provided scheduling). Seminar was tentatively scheduled by FISA for the afternoon of the 25th and the 27th. Definitive information to come from FISA when we hear it.
  o FISA Umpires were asked to provide feedback on 2 schools of thought relating to handling of NTO assignments. Feedback received will result in IOP updates later in 2017.
  o 2018 World Masters will be held in Sarasota Florida. FISA has asked Robert Appleyard to be President of the Jury and Jean Reilly to be Deputy President. Benderson has asked Kirsten Meisner to lead the NTOs for the regatta.
  o An “All USA FISA Umpire” meeting has been suggested. A conference call may be scheduled in late January if there are items for an agenda.
  o FISA related sections of IOP, review and update with proposed changes submitted to the Referee Committee in Summer 2017 time period.
    ▪ Review for required updates based on results of the FISA Extraordinary Congress or FISA procedure changes.
    ▪ Address any necessary changes related to restructure of Referee Committee – Q3-2017
    ▪ Review for modification and/or clarification of existing procedures/policies.

APPENDIX A: 2017 FISA Regattas Process
USA Selection process is outlined in the October 2015 IOP posted on USRowing.org and performed in alignment with the FISA rules.

The following USA FISA Umpires put in to work on 2017 FISA Juries:
Seventeen individuals were nominated by USRowing to represent the USA as a Jury member at the 8 FISA Regattas held in 2017. Results were presented to the Referee Committee, approved, and submitted to FISA by John Wik under signature of Glenn Merry.

USRowing nominated the following USA FISA Umpires to serve on 2017 FISA Juries:

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<th>WRC 1 SRB 5-7 May</th>
<th>WRC 2 POL 16-18 June</th>
<th>WRC 3 SUI 7-9 July</th>
<th>WR U23 Championship BUL 19-23 July</th>
<th>WR Jr Championship LTU 2-6 Aug</th>
<th>World Masters SLO 7-10 Sept</th>
<th>WR Sr Championship USA 24 Sept - 1 Oct</th>
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<td>Ruth Macnamara</td>
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<td>Kirsten Meisner</td>
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<td>John Musial</td>
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<td>Jean Reilly</td>
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<td>Elaine Roden</td>
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<td>Nikola Vajda</td>
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<td>John Walker</td>
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<td>Bob Willenbring</td>
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<td>Scott Woodworth</td>
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<tr>
<td>Lyn Wylder</td>
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<tr>
<td>Pete Zandbergen</td>
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</tbody>
</table>

Seventeen individuals were nominated by USRowing to represent the USA as a Jury member at the 8 FISA Regattas held in 2017. Results were presented to the Referee Committee, approved, and submitted to FISA by John Wik under signature of Glenn Merry.

USRowing nominated the following USA FISA Umpires to serve on 2017 FISA Juries:

<table>
<thead>
<tr>
<th>Selection</th>
<th>WRC 1 SRB 5-7 May</th>
<th>WRC 2 POL 16-18 June</th>
<th>WRC 3 SUI 7-9 July</th>
<th>WR U23 Championship BUL 19-23 July</th>
<th>WR Jr Championship LTU 2-6 Aug</th>
<th>World Masters SLO 7-10 Sept</th>
<th>WR Sr Championship USA 24 Sept - 1 Oct</th>
<th>World Coastal Championships FRA 13-15 Oct</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>D Jones</td>
<td>J McKenna</td>
<td>J McKenna</td>
<td>K Meisner</td>
<td>J Manion</td>
<td>B Appleyard</td>
<td>B Willenbring</td>
<td>L Wylder</td>
</tr>
<tr>
<td>2</td>
<td>E Gallagher</td>
<td>E Gallagher</td>
<td>D Jones</td>
<td>R LeMieux</td>
<td>L Kunkemueller</td>
<td>J Manion</td>
<td>K Crowe</td>
<td>J Musial</td>
</tr>
<tr>
<td>3</td>
<td></td>
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</tr>
</tbody>
</table>
APPENDIX B: 2017 Exchange Program

2017 USA Exchange Regattas have been determined. We will be offering the following regattas to countries previously participating in the Exchange Program:

Head of the Charles has been withdrawn as a regatta due to security reasons. International Umpires can apply to work the event through the Volunteer site.

