

National Officials Training Subcommittee Conference Call  
Sunday, April 17, 2005  
Minutes

[Note: Minutes reflect the order of the agenda. Topics were covered in a different order.]

Present: Rex Harvey (Chair), Rob Buzaitis (Secretary), Mike Olsen, Susan Petrelli, Linda Melzer (Chair, National Officials Committee), George Kleeman (Chair, Officials Rules Subcommittee).

Conference Call called to order at 7:08 p.m. EDT.

## 1. Introductions

## 2. Purpose of Training Subcommittee

### *Duties of Vice Chair/Training (and Training Subcommittee):*

1. *To maintain liaison with the chair on all matters pertaining to training;*
2. *To maintain liaison with the NTFOC vice chairs of certification and of rules;*
3. *To develop and maintain a training program for the improvement of officiating techniques, and make such program available to all Association Certification Chairs;*
4. *To prepare training materials and develop material for training clinics and make them available to each Association Certification chair;*
5. *To solicit from each Association Certification chair ideas for inclusion in a standardized training manual, a training program or clinics;*
6. *To develop instruction videos, slides and films for use in training programs or clinics; and*
7. *To perform such other duties normally associated with this office.*

The subcommittee reviewed its duties. It proposed that the subcommittee's section of Operating Procedures be changed wherever it states "Association Certification Chair" to add "or designee." Rationale: Some Associations have Training Chairs.

## 3. Results of Survey on Association Training

Buzaitis highlighted some of the results of the survey.

- Of the 25 Association that responded, 19 offer an initial certification clinic. It was required by 12 Associations. Most lasted at least 4 hours and were broad-based in coverage.

Attached are the responses regarding how the National Training Subcommittee can help Associations in training their officials.

## 4. Training Clinics

### • **Outdoor Championships (June 23-26; Carson, CA)**

There was discussion regarding the times and subjects for training at the Outdoor Championships. Harvey will contact Bob Marcus (Coor. of Officials) regarding rooms and scheduling arrangements. The following three sessions were decided:

- 5-Alive – Wednesday, June 22 from 8:00 – 9:15 p.m.  
--Petrelli will contact some of the high jump and pole vault officials selected for the meet to assist in writing and presenting session.

- Melzer will send Petrelli copy of current meet officials with contact information.
- Kleeman mentioned that the 2006 NCAA Rule Book will have additional explanation regarding 5-Alive.
- Topics may include when 5-Alive must, should, or can be used and when is it discontinued.

- Completing Umpire Violation Cards – Thursday, June 23 from 8:00 – 9:00 a.m.
  - Buzaitis and Petrelli will work together to draft and present program.
  - Will show sample cards from different meets.
  - Will either create a recommended card and contact Marcus/Gordon Bocock regarding using at meet or have the card to be used at the meet for during the session.
- Interrelationship between TOs, Referees, and Event Heads – Friday, June 24 from 8:00 – 9:00 a.m.
  - Kleeman will be in charge of this program. He will also work with Carol Coram (Chair, IAAF Technical Officials Committee).
  - Will also include information on progression from NTO, to ATO, to ITO
- **Convention (November 30 – December 4; Jacksonville, FL)**

The following subjects were mentioned as possible training topics. No decisions on subjects, presenters, or dates and times were made.

- Starting
- Evaluations (How, Who completes, What meets)
- Disabled Athletics
- Fieldlynx
- Interrelationship between NTOs, Referees, and Event Heads
- Consolidation of Rules Reviews
- Organization of an Association Officials Committee

## 5. Discussion of Other Officiating Training

Buzaitis discussed other officials training:

- a. *American Sports Education Program & National Federation:* [http://www.nfhs.org/ScriptContent/Va\\_custom/vimdisplays/contentpagedisplay.cfm?content\\_ID=45](http://www.nfhs.org/ScriptContent/Va_custom/vimdisplays/contentpagedisplay.cfm?content_ID=45) -- This is part of the National Federation's Officials Education Program. Sports Methods course are being developed for various sports; courses include a book and an online course and cost about \$75 (\$18 for book only). He described the books as expanded Officials Manuals. Currently, Baseball and Softball are available. The Track and Field book will be available in September 2005.
- b. *U.S. Synchronized Swimming:* [http://www.usasynchro.org/education/forms/NatJudges\\_letter.pdf](http://www.usasynchro.org/education/forms/NatJudges_letter.pdf) and <http://www.tobee.biz/USSSI/> -- U.S. Synchronized Swimming has online training. Each session is about 15-20 minutes. They can be viewed by people with cable internet connection or dial-up. It is like a PowerPoint presentation with audio narration and video clips. Their judges committee develops the content and the cost is low. Buzaitis encouraged subcommittee members to view the session and give him feedback about possible use of this technology.

