

Lake Erie Swimming Inc

Officials Handbook 2009-10



OFFICIALS' MANUAL

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OFFICIALS' COMMITTEE

Officials' Chairman	Chuck Kunsman
Training Chairman	Tom Jones/Frank Campbell
Administrative Official Coordinator	Bob Burwell
Re-certification Tracking Chair	Al Kominek
USA S Observed Swims Chair	Chuck Kunsman
Secretary	Julie Bare
Certification Subcommittee	All LESI Certified Referees

Referees

Pat Baker
 George Bare
 Julie Bare
 Bob Burwell
 Frank Campbell
 Marilyn Duman
 Tom Jones
 Al Kominek
 Andy Kuhl
 Chuck Kunsman
 Dave Wohlfiel

*Steve Nameth
 *Dan Nye
 Dawn Parris
 Dan Perron
 *Maria Schloendorn
 *Paul Shiller
 *Mike Sokolich
 *Kat Tokok
 *Barbara Weinzierl

**Certified Starter*

Administrative Official

Julie Bare
 Bob Burwell
 Frank Campbell
 Marilyn Duman
 Virginia Foster
 Tom Jones
 Carol Telljohann
 Kat Torok
 Dave Wohlfeil
 Jodie Wohlfeil

Deck Officials

*Sharon Badertscher
 *Pat Baker
 *George Bare
 *Julie Bare
 *Mitch Berman
 *Bob Brauning
 *Bob Burwell
 *Frank Campbell
 *Joe Cerer
 *Rosie Daniels
 *Brenda De La Cuz
 *Marilyn Duman
 *Virginia Foster
 *Gordon Grinham
 Brad Hoston
 *Tom Jones
 *Julie Knurek
 *Al Kominek
 *Andy Kuhl
 *Chuck Kunsman
 *Teri Mikelonis

Apprentices

Chuck Duchon
 Susan D'Amico
 Barbara Van Hala Meggas
 Ryan Jakubczak
 Kimberly Chen
 Thomas Archer
 Nancy Spann
 Jim Kenosh
 Susan Eland
 ?? Scharf

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SECTION 1

NAME, OBJECTIVES, JURISDICTION

- 1.1 Name** - The name of the organization shall be Lake Erie Swimming, Inc. Officials Committee (Committee).
- 1.2 Objectives** - The objectives and primary purpose of the Committee shall be to recruit, train, test, certify, evaluate, retest, re-certify, and supervise officials for LESI and such other activities as may be necessary or helpful in developing, maintaining and overseeing a roster of experienced, well-trained, and highly qualified officials.
- 1.3 Jurisdiction** - The Committee shall have jurisdiction over the training, certification, and re-certification of officials in LESI, and any other duties delegated to it by LESI. The Committee shall discharge faithfully its duties and obligations as a Standing Committee of LESI in accordance with the Bylaws and Policies & Procedures of LESI and the USA Swimming Code.

SECTION 2 COMMITTEE

- 2.1 Members** - The membership of the Committee shall consist of all current non-athlete members of LESI with current certifications as Stroke & Turn, Starter, Administrative, or Referee.
- 2.2 Voice and Voting Rights of Members** - Individual members of the Committee shall have both voice and one vote each in meetings of the Committee.
- 2.3 Duties and Powers** - The Committee shall oversee the management of the affairs of the Committee and the establishment of standards, policies, procedures, and programs that would enable the Committee to achieve its objectives. In addition to the duties and powers prescribed in the USA Swimming Code, LESI Bylaws, or LESI Policies & Procedures, the Committee shall:
- .1 Call regular and special meetings of the Committee;
 - .2 Establish subcommittees; and
 - .3 Amend the Officials' Manual (Manual) in accordance with Section 8.
- 2.4 Annual and Regular Meetings** - The annual meeting of the Committee shall be held in the month of October of each year. Regular meetings of the Committee shall be in accordance with a schedule adopted by the Committee.
- 2.5 Special Meetings** - Special meetings of the Committee may be called by the Officials Chairman (Chairman) or by at least five (5)