Countries participating in the Exchange Program include:
- United Kingdom (5 years)
- The Netherlands (4 years)
- Norway (2 years)
- Belgium (2 years)
- Denmark (1 year)
- Austria (1 year)

Appendix B detail
2017 USA REQUESTS FOR THE EXCHANGE PROGRAM

<table>
<thead>
<tr>
<th>REGATTA</th>
<th>LOCATION</th>
<th>DATE</th>
<th>CONTACT</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>San Diego Crew Classic</td>
<td>San Diego, CA</td>
<td>April 1 - 2</td>
<td>Lloyd McDonald</td>
<td></td>
</tr>
<tr>
<td>SIRA - Southern Intercollegiate Rowing Association</td>
<td>Oak Ridge, TN</td>
<td>April 14/15</td>
<td>Kirsten Meisner</td>
<td></td>
</tr>
<tr>
<td>NEWMAC - New England Women's &amp; Men's Athletic Conference</td>
<td>Lake Quinsigamond, MA</td>
<td>29-Apr</td>
<td>Gary Caldwell</td>
<td>Date to be confirmed; Women Championship</td>
</tr>
<tr>
<td>Women's Eastern Sprints</td>
<td>Lake Quinsigamond, MA</td>
<td>30-Apr</td>
<td>Gary Caldwell</td>
<td></td>
</tr>
<tr>
<td>NERC - New England Rowing Championships</td>
<td>Lake Quinsigamond, MA</td>
<td>6-May</td>
<td>Gary Caldwell</td>
<td></td>
</tr>
<tr>
<td>ECAC/NIRC - National Invitation Rowing Championships</td>
<td>Lake Quinsigamond, MA</td>
<td>12-May</td>
<td>Gary Caldwell</td>
<td>Friday</td>
</tr>
<tr>
<td>Dad Vail</td>
<td>Philadelphia, PA</td>
<td>May 12/13</td>
<td>John Musial</td>
<td>Friday and Saturday</td>
</tr>
<tr>
<td>USRowing NW Junior Championships</td>
<td>Vancouver, WA</td>
<td>May 19-21</td>
<td>Lyn Wylder</td>
<td>3 days</td>
</tr>
<tr>
<td>SRAA - Scholastic Rowing Association of America Championship</td>
<td>Cooper River, NJ</td>
<td>May 26/27</td>
<td>John Musial</td>
<td></td>
</tr>
<tr>
<td>ACRA - American Collegiate Rowing Association</td>
<td>Gainesville, GA</td>
<td>May 27/28</td>
<td>Sam Dempsey</td>
<td></td>
</tr>
<tr>
<td>USRowing NW Masters Championships</td>
<td>Vancouver, WA</td>
<td>June 23-25</td>
<td>Lyn Wylder</td>
<td>3 days</td>
</tr>
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<td>Head of the Hooch</td>
<td>Chattanooga, TN</td>
<td>November 4-5</td>
<td>Lyn Wylder</td>
<td></td>
</tr>
</tbody>
</table>

Whether NTO positions at the World Championships in Sarasota will be offered as an exchange will be determined in late December.

Appendix B detail
2017 USA REQUESTS FOR THE EXCHANGE PROGRAM

SUMMARY - As of February 7, 2017
- 25 FISA Umpires sent info on DEN, NOR, GBR and NED on December 28, 2016
- 16 responded – 9 responded no
- 3 said no but to get back to them on specific regattas if there wasn’t any other interest but later declined
- Responses are listed below with the people selected for a regatta listed in bold

DENMARK - Only have seat for one umpire
- Copenhagen Regatta, Lake Bagsvær - 13-14 May
  - Kathleen Crowe – one of many choices
- Sørs Regatta, Lake Soro (huge junior regatta) - 1-2 July
  - Jean Reilly – only choice – but later removed her name from consideration
  - Kathleen Crowe – one of many choices

NORWAY
- Stokkavannsregattaen - Stavanger (West Coast) 27-27. May - National Regatta
  - No requests
- East County Regatta - Aarungen (outside Oslo) 10. – 11. June - Scandinavian Regatta
  - Alice Henderson’s first choice
- National Championships - Aarungen (outside Oslo) 9. 20. August - National Championship
  - Tiffany Knapp’s first choice

GREAT BRITAIN – One place for 1 USA Umpire at one of the following regattas:
- Pete Zandbergen maybe to one of these but later removed his name for consideration
- Strathclyde Park Regatta – Strathclyde County Park, 22/23 April
  - No requests
- British Universities and Colleges Sport Regatta – Nottingham, 29/30 April and 1 May
  - No requests
- Nottingham City Regatta – Nottingham – 13/14 May
- No requests
- National Schools Regatta – Eton Dorney - 26/27/28 May
  - Scott Woodworth’s second choice
- Metropolitan Regatta – Eton Dorney - 3/4 June
- British Rowing Masters Championships – Nottingham - 10/11 June
  - Alice Henderson’s third choice
- British Rowing Junior Championships – Nottingham – 15/16 July
  - Tiffany Knapp’s second choice
  - Kirsten Meisner maybe – later removed her name from consideration
  - Kathleen Crowe – one of many choices

