



**Referee Committee Meeting Notes
March 13, 2019
7:30 PM EST**

Jules Zane is inviting you to a scheduled Zoom meeting.
Topic: March Referee Committee Meeting
Time: Mar 13, 2019 7:30 PM Eastern Time (US and Canada)

Join Zoom Meeting
<https://zoom.us/j/458981787>

AGENDA

1. Lyn – Called meeting to order at 7:32p Eastern
 - a. Welcome
 - b. Roll Call –
 - i. *Committee Members: Lyn Wylder, Dee McComb, Kris Thorsness, Josie McNamara, Terry Friel Portell, Howard Meisner, Eric Weir, Jessica McAlear, John Musial, Bob Appleyard, Derek Blazo*
 - ii. *USRowing Staff: Jules*
 - iii. *Guest: Bill Eldon*
 - c. Announcements – Schedule for Future Meetings (Noted Below)
 - i. *Lyn and John cannot make the May 8 meeting. July 10 is also problematic because people will be working Nationals and/or Trials.*
 - ii. *Is there a Vice Chair to run meetings if Chair is unavailable. Yes the Secretary is designated to run the meetings if the Chair is unavailable.*
 - iii. *Lyn will send out a couple of different dates for the May meeting and see if more people can make another day. If not we will keep the date and Terry can run the meeting.*
2. Referee Program Update - (Jules)
 - a. Updates from USRowing
 - i. *Store - JL store still is not ready though it was supposed to be ready by now. Hopefully still this week it will be ready. [NOTE: Store opened March 15]*
 - ii. *Coastal Rules – Jules talked to John Wik and he plans to use the FISA rules for the events upcoming. Creating new rules could be very time-consuming. We can make amendments where needed. Howard Meisner did quite a bit of work to determine what would need to be done to*

create new rules. New Rules for Coastal would take 2-3 weeks of writing and then finalizing on top.

1. Howard and Lyn discussed. Lyn recommends using FISA rules and then ask the various chiefs to make any recommendations on changes that might be needed for U.S. We will also talk to Kris Grudt regarding the FISA training materials which are available.
 2. Do we have a list of the events yet? No. Locations are maybe Pensacola, Great Lakes, Provincetown, Pacific NW. No dates or locations from Jules.
 3. Lyn is worried about training and having a uniform application of rules. Ex: What is allowed when turning corners is particularly interesting.
 4. Bob A: I'm not concerned about these events. At Pensacola, it was a FISA level group and we came together and decided what we were going to do. The Chief needs to be selected judiciously and we need to recruit referees who can be flexible. There will not be organizational (USRowing) training for these this year because we don't have rules or experience with events in the US to base any training on.
- iii. Rules of Rowing - will be mailed this week. The IOP update we will discuss a bit later.
- iv. FISA Liaison – Letter is drafted to ask for self-nominations. Would like committee to read over. **COMMITTEE ACTION:** Review FISA Liaison nomination letter draft to Jules. **ACTION:** Provide timeline for election.
- b. Update on Recruiting Plan
- i. Recruiting Travel Plan – Goal is to attend 2-3 of the Youth Regionals. Jules will also be attending the four (4) Nationals and U23s, though U23s may not be the best for candidate recruiting. Looking for recommendations from committee for events to attend in the fall – not same events as attended previously. Trying to spread out and hit different regions.
 1. With Convention in Philadelphia, it would be a great opportunity to offer additional training and opportunities for recruits. Maybe have different tracks for assistants, candidates, chiefs.
 2. Do we have a budget for Referees at Convention? Yes. Can we bring in a big speaker for referees? Maybe someone from NASO? If we want someone to speak and training, we need to work on it now. Yes, there are weekly meetings working on Convention so Jules can check on that and report back. Dates are: Dec 5-8. Location: 201 Hotel in Philadelphia. **ACTION:** Jules prepare updates on convention at future meetings. **COMMITTEE ACTION:** Provide recommendations to Jules regarding recruitment trips.
- c. Status of Online Clinics
- i. Online Clinics: Mariah Foster who does online component for NorthWest region has agreed to be the main person for a national online clinic. We'll try to do two week nights and one weekend day. She would love to work with other clinicians or the committee who might be interested in participating. (Eric would like to participate.) Looking to do the online

clinic in the last week of March, first week of April. The Rules portion should be recorded so it is presented consistently. Jules is working with Communications to get YouTube set up.