SHILLER, PAUL
4923 East Rockwell Rd.
Youngstown, OH 44515
H: (330) 792-4983
W: (330) 471-3344
pshiller@zoominternet.net
Paul.Shiller@timken.com

SOKOLICH, MIKE
295 North Bissell Road
Aurora, OH 44202
H: (330) 562-8993
msokolich@graphic-litho.com
twostupidcats@adelphia.net

TELLJOHANN, CAROL
34581 Southside Park Dr.
Solon, OH 44139
H: (440) 248-8756
telljohann@sbcglobal.net

TOROK, KATRONIA
8520 Bridlehurst Trail
Willoughby, Oh 44094
H: 440-256-2411
mamakatt@roadrunner.com

WEINZIERL, BARBARA
7523 Allerton Court
Hudson, OH 44236-
H: 330-653-6422
teamweinzierl@hotmail.com
sweinzierl@keithleycom

DAVE WOHLFEIL
2140 Elbur Avenue
Lakewood, OH 44107
H: 216-521-0735
C: 216-337-1117
D_wohlfeil@att.net

JODIE WOHLFEIL
2140 Elbur Avenue
Lakewood, OH 44107
H: 216-521-0735
C: 216-409-2636
D_wohlfeil@att.net

Apprentices

DUCHON, CHUCK
4553 Berry Hi
Stow, Oh 44224
H: 330-928-5311
W: 330-677-1210
cduchon@dts-doc.com

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DUMAN, MARILYN

16283 Bardbury Ave.
Middleburg Hts., OH 44130
H: (440) 234-3362
W: (440) 826-1448
F: (440) 826-9210
Cell: (216) 299-9308
dumanswims@aol.com

FOSTER, VIRGINIA

2677 Berkshire Rd
Cleveland, Oh 44106
H: 216-497-5848
C: 216-650-9410
vbfooster@aol.com

JONES, TOM

336 Rockfern ave.
Elyria, OH 44035
H: (440) 322-5232
Cell: (330) 328-4447
aswmoff@hotmail.com

KNUREK, JULIE

3020 Holly Lane
Westlake, OH 44145-4740
H: (440) 734-0085
Cell: (440) 821-1335
jbkmom@aol.com

KOMINEK, AL

7464 Julian Court
Mentor, OH 44060
H: (440) 255-9385
W: (440) 280-7345
Allan_k2000@yahoo.com
amkominek@firstenergycorp.com

KUHL, ANDY

1199 Lakeland Ave.
Lakewood, OH 44107
H: (216) 226-7772
Cell: (216) 346-5853
akuhl1@cox.net

KUNSMAN, CHUCK

26800 Farringdon Ave.
Euclid, OH 44132
H: (216) 731-3621
W: (330) 972-5985
F: (330) 972-6715
chuck163@yahoo.com

MIKELONIS, TERI

6600 Canterbury Dr.
Hudson, OH 44236
H: (330) 656-9795
teri804011@aol.com

NAMETH, STEVE

9548 Graystone Lane
Mentor, OH 44060
H: (440) 639-0139
nmthswimc@aol.com
kimnmth@aol.com

NYE, DANIEL

222 Sherck Blvd.
Wooster, OH 44691
H: 330-264-7827
W: 330-265-9156
C: 330-649-4058
dannye@sssnnet.com

PHILLIPS, DALE

30542 Atlanta Drive
Westlake, OH 44145
H: 440-250-0195
C: 440-465-8981
dale.phillips@mcpc.com

SCHLOENDORN, MARIA

30945 Lincoln Rd.
Westlake, OH 44145
H: (216) 408-5399
W: (440) 526-3030 x7927
Cell: (216) 408-5399
vetsnet2002@yahoo.com

members of the Committee.

