

**USATF Officials Training Subcommittee Conference Call**  
**Sunday, September 25, 2005**  
**Minutes**

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

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

Conference Call called to order at 7:10 p.m. EDT.

**1. Approval of Minutes from the June 26, 2005 Meeting**

With one spelling correction, the minutes were approved by acclamation. Buzaitis will send copies of the April and June minutes to the webmaster for posting on the USATF Officials website.

**2. Convention Clinics – Review and Update**

The subcommittee spent a long time discussing possible training sessions for the convention. Training clinics will be on Friday from 2:00 –5:00 p.m. and Saturday from 1:00 – 4:00 p.m. It was decided to have 75 minutes sessions on Friday with 15 minutes between the sessions. There are three rooms, which results in the following six sessions with potential presenters indicated:

- Certification Clinic #1 (Flanik)
- Certification Clinic #2 (repeat of #1)(Flanik)
- Breaking Ties (Olsen)
- Marshalling/Safety (40 minutes)(Sharpe)  
How to be an Umpire (40 minutes)(Petrelli, Bocoock, Buzaitis)
- Fieldlynx for Vertical Jumps (Heckel, McGloin, or Hume)
- Mentoring Officials At All Levels (Kleeman, Grimes)

Harvey (and Buzaitis, if necessary) will contact potential presenters and get a 1-2 line synopsis of each session.

On Saturday, the session will focus on starting. Alan Bell will be presenting part of the session. Gil Jennings will and some athletes may also present. Harvey will coordinate the session to allocate time and decide order of presentation. Harvey said when he got a copy of Bell's presentation, he would share it with the subcommittee. This session is primarily for starters, athletes and administrators, and track referees, but all officials are invited to attend.

Other possible training session discussed (but not selected for the convention clinics):

- Recruitment (of younger officials and women)
- Legal Throwing Form
- Completing Evaluation Forms (Melzer said this will be included in the subcommittee's report at the general session)
- "How to Umpire"
- Safety Session (Southern California Association presented this session to its membership)

### **3. Proposed USATF Officials Training Subcommittee Organizational Structure**

Buzaitis presented a draft he created (see attached). He explained that each of the subcommittee members would have a particular positions and responsibilities. Melzer was concerned that the proposed structure added a number of people to the subcommittee in excess of the number permitted by the operating procedures. Specifically, she believed that the duties listed for the training materials review team should be accomplished by the subcommittee, not an outside group. Buzaitis explained that there were two purpose for having a different group of people. The first was the subcommittee would have their group responsibilities and review materials would require additional time. Second, having representatives or designees from the various rules committee would ensure the materials were accurate and the procedures and mechanics mentioned in the training were “endorsed” by those groups. It was agreed that review by the various rules committees can be (and has been) done informally. It was also suggested that there could be a group dedicated to training material review.

Kleeman and Melzer asked about the purpose of the Outreach Training Group. Buzaitis said it was to develop training materials for coaches, athletes, and volunteers. This could also possibly fit in with recruitment of new officials. Kleeman and Melzer said that training for coaches and athletes were not the Officials committee’s responsibility and would be intrude on other committees. Buzaitis stated it would only be related to rules information. Kleeman stated that was the responsibility of the rules committee.

The proposed organizational structure will be discussed at the subcommittee meeting at the convention. Harvey asked everyone to think about different ways to organize the groups.

### **4. 2006 NCAA Rules Update Clinic**

Buzaitis has drafted a NCAA Rules Update Clinic in PowerPoint format. He stated he had spoken with Mark Heckel about putting the clinic online and will contact him again. Kleeman suggested, and the subcommittee agreed, to include NFHS rule changes because there were only two for 2006.

### **5. Other Discussion Items**

- a. *Training Video*: Kleeman stated the Pacific Association was not awarded an Association grant because the project was related to officials and were referred to the Officials Committee. He said he has a person (Kelson Herman, son of track official Irene Herman) who does video production for a living and is willing to work for cost. He suggested a few options.
  1. Update the video with new narration and music, use the existing video footage and any minimal new video needed. Kleeman said he has updated the dialogue script on the existing video to be current with rule changes through 2004.
    - Estimated Cost: \$2000
  2. Redo the entire video. There was discussion about applying for a grant with the USATF Foundation to fund the cost.
    - Estimated Cost: anywhere from \$2000 to \$75000

Buzaitis said he would bring a copy of the existing video to the convention. Olsen said in Oregon, they made about 250 copies of the video (at \$1.95/each). He is also expanding and improving the video. He mentioned that the tools are there and are very helpful.

- b. *Rules Reviews*: Kleeman stated he completed the new rules reviews and that they will be introduced at the convention and start being used after the convention. Each official will only have to complete the one rules review for the level at which they are recertifying.
- c. *2006 Rule Changes*: Kleeman stated that the IAAF passed its rule changes for the next two years. Many of those changes are expected to be adopted by USATF at the convention. He also mentioned that the NCAA rule changes included a description for the positioning of the Javelin Judge.

## **6. Next Meetings:**

The next subcommittee meeting will be at the USATF Annual Meeting in Jacksonville on Wednesday, November 30 from 4:00 to 6:00 p.m.

Conference Call concluded at 9:25 p.m. EDT.

Respectfully Submitted,  
Rob Buzaitis  
Secretary, USATF Officials Training Subcommittee

## **Proposed Organizational Structure for the USATF Officials Training Subcommittee**

Purpose: Develop an organizational structure that will allow the subcommittee to produce quality training materials leading to a comprehensive training program.

### **SUBCOMMITTEE**

Membership:

- Vice Chair – Training for the USATF National Officials Committee
- Secretary (appointed by the Vice Chair – Training)
- Chair of the Championship/Convention Clinics Group (appointed by the Vice Chair – Training)
- Chair of the Initial Training Group (appointed by the Vice Chair – Training)
- Chair of the Continuing Education Group (appointed by the Vice Chair – Training)
- Chair of the Advancement Training Group (appointed by the Vice Chair – Training)
- Chair of the Outreach Training Group (appointed by the Vice Chair – Training)

Duties: Assist Vice Chair – Training in performing the functions of his or her office by making decisions on the direction of the USATF Officials Education Program.

### **GROUPS**

- Championship/Convention Clinics Group: Set up clinics at the Outdoor Championships and USATF Annual Meeting, including scheduling the sessions, making room and AV arrangements, and contacting presenters.
- Initial Training Group: Develop training materials for new officials to gain knowledge and skills necessary to be certified and to develop as a new official.
- Continuing Education Group: Develop training materials for certified officials, including new rules and procedures, continued reinforcement of correct rule application and officiating mechanics, and other in-service training.
- Advancement Training Group: Develop training materials for officials seeking to advance to National, Master, and Master Referee certification.
- Outreach Training Group: Develop training materials for coaches, athletes, and volunteers.

Membership: Group Chair plus 2-4 members appointed by the Group Chair.

Duties: Plan and oversee the development of training and training materials in their respective area or as directed by the USATF Officials Training Subcommittee.

### **TRAINING MATERIALS REVIEW TEAM**

Membership:

- Vice Chair – Training
- Secretary of the USATF Officials Training Subcommittee
- 1 representative or designee from the IAAF Technical Committee
- 1 representative or designee from the USATF Rules Committee
- 1 representative or designee from the NCAA Track and Field / Cross Country Rules Subcommittee
- 1 representative or designee from the NFHS Track and Field Rules Committee
- 2 USATF certified officials appointed by the Chair of the USATF National Official Committee

Duties: Review and approve training materials for consistency and endorsed officiating protocols and mechanics.