NETHERLANDS
- Hollandia Regatta - Amsterdam (1 umpire) - April 22/23
  - No requests
- Damen Rowing regatta - Rotterdam (1 umpire) – May 6/7
  - Kathleen Crowe – one of many choices
- Westelijke Regatta - Amsterdam (1 umpire), Dutch championship small boats – May 20/21
  - No requests
- ARB (Amsterdam Rowing federation) - Amsterdam (1 umpire) - June 3/4
  - No requests
- ZRB regatta - Tilburg (1 umpire) – June 10/11
  - No requests
- 2017 Koninklijke Holland Beker regatta - Amsterdam (12 umpires; Belgium-2; Great Britain-2, Germany-2, Denmark-1; Italy-1, France-1, Switzerland-1, US-1, Norway-1) June 24/25
  - Scott Woodworth’s first request
  - Alice Henderson’s second request
  - Kirsten Meisner maybe
  - Kathleen Crowe – one of many requests
- 2017 NSRF regatta in Amsterdam (1 umpire) - July 1/2
  - No requests

BELGIUM
- Belgium provided their list of regattas on January 31, 2017 and the information has been sent to 25 FISA Umpires but information isn’t due back until the end of the day February 7, 2017, so no decision on who will attend has been made.
- The regattas are:
  - Gent Spring Regatta (April 8/9)
  - Gent May Regatta (May 6/7)

INTERNATIONAL FISA UMPIRES SCHEDULED TO ATTEND USA REGATTAS THROUGH THE EXCHANGE PROGRAM
The following regattas were offered to the international umpires:

<table>
<thead>
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<td>Chattanooga, TN</td>
<td>November 4-5</td>
<td>Lyn Wylder</td>
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And the following International Referees will be coming to USA regattas as noted:
- GBR – Martin Levy to San Diego Crew Classic
- GBR – Ben Helm to Northwest Junior Regionals (holdover from 2016 exchange)
- NED – Freek Meijers to either Dad Vails or SRAA
- BEL – Patrick Rombaut to the Head of the Hooch

INTERNATIONAL FISA UMPIRE NOT ACCEPTED THIS YEAR
- BEL - Yves De Jorge requested San Diego but the available spot was already taken by GBR so he will be offered another regatta or an opportunity to attend San Diego next year.
Referee Committee
Trials Update
February 8, 2017

Trials – Le Mieux
Update on the status of the Trials Pool Selection progress and next steps.

1) Solicitation process for the 2017 - 2020 Quadrennium
   a) On December 5th, 2016 – USRowing sent a letter to all referees seeking self-nominations into the 2017-2020 Trials Pool
      i) A deadline of December 31, 2016 was given to respond
      ii) Response was via a google document
      iii) A reminder email went to all referees on December 28, 2016
   b) 157 Referees self-nominated for consideration
      i) The trials coordinators reviewed each nomination and consulted with the Trials Chief Referees from the prior quadrennium in such cases where very little was known about the referee
      ii) After careful consideration of all nominees, the list was narrowed down to 68 referees.
      iii) The proposed trials pool list was sent to USRowing for verification that each referee had fulfilled the requirements to maintain their license

2) On January 26th, 2017 letters were sent to referees who were accepted into the pool, those contingently accepted into the pool and those who were not selected for this quadrennium
   a) Demographics of the pool
      i) By Region
         (1) 26 Referees are from the Mid-Atlantic Region
         (2) 6 Referees are from the Mid-West Region
         (3) 10 Referees are from the Northeast Region
         (4) 8 Referees are from the Northwest Region
         (5) 6 Referees are from the Southeast Region
         (6) 12 Referees are from the Southwest Region
      b) By Gender
         i) 36 Referees are Female
         ii) 32 Referees are Male
      c) Prior Trials Experience
         i) 52 Referees have prior experience
         ii) 16 have no prior trials experience
      d) Total years of experience as a Referee 1,042 with the average being 15.3 years of experience
         i) 24 referees have 10 or fewer years of experience
         ii) 15 Referees have 11 to 15 years of experience
         iii) 15 Referees have 16-20 years of experience
         iv) 14 Referees have more than 21 years of experience – 2 of which have more than 40 years under their belt.
3) Chiefs for the Quadrennium were selected during the week of January 23rd, 2017
   a) We have 3 new chiefs and 5 returning chiefs
      i) Unfortunately due to scheduling conflicts our 3 new chiefs are unable to chief in
         2017. Therefore, 4 of the returning chiefs will take on the trials events this year.
      ii) We hope to be able to assign the new chiefs next year along with mentor chiefs