- d. RefCorp Update – Respond to Questions from Howard (Noted at bottom of doc)
 - i. Updates on RefCorp. - Metrics
 - 1. 318 users (56%) have logged in (out of 574 accounts)
 - 2. 168 regattas and 28 clinics have been entered for the 2018-2019 data call year (9/1/18 to 12/31/19)
 - a. Who is entering the registered regattas? RegattaCentral or Membership? **ACTION:** Jules puts regattas into RefCorp and will ascertain regarding RDS, Regatta Central and Membership.
 - b. Candidates are still using RDS.
 - c. Kris T – thanks to all who created this because I thought it was easy and I’m not technical.
 - d. Are things being entered in both RefCorp and RDS? They need to be in both because candidates are only using RDS. A candidate who passes their exam needs to be told to Jules so Jules can add them to RefCorp. Also any changes to status, let Jules know because he has to do those changes manually.
 - 3. 90 user cases (“ASK JULES”) have been entered, of which 75 are closed and 15 are open
 - a. 52 were marked as questions (sometimes unrelated to RefCorps, often items already addressed in FAQ), 20 as issue (something actually broken that required attention), 16 as feature request (several duplicate requests regarding existing RDS features we had already scheduled for upcoming releases)
 - b. The open cases have all been replied to, but a number remain active as high priority Feature Requests for team to discuss or because user asked follow-up question unrelated to initial concerns
 - 4. Mean Time To Resolve (MTTR) a case or question is currently at 5 days
 - e. Discussion – How to classify indoor rowing competitions – regatta day? Practice day?
 - i. Indoor Regatta Days – There are so many of these events now that they should be considered just like on-water regatta days. They have weigh-ins, they are day long. We have a lot. It makes sense for them to count toward our days served requirements. Given the volume of athletes and number of people who touch an erg, we have to embrace the indoor athletes.
 - ii. MOTION – Kris: I move that an indoor referee day be counted as a regatta day toward requirements. Second – Howard. DISCUSSION: Are indoor days a different type of certification – is it the same skill set as an on-water referee? Answer: Referees do do tasks at weigh-in. Referees also are responsible for making sure there is no interference, especially

from the cox or coach. You do make sure everyone is ready to row before they start. Maybe set up a module of training for referees at those events and that is really all they probably need. Jules doesn't want to sanction people to work indoor events because it is not that different than what we do for water regattas.

1. Coordinators tried to pass a definition of Ref Day. How would this fit with the requirement for four (4) on-water regatta day? Can RefCorp be modified to categorize and capture the type of regatta day (indoor, coastal, head race, practice, water racing)?
Yes. Currently, the way the system is set up, practice days are counted but do not count toward annual regatta days. We can do the same things with indoor. If we can clearly categorize the days, we can discuss the requirements to maintain one's license at a later time.
- iii. MOTION WITHDRAWN. **ACTION ITEM:** Jules please work with the developers and report back how you can track the days and we can revisit this item. **COMMITTEE ACTION:** Consider how an Indoor Day counts toward annual regatta days. **COMMITTEE ACTION:** Define a regatta day.
- f. Updated on Communication Plan from USRowing to Referees
 - i. Used messenger in RefCorp to try to send some info out which came as an email to users. USRowing is now working with a new company to create newsletters. Jules can send a newsletter with the notes from the committee meeting. Later this week we will be posting Trials juries and we posted Nationals juries so those would be things to include in the newsletter.
ACTION: Jules send 'newsletter' with meeting notes.
3. Discussion on IOP Update - (Kris)
 - a. Next Tues (3/19) first call of working group to dig in and begin scoping. Are we editing? Are we rewriting? Etc. There will be an offer to referee community at large to provide input and comments.
4. FISA Update (Lyn)
 - a. U23 in Sarasota this July.
 - i. Volunteers will be needed. Volunteer does not = NTO. If you are asked about the U23s, have the individual get in touch with Lyn.
 - b. Recommendations from the FISA Applicant and Candidate Subcommittee to Move Melissa Chun and Jessica McAlear to Applicant Status
 - i. Bob explains process: The current FISA Subcommittee includes Ron Chen, John Walker, Sheila Tolle, Peter Zandbergen and Bob Appleyard, chair. They have had a discussion regarding these individuals. Appendix 55C – Definition: Applicant is first step of formal progression to be move toward nomination to take FISA exam. Both people have submitted requests for this consideration. Subcommittee corresponded by email and then had a conference call to review the applications. The subcommittee determined these individuals meet the criteria in the IOP and thus the subcommittee has forwarded the recommendation to the FISA Liaison and Referee Committee that both be granted Applicant status.
 - ii. No questions, no comments, no motion to move to Executive Session to discuss.

