

Subj: **February Officials Update**
Date: 2/1/2008 1:51:35 P.M. Eastern Standard Time
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CC: FLASwimWeb@aol.com

This is a quick update on information you need for your Florida Swimming Officials Recertification. All officials in our LSC participate in the recertification requirements, which must be completed by June 1, 2008. The recertification clinics will take place at swim meets, and if you are coming to a meet only to attend the clinic then the offerings in Hospitality are not for you! Please remember Hospitality is set up and stocked ONLY for the volunteers at that meet! Thanks!

Also, if you haven't yet registered with USA Swimming for 2008, please find the necessary non-athlete form on the Florida Swimming website under E-Forms.

As a reminder, there are 4 large championship meets coming up that could use your expertise. Please email the following officials with your availability.

Junior Olympics—Mike Clow mikeclow@comcast.net
Sr. Champs—Robert Thompson robertnayr@comcast.net
Sectionals—Bobbie Culpepper robertaculpepper@hotmail.com
NCSA Junior Nationals—JR Pooler pooleraz@msn.com

Good luck to you and your swimmers on this Championship Season!

Thanks,
Melissa

FLORIDA SWIMMING RECERTIFICATION REQUIREMENTS

This is a quick update on the requirements for recertification as a Florida Swimming official. Every two years officials in Florida complete a recertification program, and this year it must be completed by **June 1, 2008**. The Recertification Task Force chaired by Jack Goltz, with help from Mark McCaw and Anne-Marie Millburn has recommended the following requirements, which received the endorsement of the Officials Committee.

Requirement #1:

Every registered/certified official must complete and pass the USA Swimming online rules [recertification](#) test by June 1, 2008 for their position:

- Meet Referees and Deck Referees take the [Referee Recertification](#) test.
- Starters take the [Starter and Stroke & Turn Recertification](#) test.
- Stroke & Turn Judges take the [S&T Recertification](#) test.

No one is exempt from taking the tests, including apprentices.

To take the test, log on to www.USASwimming.org, click on “Volunteers” at the top, then “Officials” at the left, followed by “Officials Online Test” at the left and follow the instructions to either create an account or log in to your existing account.

Once your personal information is filled in, use the drop-down box to select the correct test for your certification level. Please remember to click on [recertification](#) tests, not the other tests offered for your position. Then click on “start test.” **My personal recommendation:** print out the test and complete it at your leisure. You have until June 1 to complete it. However, please also remember that when you return to complete it online, you must click on that original test loaded in the gray box. Only that test will match up with the one you printed out!

I receive a copy of all test results, as do our Officials Area Representatives. We will forward to you the results we receive as confirmation you completed the test.

Requirement #2:

Every registered/certified official, including apprentices, must attend a Recertification Clinic that will include Situation Resolution discussions. The Task Force received considerable feedback on how beneficial these group discussions have been, especially because it gets everyone on the same officiating page.

You have three opportunities in the next 6 weeks to attend clinics, which will be held at our spring championships meets. They would include:

Sunday, 2/24 at JOs, following prelims
Saturday, 3/1 at Sr. Champs following prelims
Saturday, 3/15 at Sectionals following prelims

Obviously we can't give an approximate time since we don't yet know the timelines for those meets.

In addition to those meets, we will **later** publish a list of approx. 2 more meets in each area to catch those folks who couldn't make the championship meets. However, **you are very strongly encouraged to attend the championship meets**; as those group discussions are far more beneficial and successful than in small area groups.

If you have any perplexing situations you would like resolved, please send them to me and we will try to discuss those at the clinics.

For those of you applying for National Recertification at the N2 or N3 levels, these clinics will count towards your "continuing education" requirements and I will be loading the clinics and attendees into the Officials Tracking System!

Finally, once both requirements are complete, you will receive your new 2008 Florida Swimming Official certification cards! Those cards are the necessary proof you will need to officiate as of June 2, 2008!

UPDATE ON CHAMPIONSHIP OFFICIALS REIMBURSEMENTS

A special meeting of the Officials Committee was held last weekend to address a necessary change to the way assigned championship officials are reimbursed for their expenses. Briefly, the required changes directly relate to FS Rules & Regulations, Article 38, 238.4.6, 238.4.7. The changes must take effect for the 2008 taxable year starting January 1, 2008.

According to Florida Swimming By-Laws, the minutes from that meeting must be published and it's also important that everyone be aware of those changes. Below are those minutes.

Florida Swimming, Inc.
Extraordinary Officials Committee Meeting
January 27, 2008, 12:00 PM
YMCA Aquatic Center, Orlando, FL

Attendees:

Melissa Hellervik–Bing, Chair
Eva Gronke, Area 3 rep
Duke Torbert, Area 2 rep
Steve Plapp, Area 1 (ass't)
Al St. Pierre, (Area 2 ass't)
Helen Kelly, Exec Director
Stuart Michelson, Treasurer
Don George, Area 1 official
Bob Griffiths, Area 3 official.

The meeting convened at 12:05 PM

Melissa Hellervik-Bing explained the reasons for the meeting and provided some background.

In essence, some accounting irregularities have been discovered in several LSCs within USA Swimming over the last few years (not in Florida) and as a result USA Swimming is recommending new guidelines for the reimbursement of expenses and payment of stipends or fees for services rendered to the LSC, particularly by volunteers. Additionally, FS is required to meet the IRS reporting requirements for reimbursements and stipends. This requires a 1099 be issued for stipends and expense reimbursements must meet IRS guidelines.

Under current by-laws Florida Swimming (FS) pays certain assigned officials at FS Championship Meets a “fee” for services and reimburses travel and some expenses. In 2008, assigned officials will have two options:

- A. File a W-9 with Florida Swimming, invoice for the stipend, and submit a reimbursement request for allowed expenses. FS will issue a 1099 for the 2008 tax year to those officials requesting the stipend.
- B. Forgo the stipend and, if applicable, invoice for allowed expenses. In this case a W9 will not need to be submitted. Instead, a per diem allowance will be issued, as outlined below, once a request has been submitted.

In 2009 and beyond:

The FS bylaws will be modified and the stipend will be discontinued. A per diem allowance to cover incidental expenses will apply, if invoiced. In 2008 the “per diem” will be \$39/day or prorated for a partial day (\$10 for breakfast, \$10 for lunch, \$19 for dinner). Travel expenses will also be reimbursed at the prevailing IRS charitable rate of \$0.14 per mile.

Helen Kelly also explained that, for a variety of reasons, FS should not keep tax or other personal data in the FS office and that all W9’s should, be mailed directly to the treasurer, currently Stuart Michelson, for processing and safekeeping. Stuart Michelson also reminded everyone that stipends paid in the past have always been subject to IRS guidelines and should be reported on your tax return.

The above was put to the meeting for comments and the consensus was agreement.

The meeting adjourned at 12:45 PM

Signed,
R Griffiths.