4) The 4 Trials events plus the names of the Chiefs were uploaded into the RDS and those
   that were accepted into the pool ranked their selections for the year.
   i) Out of the 68 referees in the pool, 51 referees asked to work in 2017
   ii) We only have 36 slots available (nine spots per jury not including the chief) in
       2017 amongst the 4 trials events
   iii) As this is the first year of the quadrennium we will be asking the chiefs to
        consider referees with fewer years of total experience and those with no prior
        trials experience to serve on a jury – especially for NSR 1 and NSR 2

5) Jury selection by Chiefs will occur via teleconference on Sunday, February 12th.
   a) 9 individuals per event plus 2 or three alternates will be selected
   b) Notifications of primary referees and alternates should occur within a few days as
      that is handled by each chief.

6) Additional upcoming tasks in 2017
   a) Creation of a chief manual
   b) Creation of training for chiefs and juries
   c) Creation of standardized forms to be used for after action reports
ATTACHMENT 4

Terry Friel-Portell

**2016 USRowing National Regatta Chiefs Recommendations**

The following recommendations have been compiled by the Referee Safety Working Group from discussions with the three Chief Referees of the 2016 national championships: Youth Nationals, Club Nationals and Masters Nationals. The purpose of this document is to provide feedback to the Referee Committee on how to assist our Chiefs as well as to provide feedback to the USRowing Events group on how certain aspects can be addressed to improve the overall management of the regatta and make use of the Chief and his/her skills as well as include the Chief as an integral member of the planning.

We hope this document will provide some practical suggestions that can be implemented going forward with the goal of running even better regattas.