- iii. Nominees are Approved.
 - c. Update on FISA Liaison Selection – covered in Jules USRowing update.
- 5. Discussion on Harassment – How is it defined and is training needed? (Josie)
 - a. Do we need any language, training, etc regarding unwanted sexual advances within our community? Josie looked at various documents: 1) IOP – Ethics section 2) USRowing Code of Conduct. Kris also looked at IOP and CEO Policy Manual. There are statements about conduct but nothing about harassment specifically. Somewhere in USRowing there should be a list of anti - harassment, sexual or otherwise. Preventing harassment is part of being safe so this is part of our mission on this committee.
 - b. Is this part of SafeSport? Safesport does talk about harassment, but it appears to be focused on protecting athletes. It isn't clear that it would apply to actions toward a USRowing employee or 'agent'. We aren't employees of USRowing and we aren't athletes. An agent, in a legal definition, is someone who acts on behalf of someone else. When we are at regattas, we are licensed by USRowing, a strong argument can be made that we are agents. Agents and employees are specifically exempted from the CEO policy of investigation of misconduct by members. If there isn't a policy that includes referees, there does need to be one.
 - c. There was a Code of Conduct that was voted upon at the 2017 Convention. Should it possibly be incorporated into the IOP? **ACTION:** Committee should review the 2017 Referee Code of Conduct.
 - d. The USRowing Code of Conduct does seem to purport to referees. If we put our own in our IOP, then there are two Codes of Conduct (USRowing and Referee). We only have one. Maybe the Code of Conduct does not go in the IOP since we are Advisory to the CEO and he had a Manual so anything of that nature should be in the CEO Manual. This all gets to a larger question of what the CEO wants to do regarding this? Does the CEO still have an Ethics subcommittee? Jules: Yes, they do. But anything regarding this would probably not be part of them but would be part of USRowing SafeSport. And the things we are taking about here would not be part of that jurisdiction. Even if there were harassment regarding referees, that would go to the Center for SafeSport and John Wik would be the go-between. The Center for SafeSport could refer it back to USRowing. **ACTION:** Jules will check CEO regarding difference between staff or agents and athletes with regard to harassment issues and situations.
 - e. We need all this to be brought together into one process and to be clear. (8:00p) We need this all to be streamlined and brought together in one process – if that is the grievance process or something else. If there isn't a crime, then USRowing's Board committee for Ethics and Governance would be involved. There is a process in our current IOP (Paragraph 28) for when a referee

is uncomfortable with a situation. We should check with John Wik and check what the process and policies are. He is responsible for working with all USRowing clubs on their SafeSports policies etc. **ACTION:** Check with John Wik regarding if harassment is part of SafeSport.

- f. Training is key. Maybe it can be a module for annual clinic. There are other things decorum-wise that we should remind people about and we can add it to our National Champs manuals or do in our annual clinics. **ACTION:** Jules check with other sports regarding what they have/do regarding a separate policy for referees. Jules will check with John as to if Harassment is part of SafeSport. Is SafeSport always part of USOC? Is SafeSport only against athletes? Might be worth a Committee conversation to consider: Can we improve our system to make it better for a referee who has concerns and wants to bring it forward?
- g. This is an area we need to review. At the very least, the committee can issue a statement regarding our commitment to having environments free of harassment.

6. Rules

- a. Discussion on changes to Rules update Procedures
 - i. There will be some advisory rules in the 2019 Rulebook.
 - ii. Patrick has mentioned changing our Rules change process. While there is a thought to align our rules changes with the 4 year cycle similar with FISA. What becomes the plan in the in between years? FISA has Rules and Bylaws. FISAs rules changes occur in the year following the Olympics. FISA makes annual changes to bylaws and then in the 4th year the bylaw changes are moved to Rules. FISA uses a single rulebook for all 4 years in a 3 ringbinder and new pages are sent each year with new color pages to update.
 - iii. If we need new rules for things like Indoor and Coastal, then those have to go through Rules changes. The U.S. process is cumbersome.
 - iv. It will be hard for us to not do it this year. Indoor may be proposed later this year.
- b. Sections that Need to be Updated or Added in 2020
 - i. Coastal
 - ii. Indoor
 - iii. Others?