- 2.6 Meeting Location and Time** - All meetings of the Committee shall take place at a site within the territory of LESI. The Chairman or Committee shall determine the location and time of all meetings of the Committee.
- 2.7 Quorum** - A quorum of the Committee shall consist of those members present and voting.
- 2.8 Voting** - Except as otherwise provided in the Manual, all motions, orders, and other propositions coming before the Committee shall be determined by majority vote.
- 2.9 Proxy Vote** - Voting by proxy in any meeting of the Committee shall not be permitted.
- 2.10 Mail Vote** - Any action which may be taken at any regular or special meeting of the Committee may be taken without a meeting. If an action is taken without a meeting, the Secretary of the Committee (Secretary), by first class mail, postage prepaid, or by e-mail, shall distribute a written ballot to every member of the Committee entitled to vote on the matter. The ballot shall set forth the proposed action, provide an opportunity to specify approval or disapproval, and provide a reasonable time within which to return the ballot to the Secretary. Action resulting from written ballot shall be valid only when the number of votes cast in favor of the proposed action within the time period specified constitutes a majority of the votes entitled to be cast.

2.11 Notices

- 1 Time - Not less than 10 days written or e-mail notice shall be given to each member of the Committee for any annual, regular, or special meeting of the Committee.
- 2 Information - The notice of the meeting shall contain the agenda, time, date, and site. For special meetings of the Committee, the expected purpose of the meeting shall be stated. If an expected purpose is the amendment of the Manual, a copy of the proposed amendment shall be included in the notice.

SECTION 3

OFFICERS

3.1 Officers

- 1 Chairman - The Chairman of the Officials Committee shall be the LESI Officials Chairman.

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- .2 Secretary - The Secretary of the Committee shall be appointed by the Chairman with advice and consent of the Committee.

3.2 Terms of Office

- .1 Chairman - The term shall be in accordance with provisions of the Bylaws of LESI.
- .2 Secretary - The term shall be one (1) year, with the term ending at the conclusion of the annual meeting.

3.3 Duties and Powers - The duties and powers of the officers shall be as follows:

- .1 Chairman - The Chairman shall perform those duties listed in the Bylaws, Policies and Procedures, and Officials' Manual of LESI.
- .2 Secretary - The Secretary shall be responsible for keeping a record of all meetings of the Committee and issuing meeting notices, and shall perform the other duties incidental to the office of Secretary, as directed by the Chairman.

SECTION 4

SUBCOMMITTEES

4.1 Non-Officer Chairs and Their Subcommittees; Coordinators

- .1 The Chairmen of all subcommittees and all coordinators shall be appointed by the Chairman with the advice and consent of the Committee. The appointed chairman or coordinator shall assume office upon the date designated by the Chairman and shall serve until the conclusion of the annual meeting.

.2 Duties and Powers of Non-Officer Chairmen and Coordinators

.2 Duties and Powers of Non-Officer Chairmen and Coordinators

- A Training Chairman - The Training Chairman (TC) shall chair the subcommittee responsible for the recruitment, testing, and apprenticeships of any and all individuals seeking first-time certification as stroke and turn officials and starters.
- B Administrative Official Coordinator - The Administrative Official Coordinator shall be responsible for the recruitment, testing, apprenticeships, and evaluation of administrative officials.
- C USA Swimming Observed Swims Coordinator - The USA Swimming Observed Swims Coordinator shall be responsible for overseeing the assignment of officials and