Terry Friel Portell, Referee Committee & Referee Safety Working Group

Dee McComb, Regional Coordinator & Referee Safety Working Group

Rich Dougert, Chief, 2016 USRowing Club Nationals

Eric Girard, Chief, 2016 USRowing Youth Nationals

Dennis Kaderabek, 2016 USRowing Masters Nationals

<table>
<thead>
<tr>
<th>Subject</th>
<th>Recommendation</th>
<th>Benefit and/or Safety Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Regatta Preparation</td>
<td>Each Nationals Chief should continue to be part of all planning meetings occurring with USRowing events.</td>
<td>While the LOC and USRowing are primarily focused on athlete perspective, there are areas of planning where the Chief can provide relevant insight. Additionally, it is beneficial for the Chief to know the plans from the outset.</td>
</tr>
<tr>
<td>Contract Review</td>
<td>The Chief should review and have the ability to suggest changes to the contract before it is signed by the LOC.</td>
<td>Many key determinations which impact referees’ abilities to do our jobs are spelled out in the contract into which the Chief has no input.</td>
</tr>
<tr>
<td>Regatta Packet</td>
<td>Ensure the Chief reviews the regatta packet before it is disseminated.</td>
<td>Bad information has occasionally been distributed which comes back as issues to the Chief or other referees.</td>
</tr>
<tr>
<td>Subject</td>
<td>Recommendation</td>
<td>Benefit and/or Safety Impact</td>
</tr>
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</tr>
<tr>
<td>Contracted Launches</td>
<td>The number of launches for each event should be determined in conjunction with the Chief. The number, experience level, and availability of launch drivers should be defined and agreed to in advance.</td>
<td>At many regattas, the Chief cannot make his rotations work smoothly with fewer than needed launches. USRowing has been determining launches without consulting the Chief.</td>
</tr>
<tr>
<td>Launch for Chief</td>
<td>Each regatta should have one launch dedicated to the Chief for his/her purposes if the only access is via water.</td>
<td>At many venues, the only way to observe every referee position is with access to a launch. The chief needs to have access to every part of the venue at any time.</td>
</tr>
<tr>
<td>Venue Knowledge</td>
<td>The Chief (or one of the deputies) should have a very good working knowledge of the venue in advance of the regatta. The LOC should provide very detailed map(s) with site specific issues (template). Chief venue-specific recommendations and comments should be archived and available with reports</td>
<td>Each venue has its peculiarities and it is much better for the Chief to be aware of some of these in advance of arrival. Previous solutions to issues lessen challenges and re-inventing wheels.</td>
</tr>
<tr>
<td>Post-Mortem Review</td>
<td>The Chief should be part of the post-mortem event review.</td>
<td>While the LOC and USRowing are primarily focused on athlete perspective, there are areas of planning where the Chief can provide relevant insight.</td>
</tr>
<tr>
<td>Capture Chiefs Reports and Make Available</td>
<td>USRowing Director of Referee Programs should capture all the post-mortem reports for the National Championships (perhaps even regional championships). These should be organized and accessible to future Chiefs who work those venues. (in the RDS?)</td>
<td>Providing backgrounds on past national championships both at the same venue or for the same event, gives Chiefs an additional level of information which can improve their ability to anticipate issues and manage the event better.</td>
</tr>
<tr>
<td>Venues</td>
<td>National Championships Chiefs and venues so future Chiefs can contact them if desired.</td>
<td>enable them to transfer information and hopefully improve confidence and performance.</td>
</tr>
<tr>
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<td>--------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Increase Juries</td>
<td>Increase the number of working referees on the jury. Recommendation: Youths: 30; Clubs: 34; Masters: 30. For some events consider separate jury pools depending on # of regatta days.</td>
<td>Each event in 2016 relied upon volunteer referees to supplement the approved jury. Regattas longer than 3-4 days may benefit from fresh referees, even if not a full jury.</td>
</tr>
<tr>
<td>Discretionary Jury Members</td>
<td>Allow Chief Discretion to select up to 6 officials for Jury in addition to the funded 2nd deputy position.</td>
<td>Every Chief needs to have a handful of referees he/she knows personally and trusts to supplement the jury selected by the Regional Coordinators and Referee Committee.</td>
</tr>
<tr>
<td>Racing Schedule</td>
<td>USRowing events should work closely with the Chief Referee to finalize the racing schedule.</td>
<td>Breaks designed to accommodate the referees have become shorter to the point of at times they are not breaks at all. Shift change transition times need to be accounted for.</td>
</tr>
<tr>
<td>Racing Hours</td>
<td>Consider limiting racing hours each day. Alternately, consider limiting events an athlete may compete in at the event or the overall number of athletes.</td>
<td>Race days are becoming too long and dense for referees to be able to sustain top performance throughout a 2-3 or 4-day regatta.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subject</th>
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<th>Benefit and/or Safety Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>C&amp;C Meetings</td>
<td>Consider offering C&amp;C via other channels than the in-person meeting. (Suggestion: videos, packet in advance)</td>
<td>Athletes and coaches are not attending and missing important information. Their problems inevitably circle back to the referees.</td>
</tr>
<tr>
<td>Chief and Deputy Onsite</td>
<td>Consider supporting Chief (and Deputy) arrival at venue as early as possible – several days in advance for lodging and transportation to and from venue</td>
<td>Onsite participation in equipment planning and safety is critical to success of the regatta and schedule, e.g. boats coming to the start “thru” the stake boats or...</td>
</tr>
<tr>
<td></td>
<td>from outside</td>
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</tbody>
</table>

###
Referee Safety Working Group Chief Referee Checklist for Safety
A proposed list of topics that a Chief/Deputy Referee would review and/or communicate

