

# General Meeting

## November 12, 2019

The meeting was opened by Walt Olsen at 7:30 pm. The purpose of this meeting was to go over some important jobs for the upcoming Indoor season.

Tracy Taylor started off the meeting with some general instructions for both the Line and Table Clerking roles. She included a handout which included materials needed; highlighters, pencils, clipboards, tape, voice amplifier and cough drops! Arrival time instructions, which include arriving about 1 hr. before first event, calling each event about 20 mins. prior to start, instructions to athletes.

Line Clerking involves arrival at least a half hour prior to meet, lining up athletes with heat/lane assignments, making sure you are putting the athlete in the correct heat/lane. Instructions to athletes, remember jewelry is permitted but absolutely NO WATCHES of any kind.

Jeff Mezera then did a presentation of Umpiring, with a handout of the track and various positions. He went over exchange zones, proper cutting in of athletes and the various starting points on the track in relation to length of races.

Jim McMillan talked about assigning. He is getting ready to assign meets for the indoor season and hopes everyone has gone on Arbiter and put in any blocks they may have. If there are to be any cancellations due to weather, he will usually get notified by 11 am, but there have been times when a decision is delayed. Always check the Arbiter on days you are scheduled.

It is imperative that you have your background check done, if not you cannot be assigned to any meets. Also be aware that you may not get assigned to an event that you want, you must be prepared to work any/all events listed for that meet. Check your rule book if you are unsure of what's expected for a particular event. Show up on time!

Janet Laing, Treasurer's report - Balance \$6556.94, with payments made for the Member Assessment Fee and Reimbursement for Assignor's expenses.

Chapter dues are due by February 1, 2020 and are to be made payable to STFOA, Active members \$55, Inactive \$25. Motion to accept, Michael Mooney, second Jeff Mezera

Next meeting is scheduled for February 4, 2020 at Holmdel. Meeting adjourned at 8:40, accepted by Lynn Hallenbeck, second by Carol Harrison.