LAKE ERIE SWIMMING OFFICIALS' COMMITTEE DIRECTORY

Appendix B

BADERTSCHER, SHARON

7933 S Riverside Dr
Aurora, Oh 44202
H: 440708-1285
W: 216-357-7098

Sharon.badertscher@ohnd.uscourts.gov

BAKER, PAT

7216 Timber Lane
Olmsted Twp., OH 44138
H: (440) 235-6686
F: (440) 235-7006
Cell: (216) 387-9510

pabrcb@aol.com

BARE, GEORGE

57 E. Bel-Meadow Lane
Chagrin Falls, OH 44022
H: (440) 338-8659
W: (440) 338-5600
F: (440) 338-5601

Georgebare178288@aol.com

BARE, JULIE

57 E. Belmeadow Lane
Chagrin Falls, OH 44022
H: (440) 338-8659
jbare@rwindstream.net

BERMAN, MITCH

6278 Lakewood Ct.
Mentor, Ohio 44060
H: 440-255-1843
W: 216-233-2572
mberman60@oh.rr.com

BRAUNING, BOB

2941 8TH St.
Cuyahoga Falls, OH 44221
H: (330) 923-9608
Cell: (330) 475-5983

Brauningjr@msn.com

BURWELL, BOB

847 Jonathan Lane
Akron, OH 44333
H: (330) 836-1163
W: (330) 849-5223
F: (330) 836-1502
Cell: (330) 414-5523

robert.burwell@exxonmobil.com

CAMPBELL, FRANK

1040 Colony Drive
Highland Hts., OH 44143
F: (866) 571-5435
Cell: (440) 525-0135

facampbell@sbcglobal.net

CERER, JOE

2526 Mapleview Lane
Willoughby Hills, OH 44094
H: (440) 946-4722
W: (216) 361-3920
Cell: (440) 759-7700

jvcerer@firstenergycorp.com

DANIELS, ROSIE

29005 Lake Rd.
Bay Village, OH 44140
H: (440) 835-0246

rosiejimdaniels@oh.rr.com

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AMENDMENT OF MANUAL

Any provision of this Manual not mandated by USA Swimming or LESI or proscribed by them may be amended at any meeting of the Committee by a majority vote of the members present and voting.

APPENDIX A FEE SCHEDULE FOR LESI OFFICIALS

Meet Referee: \$8.00/hour (start of duties to end of duties) plus \$10.00 (minimum pay of \$45).

Meet Admin: \$8.00/hour (start of duties to end of duties) plus \$10.00 (minimum pay of \$45).

Deck officials: \$8.00/hour (start of meet to end of meet) (minimum pay of \$35).

Invigilator: \$8.00 fee.

Timer's Meeting: \$4.00 fee.

Where the facility charges for parking, meet host shall reimburse or provide passes.

Note: Minimum pay applies to any meet with consecutive sessions or to each session where the sessions are non-consecutive. Sessions are considered to be non-consecutive when the end of one session is 90 minutes or more before the start of the warm-up for the next session. Where the referee or admin for non-consecutive sessions are the same person(s) as the previous session, the minimum pay for the second session shall be \$35.

the implementation of procedures for those meets approved by LESI and USA Swimming Program Operations for observed swims.

D Certification Chairman - The Certification Chairman shall chair the subcommittee responsible for the certification of officials in LESI.

E Re-certification Chair – The Re-certification Chair shall be responsible for maintaining the database summarizing sessions worked and clinics and meetings attended by LESI officials.

4.2 **Members of Subcommittees** - Except as otherwise provided in this Manual, members of each subcommittee shall be appointed by the Chairman with the advice and consent of the Committee. Designated members of certain subcommittees shall be as follows:

- .1 Training Subcommittee -The members shall be those Committee members who have been certified in LESI for a minimum of one (1) year.
- .2 Certification Subcommittee - The members shall be the Officials Chairman who shall be Chair and all LESI-certified referees.

SECTION 5 CERTIFICATION

5.1 New Officials - Stroke and Turn

.1 Requirements

- A Qualifications – An official-in-training (OIT) must be at least 18 years of age and a member of LESI.
- B Testing - An OIT must complete and pass the USA Swimming test for the following positions with a minimum score of 85%, corrected to 100%: timer, stroke and turn.
- C OIT must attend officials' orientation clinic or stroke and turn clinic.
- D Apprenticeship - After successful completion of A above, on-deck apprenticeship will be required in accordance with the following:
 - (1) OIT must work at no fewer than two (2) different meets;
 - (2) OIT must work at no fewer than eight (8) sessions at meets that are not limited to swimmers who are equal

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to or faster than B time standards. At least five of these sessions must be at the sessions scheduled for the younger swimmers; and

- (3) OIT must work at a minimum of two (2) sessions of a developmental meet.
- (4) Ongoing evaluations will be provided by the TC and the meet referees with input from on-deck officials.

(5) With the concurrence of the TC, the Chairman may waive any or all of the required sessions for an OIT with previous officiating experience.

.2 Certification - After successful completion of all requirements, an OIT may request observation for certification.

A The OIT apprenticeship and certification shall be completed within one year from date of completing and passing the required test.

