

# USMS Convention—Chicago, Ill. 2009

<b>Committee Name:</b>	Records & Tabulations	<b>Session #:</b>	1	<b>Report #:</b>	11
<b>Committee Chair:</b>	Ed Tsuzuki	<b>Vice Chair:</b>	Chris Stevenson		
<b>Minutes recorded by:</b>	Chris Stevenson	<b>Date/time of meeting:</b>	9/17/09 3:30pm		

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## Actions Requiring Approval by the HOD:

None

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## Motions Passed:

1. MSA to request an area on the USMS website for each USMS committee to store and share committee-related documents and links. The uploading and maintenance of documents would be by the committee chair (or designee), while access to the documents would be open to any USMS.org visitor.
2. MSA for revisions to the LMSC minimum guidelines (detailed below) as published by the Zone Committee.

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<b>Number of committee members present: 12</b>	<b>Absent: 4</b>	<b>Number of other delegates present: 34</b>
<b>Committee members present (list all, including chair and vice chair):</b> Will Amos, Cav Cavanaugh, Barbara Dunbar, Laszlo Eger, Cheryl Gettelfinger, Julie Heather, Nicole Pendleton, Walt Reid, Jeanne Seidler, Chris Stevenson, Ed Tsuzuki, Mary Beth Windrath		

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## Minutes

The meeting was called to order at 3:30pm

1. Introductions of committee members, roles and responsibilities, and other delegates. Mary Beth Windrath continues to serve as National Swims Administrator and Walt Reid continues to serve as USMS Records Administrator. Walt also maintains the pool length data base.
2. Ed Tsuzuki provided an overview of End-to-End Event Management (E2EEM) – ultimate goals and current status – and the committee responded to questions from other delegates.
3. The next steps in moving to “go live” status were discussed. The process will run in pilot mode, parallel to the current Top Ten process until fully validated by the committee. Next steps:
  - a. Raise E2EEM project priority with USMS Board
  - b. Ongoing enhancement of the web-based tools by IT. The critical (“must have”) enhancements include:
    - i. Relay processing/audits – including Relay preview report
    - ii. Adding/editing/deleting single swims and splits
    - iii. Audit reports (swimmers left unconfirmed or indicated as non-member/foreigner)
    - iv. Capturing Club Assistant registration/transfer dates (to be used in swimmer audit)
  - c. Recruit additional (large volume) LMSCs to the pilot group, bringing data coverage to 90%
    - i. Requests to participate in pilot received from North Carolina, Michigan, New England (Maine), and South Texas.
  - d. Development of more training and documentation for new users. Provide specific support to smaller LMSCs, as requested.
  - e. Integration with full E2EEM process (pre- and post-event processing).
4. The committee currently maintains a knowledge site, with links to committee-specific documents (handbook, procedures, Top Ten lists, forms, etc.) on the [www.NJMasters.org](http://www.NJMasters.org) website (<http://www.njmasters.org/RecordsandTabDB/recordstabdb.html>). This site should be moved to the [www.USMS.org](http://www.USMS.org) website. MSA to request an area on the USMS website for each USMS committee to store and share committee-related

documents and links. The uploading and maintenance of documents would be by the committee chair (or designee), while access to the documents would be open to any USMS.org visitor.

5. The conversion of the Top Ten tabulations from 1972-1992 (additional 21 years with over 170,000 swims) from paper to electronic format has been completed by John Bauman. Barbara Dunbar reported that the History & Archive committee is almost ready to pass them to R&T for posting onto the USMS website. A test file (1972 SCY) will be uploaded first by Jim Matysek. Once uploaded, all top ten edits will be applied utilizing the existing on-line tools. This initiative will also allow the creation and maintenance of an "All-Time Top Ten," which is no longer being maintained in a manual mode.
6. Walt Reid reported on the pool-length measurement database. The list is on the Knowledge Center database. He has requested that all pools that have been measured be sent to Walt to be added to the data base. The data base indicates pools with bulkheads, as well as pools that are too short (or can only be used without touchpads). Jim Matysek mentioned that the data base would eventually be included in the E2EEM process, to be integrated with the meet sanctions/results process.
7. The chronology of USMS records has been compiled in an Access data base by Ginger Pierson. An open project exists to move this to [www.USMS.org](http://www.USMS.org).
8. A response to the "LMSC Minimum Standards" as recommended by the Zone Committee was reviewed.
  - a. Top Ten
    - i. Under "Required," it was proposed as "Ensure all submitted results are from USMS registered members, and that registration numbers are valid." MSA to change to "Ensure all submitted results are from USMS registered members and that registration numbers are valid, and that all rules for top ten consideration, as listed in the Operations Guide, are followed. Reasoning: There are several rules that must be adhered to when reviewing, processing, and submitting Top Ten times. Rather than list all of them, the Operations Guide would be referenced.
    - ii. Under "Suggested," MSA to add "Ensure that all record applications are processed in a timely manner." Reasoning: It is the Meet Director's responsibility to submit all record applications in a timely manner, but the Top Ten Recorder can assist by following up on the submission of record applications.
  - b. Events, Sanctions, and Recognitions
    - i. Under "Required," it was proposed as "Submit USMS and World Record applications within 60 days and submit results to the USMS Meet Results Database." MSA to move this to the "Suggested" column. Reasoning: It is the Meet Director's responsibility to submit all record applications in a timely manner, but the Sanctions Chair can assist by following up on the submission of record applications. Also, a timely submission is suggested for USMS record applications, but there is no deadline today (as there is for World Record applications). Submission of results to the USMS Meet Results Database is not currently a requirement, but is strongly encouraged.

The meeting was adjourned at 4:53pm

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