<table>
<thead>
<tr>
<th>Area</th>
<th>Who</th>
<th>Description</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weather</td>
<td>R</td>
<td>Preview weather conditions – be specific about forecast and recommend clothing options, e.g. rain gear, gloves, be regatta specific – encourage hydration, water bottles</td>
<td></td>
</tr>
<tr>
<td>PFD</td>
<td>R</td>
<td>Remind referees about personal flotation devices (PFD) and would “prefer” that they be worn when on the water</td>
<td></td>
</tr>
<tr>
<td>Disaster Plan</td>
<td>R</td>
<td>Provide information about the venue and the evacuation/disaster plan as well as first aid location – be specific about where to bring individuals for emergency treatment, on and off the water</td>
<td></td>
</tr>
<tr>
<td>Breaks</td>
<td>LOC</td>
<td>Review with LOC ahead of time about the number of breaks, timing for the breaks, and length of the breaks, including travel/station transition time for shift changes to make sure they are adequate</td>
<td></td>
</tr>
<tr>
<td>Food Options</td>
<td>R/LOC</td>
<td>Find out about dietary restrictions for referees – discuss food options re energy/health with LOC</td>
<td></td>
</tr>
<tr>
<td>Relief Facilities</td>
<td>LOC</td>
<td>Make sure relief facilities are easily accessible for all referee stations</td>
<td></td>
</tr>
<tr>
<td>Launch Safety</td>
<td>R/LOC</td>
<td>Remind LOC &amp; referees about launch safety and checking PFDs, paddle, driver experience, kill switches, etc.</td>
<td></td>
</tr>
<tr>
<td>Emergency Protocol</td>
<td>R/LOC</td>
<td>Confirm emergency protocol for incidents – what to say on the radio, what first responder does, what second responder does, etc.</td>
<td></td>
</tr>
<tr>
<td>Shelter</td>
<td>LOC</td>
<td>Shelter/Tents/Area for race officials to get out of the elements and/or store their stuff- and a “break” area – consideration for warmth (cold weather) and cooling (hot weather)</td>
<td></td>
</tr>
<tr>
<td>Lodging</td>
<td>LOC</td>
<td>Check on accommodations for referees – ease of access to venue and closer proximity</td>
<td></td>
</tr>
<tr>
<td>Emergency Contact</td>
<td>R</td>
<td>Do you have emergency contact information for your referees if it would be needed?</td>
<td></td>
</tr>
<tr>
<td>Communications</td>
<td>LOC</td>
<td>Review functional communications effective for regatta – absent a personal device – consider data plans of referees</td>
<td></td>
</tr>
<tr>
<td>Hydration</td>
<td>LOC</td>
<td>Review hydration (water) accessibility (bottles, water bottle refill, etc.)</td>
<td></td>
</tr>
</tbody>
</table>

With the LOC and/or jury regarding referee safety in advance of regatta
By Terry Friel Portell

Background: In December 2015 the Safety Committee asked the Referee Committee to focus on Referee Safety with several specific areas of concern and interest:
1. Support the idea that referee safety is as important as that of the athletes and volunteers.
2. Weave the importance of referee safety into as many published documents/policies/procedures as possible and appropriate.
3. Create an award program for Referees and LOCS to recognize substantive contributions in the area of referee safety.
4. Consider a grant program for established regattas to be able to purchase quality and standardized referee equipment.
5. Make the development of safety guidelines for referees a focus in 2016.
   - Commit resources to the development of a comprehensive document and training on referee safety.
   - Create an ad hoc or subcommittee in collaboration with the Safety Committee to discuss and come up with recommendations for items to include in the LOC Guidance Manual.

Members: Terry Friel Portell, Referee Committee; Dee McComb, Regional Coordinator; John White, Safety Committee

The Working Group outlined goals for the 2016 year:
   o Uniting USRowing, Referee and Safety Committees to support and encourage all referees to wear a PFD
   o Conduct conversations with USRowing to lead the way in setting safety standards for referee working conditions at national regattas such as:
     ▪ Hours per day
     ▪ Hours worked in light of time in sun and heat
     ▪ Providing time or ability for working refs to have bio breaks during long sessions (i.e., marshal assigned in warm-up)
     ▪ Supply PFDs for on-the-water-referees working national events
     ▪ Providing overnight lodging on night following regatta
   o Create a clinic for the 2017 annual clinic requirement

Accomplishments:
   - In April, the Referee Committee endorsed the recommendation that all referees working on the water wear a PFD. This recommendation was disseminated to all referees.
   - In May 2016, presented a memo to USRowing Referee Committee which was approved and forwarded to CEO and Events department regarding anticipated improvements needed at 2016 Club Nationals in light of referee safety at previous
national championships. We feel this memo began the conversations which ultimately went to the Board level and along with other happenings resulted in the Board Subcommittee on referee concerns.

- Created a Chief Referee Checklist document to be included with Regatta Safety Checklists for Registered Regattas.

- Conducted a discussion with three National Championship Chiefs from 2016 to prepare a memo of recommendations to USRowing events to improve the involvement of the Chief at the various National Championships as well as address further issues related to referee safety.

**Plans for 2017:** With the creation of the Board Subcommittee on Referee concerns, much of the focus on referee safety is being addressed at the Nationals. Our challenge is to ensure this is adopted at all the nationals and hopefully begin to encourage the adoption at the regional championship level. Additionally, we will continue to work on the original recommendations the Safety Committee presented. We would appreciate a new Safety Committee designee for our team as John White has retired from such activities. We greatly appreciated his time and insights this past year.