B Observation - At least three (3) members of the Certification Subcommittee (CS) will observe the OIT at the same session (s) for a minimum of one (1) full session or the number necessary to observe all strokes. No more than two (2) of the observers may be working at that session in any on-deck capacity.

C Evaluation - The CS will prepare a written evaluation of the OIT, with one copy sent to the TC and one to the OIT.

D Vote

(1) Affirmative - Upon a majority vote of the observing members of the CS, the OIT will be certified in stroke and turn.

(2) Negative - If the majority of observing members of the CS vote to deny certification, the OIT must work at the recommended number of sessions before again requesting observation for certification.

E Certification Period - Certification shall expire December 31 of the registration year in which it is issued.

5.2 New Officials - Starter

.1 Requirements

A Qualifications - The Starter-in-Training (SIT) shall be certified in stroke and turn for a minimum of six months.

6.2 When necessary, the Meet Referee is authorized to use those officials assigned to the meet in positions in which they are not certified or are not apprenticing.

SECTION 7

UNIFORMS AND EQUIPMENT

7.1 Uniforms

- .1 Standard Uniform - Navy blue slacks, shorts, or skirt; white shirt or blouse; white shoes and socks.
- .2 Special Uniform - With the agreement of all of the officials assigned to the meet, the Referee may specify a different uniform.

7.2 Equipment

- .1 Deck officials should report to a meet equipped with the following:
 - A Whistle;
 - B Pen or pencil;
 - C DQ and relay take-off slips;
 - D Radio; and
 - E USA Swimming Code and LESI Handbook.
- .2 Referees should report to a meet equipped with all items listed under deck official as well as the following:
 - A No-show slips;
 - B Officials pay record;
 - C Evaluation forms;
 - D Blank pistol and shells or bell;
 - E Clipboard;
 - F USA Swimming Code, LESI Handbook, and LESI Officials' Manual;
 - G Meet announcement with entry information; and
 - H Referee check list.

SECTION 8

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D Certification Period - Certification shall expire December 31 of the registration year in which it is issued.

5.6 Re-certification

- .1 All certifications and re-certifications are valid for the registration year in which they are issued.
- .2 Re-certifications shall be granted by the Chairman or his designee to officials who have successfully fulfilled requirements for re-certification.
- .3 Requirements for Re-certification
 - A The official must attend a minimum of one Committee meeting/workshop in a calendar year.
 - B The non-referee official must work a minimum of four (4) sessions in the calendar year. A referee must work a minimum of six (6) sessions in the calendar year with a minimum of two (2) of the six (6) sessions as referee.
 - C The official must maintain satisfactory evaluations.
 - D The official must pass the written rules test for the areas of re-certification in even-numbered years.
- .4 The Chairman may waive re-certification requirements for individuals, subject to the approval of the LESI Board.

5.7 Suspension of Certifications - The Chairman may suspend the certification of any official who has failed to fulfill his responsibilities as an official or has conducted himself in an inappropriate manner. The official may petition the LESI Board of Review for a hearing if he feels the suspension or length of the suspension is improper.

SECTION 6

MEET ASSIGNMENTS

- 6.1** The Chairman or his designee shall assign meets in an equitable fashion, rotating assignments in conjunction with the following factors:
- .1 Requests of meet directors;
 - .2 Ability and level of experience in regard to level of the meet;
 - .3 Club affiliations;
 - .4 Availability; and
 - .5 Past reliability and level of commitment.

B Apprenticeship - The SIT must attend a starter's clinic and work in the rotation as a starter at a minimum of five (5) sessions.

C Testing - An SIT must complete and pass the USA Swimming test for the following position with a minimum score of 85%, corrected to 100%: starter.

D The Chairman may waive any or all requirements for an SIT with previous starting experience.

- .2 Certification - After successful completion of the requirements, the SIT may be approved for certification by the TC for Starters (or his/her designee) and the Referee under whom the SIT most recently apprenticed. If either the TC or Referee under whom the SIT most recently apprenticed feel the SIT is not ready for certification, the SIT must work at the recommended number of sessions before again being considered for certification. Certification shall expire December 31 of the registration year in which it is issued.