## 6. Goals for 2005

The subcommittee discussed goals for the upcoming year. The following goals were approved:

- Conduct three training sessions at the Outdoor Championships.

- Work with the Rules Subcommittee to develop a 2006 NCAA Rules Update Clinic.

The following goal was tabled:

- Start Yahoo Group for “Training Coordinators” (Association Training Chairs, Certification Chairs, National Training Subcommittee)

## 7. Goals for 2005-2008 Olympiad

The following goal was moved from a 2005 Goal:

- Establish framework for a comprehensive officials training program.
  - Melzer indicated there is a committee establishing criteria for certification at the Association, National, and Master level. She stated that the training subcommittee would be expected to creating supporting training materials.

Kleeman raised the question of what group or committee would be responsible for the rules reviews for the next Olympiad. No decision was made.

## 8. Next Meetings:

- **Outdoor Championships** – Sunday, June 26, 2005 immediately following last event (about 4:30 p.m.) at the track. Agenda Topics:
  1. Evaluation of Training Sessions
  2. Identification of Potential Training Topics for the Convention
- **September Conference Call** – Sunday, September 25, 2005 at 7:00 p.m. EDT (4:00 p.m. PDT). One topic will be finalizing training sessions for convention.

## 9. Other Items

**Subcommittee Budget:** Harvey asked Melzer about the subcommittee budget. Melzer said that subcommittee members who incur expenses in preparing training session and other subcommittee expenses (conference calls, meeting rooms) are all expenses that can be reimbursed.

**USATF Foundation Grants:** Melzer stated that two grants have been awarded in the amounts of \$25,000 and \$10,000. One was to the Armory. She stated she inquired about the assets of the Foundation and was told there was \$250,000 in assets.

**Communication between Subcommittee and Certified Officials:** The following items were mentioned:

- Copies of the subcommittee minutes will be posted on the Training page of the USATF Officials website.
- A note asking for volunteers to help with creating materials will also be placed on the USATF Officials website.
- The current USATF Newsletter is going to print. The deadline for the next newsletter is the end of June.
- Information can also be placed in the LISTSERV messages.

Conference Call concluded at 9:20 p.m. EDT.

Respectfully Submitted,  
Rob Buzaitis  
Secretary, USATF Officials Training Subcommittee

## Survey on Association Training

*Suggestions on how National Training Subcommittee can assist Associations in Training their officials:*

### Distribution of Training Materials:

- Make materials available via web, disk, and paper.
- Send materials by paper.
- Get training information out earlier (i.e. first meet in November, find out information in February)
- Provide materials at minimal or no cost to Associations.
- Produce more PowerPoint materials for clinics.
- Provide current information about officiating issues in online bulletins.
- Make available training materials by some larger Associations.
- Have additional newsletters (i.e. Weights and Measures)
- Provide another training CD if cost effective.
- Continue to provide training material on USATF Officials website.

### Monographs:

- Update monographs/manuals available online.
- Maintain monographs on website.
- Expand number of topics in monograph series.
- Publish one manual for each venue.
- National Training Manual for each event.

### Training Video:

- Update training video. (4 responses) – Make available on CD/DVD
- Make instructional videos available for Association use.
- Provide source of video training tapes.
- Training video for each event.

### Miscellaneous:

- Stick with one program; don't change every year or two.
- Update graphics comparing rule differences.
- Develop training syllabus
- Creating an e-training course.
- Develop PowerPoint skill demos.
- Send this survey to Association Presidents.
- Keep Associations updated on new ideas.
- Continue to communicate on handling specific situations.

### Non-Training Related:

- Get rule books published before March.
- Design more relevant exams and greater quality control on questions and answers.
- Put USATF Rules on CD.
- Select at least one official from each Association to work National meet.