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OFFICIALS COMMITTEE MEETING MINUTES

Conference Call June 30, 2025

CALL TO ORDER: The date of the meeting has been changed to avoid a conflict with the MA board meeting on Monday, July 7. The meeting was called to order at 7:03 pm by Coleman. He read the USA Swimming Mission, Officials Committee Mission, and Conflict of Interest statements. Gwenn took the roll call.

PRESENT COMMITTEE: Coleman Bye, Gwenn Lochstet, Mike Wigginton, Mary Poletto, Rick Carson, Tiffany Epoca, Nick Furia

PRESENT STAFF: Mike Seip

COMMITTEE MEMBERS ABSENT: Kylie McMurray

GUESTS: None

APPROVAL OF MINUTES: The June 2025 minutes were approved.

ANNOUNCEMENTS: None

COMMITTEE REPORTS

Staff Liaison – Mike Seip

- He reports that there are 203 Sanctioned meets, 46 Approved meets, and 36 Observed meets so far.
- The sanctioning season for the 2025-2026 season has opened. It runs from June 15 to Aug 1. Most of the meet information will be updates from last year with a new emergency plan. The meets next season will operate under Meet 360 SafeSport guidelines. There will be a note in the meet announcements about it.

OC Chair – Coleman

- The RR&A working group will meet on July 9, 2025. They are reaching out to club administrators and head coaches to encourage and help them to attract new officials.
- Annual Business Meeting Summit will take place on September 25-28, 2025. They will roll the Golden Googles awards into summit this year.

Training

- Tiffany states that there is still only one person interested in CJ training. She is waiting for more before setting up a clinic.

OTS

- Mary reports that it has been quiet since the last new release on June 11. OTS is functioning as prescribed.

Advancement

- Mike Wigginton reports that there are new evaluations that have come in. The Advancement Committee will meet to look at them, then bring them to the OC for feedback and approval.
- Rick asks if they needed to receive final evaluations first. Coleman says that RR&A was supposed to discuss this issue, but they didn't meet in June. They will address it during their meeting on July 9.

Secretary

- The MA Officials newsletter, Take Your Marks, was sent to officials on June 9, 2025. Jamie wants the newsletter to be sent via Constant Contact. A template has been set up there. Coleman will send out an email with a list of topics for future articles as well as a call for contributors. Articles will be sent to Gwenn, Mary, and Coleman to be edited before they are formatted in the template. Relevant pictures for the newsletter can be sent to Coleman.
- The newsletter will go out quarterly. The next issue is planned for September.

Certification

- Rick reports that the name badge order for May and June will go out tomorrow.
- A successful test run of the final evaluation process was conducted by a senior official during the fourth session of a referee apprentice. The apprentice received the feedback well and was given an action plan.

Athlete Representative

- Nick has nothing to report.

Coach Representative

- Coleman is working on identifying a new coach representative, who can be appointed by the General Chair.

Old BUSINESS

Update on Evaluation Form

- Mary shares further edits on the 4 evaluation forms (S&T, AO, Starter, Referee) being adapted for MA
 - Language on the skills being evaluated were gleaned from previous evaluation documents. "Eval 2 (if needed)"
 - Feedback after the fourth session is labeled "Eval 1." If any action plan is needed, it will be put in this space.
 - There is an "Eval 2 (if needed)" section added for an evaluation after the action plan.
 - A QR code that leads to a survey to evaluate the evaluator is not currently working.
- Mary will send out these forms to committee member after meeting for them to review and provide feedback.
- Coleman states that Curtis from the NOC indicated that LSC's are free to create our own tools for the certification process. Coleman will forward the forms to Curtis before adopting them for use, but Curtis does not believe that he has to approve them.
- The group hopes to present the final forms at the OC meeting next month to be voted on.
- The group still needs to develop and adjusted CJ evaluation form.
- They hope to provide training sessions on how to use the new evaluation forms in August and September, not conflicting with the Hot August Nights sessions.

NEW BUSINESS

Two proposals for Responses to Official Registration

- Two proposals from Rick: Proposal for Responses to New Official Registration, and Proposal for Automatic Apprenticeship and Response for Test Taken. Who must approve?
- Rick is notified when new officials register. He wants to reach out to them with introductory information on how to proceed in the process. He wants to know who must approve of the text of his information. Coleman asks Rick to send it to him.

- Rick also receives notification whenever someone takes a test and passes it. Rick wants to make them apprentices at this point since they do not always send a screenshot of their membership card after successful registration. After some discussion, the committee agrees to this proposal. Coleman mentions that this process may be automated in the future. Rick prefers to run it for a little while manually before considering that.

Expiring Certifications

- Rick asks what can be done with the list of expiring certifications that Rob sends him.
- There is a suggestion that RR&A use the list to help retain officials, particularly encouraging them to recertify in a timely manner so that they are not all taking the tests in December.

Soliciting Officials for LC Champs

- Coleman will send out a general email
- He will also send out specific emails, targeting particular referees, starters, CJs, and AOs.
- He may also reach out to officials from neighboring LSCs

NEXT MEETING: The next meeting is on Monday, August 4, 2025.

ADJOURN: The meeting was adjourned at 8:04pm.

Minutes Submitted by Secretary, Gwenn Lochstet