5.3 New Officials - Referee

.1 Requirements

A Qualifications - The Referee-in-Training (RIT) must be at least 21 years of age and must have been certified as starter for at least one (1) year.

B Education - The RIT must be familiar with the positions of administrative official, announcer, clerk of course, chief judge, timer, timing judge, and meet safety director.

C Testing - The RIT must have passed the USA Swimming tests for timer, administrator, clerk of course, timing judge and referee and the LESI meet management and rules tests with minimum scores of 85%, corrected to 100%.

D Apprenticeship - The RIT must work as an apprentice a minimum of two (2) different meets under at least two different referees, totaling at least four (4) sessions. The RIT will be paid if already scheduled to work the meet.

E The Chairman may waive any or all requirements for an RIT with previous experience.

.2 Certification

A After successful completion of the requirements, the RIT may be certified as Referee by the Chairman, with advice and consent of the meet referees under whose jurisdiction the apprenticeship sessions were conducted. The Chairman may direct that additional apprentice sessions be performed.

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B Certification Period - Certification shall expire December 31 of the registration year in which it is issued.

5.4 New Officials - Administrative

.1 Requirements

A Qualifications - An administrative official-in-training (AIT) must be a minimum of 18 years of age and a non-athlete member of LESI.

B Testing - An AIT must complete and pass the following tests with a minimum score of 85%, corrected to 100%, within the immediate year prior to becoming an AIT: (1) USA Swimming tests for timer, timing judge, administrator, and clerk of course, and (2) LESI test for administrators.

C Apprenticeship - After successful completion of A and B above, on-deck apprenticeship will be required in accordance with the following:

- (1) AIT must work in deck entries a minimum of one (1) session.
- (2) AIT must work in clerk of course/check-in a minimum of one (1) deck-seeded session.
- (3) AIT must work with the timing system operator a minimum of one (1) session.
- (4) AIT must work with the meet management system at least one (1) deck-seeded session and operate the system at least one (1) additional deck-seeded session.
- (5) AIT must work a minimum of two (2) consecutive sessions as administrative official at a meet with timed finals and a minimum of two (2) preliminary sessions as administrative official at a meet with prelims/finals.
- (6) The Chairman may waive any or all of the required sessions for an AIT with previous experience.

.2 Certification - After successful completion of all requirements, an AIT may request observation for certification.

A Observation - The Chairman or his designee will observe the AIT for part or all of one (1) session.

B Evaluation - The Chairman or his designee will prepare a written evaluation of the AIT.

C Determination - The Chairman will certify the AIT as an Administrative Official if the AIT has a satisfactory evaluation for the observed session.

D Certification Period - Certification shall expire December 31 of the registration year in which it is issued.

5.5 Transfer of Certifications from Another LSC

.1 Requirements

A Qualifications

- (1) The Transferring Official (TO) must become a member of LESI.
- (2) The TO must present to the Chairman proof of current certifications in his former LSC.

B Testing - Referees must pass the LESI rules and administrative tests with minimum scores of 85%, corrected to 100%.

C Apprenticeship - The TO must work (unpaid) at a minimum of two (2) meet sessions.

D The Chairman may waive any or all of the requirements for a TO about whom he has personal knowledge.

.2 Certification - After successful completion of the requirements, the TO may request observation for certification. After receiving certification in LESI as stroke and turn and starter, the TO must work at an additional two (2) sessions as referee in order to become certified as referee in LESI.

A Observation - At least three (3) members of the CS will observe the TO for one complete session or the number of sessions necessary in which to observe all strokes for certification as stroke and turn and to observe the TO during enough starting rotations to view both forward and back starts for certification as starter.

B Vote - Stroke and Turn and/or Starter

- (1) Affirmative - Upon a majority vote of the observing members of the CS, the TO will be certified as stroke and turn and/or starter.
- (2) Negative - If the majority of observing members of the CS vote to deny certification, the TO must work at the recommended number of sessions before again requesting observation for certification.

C Referee - The TO will be certified by the Chairman with the advice and consent of the referee (s) under whose jurisdiction the TO worked as referee.