7. Other Issues or Items for Discussion

- a. Where are we on rank/endorsement of Chief? Idea is to try to get the endorsement going this year. Committee did vote last year to make an endorsement of Chief similar to the clinician. (Documented in minutes of Committee)
- b. IOP Rewrite – Kris T: Can I have some clear scope of work from this group on what the IOP [Internal Operating Procedures] rewrite is? This is procedures, not policies. If Kris hits on things that seem more policy, then those need to come to the committee.

- i. **ACTION:** Schedule a Special Meeting to discuss what the scope of the work is for the IOP Working Group. April 2017 –access it on USRowing website. Meet Weds 20th at 8p E.
 - c. **ACTION** – Please send extra rules books to Regional Coordinators.
 - d. Alerting new Clinicians and Emeritus – Decisions were made. Were there any announcements? No. Those changes will be in the new rulebook. Emeritus recipients should receive the pin which John Wik should have. **ACTION:** Jules get pins from John and send them to Emeritus referees.
ACTION: Tell new SW clinician.
ACTION: Check clinicians in RefCorp (SE maybe not accurate)
 - e. How can we track projects and things that the committee is working on and needs to follow up on? Maybe in RefCorp?
ACTION: Add a section in RefCorp for running open items. Also, add a consolidated box at bottom of notes.
8. Next Meeting Wednesday April 10th at 7:30 PM Eastern

Adjourn – John Musial 8:58p C; second Kris Thorsness. All in favor.

SCHEDULE FOR COMMITTEE MEETINGS 2019 (second Wednesday at 7:30 PM EASTERN)

January 9 - completed

February 13 - completed

March 13

April 10

May 8 (Lyn isn't available for this meeting)

June 12

July 10 (during Mega Trials and Nationals) – need to move

August 14 (day before Masters Nationals)

September 11

October 9

November 13 (additional meetings may be required to go over proposed rule changes)

December ? (Likely will have the meeting in person during the USRowing Convention in Philadelphia)

QUESTIONS ABOUT REFCORP

- 1) # of referees who have logged in since receiving their credentials
- 2) # of regattas created/added to the system
- 3) # of clinics created/added to the system
- 4) metrics on cases (how they are tracking bugs/issues)
 - a) Total # of cases
 - b) # of open cases
 - c) # of closed cases

d) MTTR (Mean Time to Resolve) cases

ACTION ITEMS FROM MEETING

Jules ACTION: Provide timeline for FISA Liaison election.

ACTION: Jules prepare updates on convention at future meetings.

Jules ACTION: Jules puts regattas into RefCorp and will ascertain regarding RDS, Regatta Central and Membership.

Jules ACTION: Jules please work with the developers and report back how you can track the days and we can revisit this item.

Jules ACTION: Jules send 'newsletter' with meeting notes.

Jules ACTION: Jules will check CEO regarding difference between staff or agents and athletes with regard to harassment issues and situations.

Jules ACTION: Jules check with other sports regarding what they have/do regarding a separate policy for referees.

Jules ACTION: Check with John Wik regarding if harassment is part of SafeSport. Jules will check with John as to if Harassment is part of SafeSport. Is SafeSport always part of USOC? Is SafeSport only against athletes?

Jules ACTION: Jules get Emeritus pins from John and send them to Emeritus referees.

Jules ACTION – Please send extra rules books to Regional Coordinators.

Jules ACTION: Tell new SW clinician.

Jules ACTION: Check clinicians in RefCorp (SE maybe not accurate)

COMMITTEE ACTION: Respond to Jules FISA Liaison nomination draft letter

COMMITTEE ACTION: Consider how an Indoor Day counts toward annual regatta days.

COMMITTEE ACTION: Define a regatta day.

COMMITTEE ACTION: Provide recommendations to Jules regarding recruitment trips.

COMMITTEE ACTION: Committee should review the 2017 Referee Code of Conduct.

COMMITTEE ACTION: Should committee make a statement that we are an organization that will not allow harassment.

COMMITTEE ACTION: Have a meeting to discuss what the IOP revision scope should be.

COMMITTEE ACTION: Add a section in RefCorp for running open items. Also, add a consolidated box at bottom of notes.

###