Committee Name:	Records & Tabulation	Session #:		Report #:	
Committee Chair:	Jeanne Seidler	**Vice Chair:**	Greg Danner		
Minutes recorded by:	Greg Danner	**Date/time of meeting:**	Sun, Dec 15 2013 / 8:00 pm EST		

Motions Passed:

1. Previous meeting minutes (11-10-13) approved unanimously.
2. Motion to change the ERDB purpose from the "repository of official results" to "repository of official times" is approved unanimously.
3. Motion to retain the Records from Rule Book (Appendix A) approved unanimously.

Number of committee members present: 8	Absent: 0	Number of other delegates present: 1

Committee members present: Jeanne Seidler (Chair), Greg Danner (Vice Chair), Ginger Pierson, Mary Beth Windrath, Mary Sweat, Barbara Dunbar, Hans Van Meeteren, Kim Thornton, Chris Stevenson.

Minutes

The meeting was called to order at 8:00 pm EST.

1. **Motion to approve minutes from Nov. 10th & open discussion, if discussion needed.**

   Motion approved unanimously.

2. **Summary of past month: thanks to Mary Beth for final version of 2013 LCM Top Ten. Thanks to Walt Reid for updates to USMS/World Record application for 2014 Rule Book. Rule Book to incorporate pool measurement instructions page. Rule Book editor (Meg) changed the Record Application slightly to use boxes for requested data.**

   No discussion on this agenda item.

3. **Continue discussion from Nov 10th concerns re: OEVT not a team, feedback from other committees. Would like to see Top Ten Recorders swimmer audit tool change from defining OEVT as non-member to as OEVT-member with mnemonic substitution of OEVT as team name.**

   Chris and Jeanne communicated with Rules, Legislation, and Registration committees. OEVT is another type of unattached group, according to Registration, but we don't have a team for them yet. Committee members believe we are not compliant with the FINA rules yet and the solution has yet to be identified. Jeanne changed the GTO, for the short term, to indicate that an OEVT registrant is a member that is not an annual member. There are other suggestions by committee members to go further in the Top Ten tools by specifically identifying the OEVT members (flag them in the database).

4. **GTO is updated to reflect Ucxx and also OEVT as not an annual member vs. an annual member.**

   No discussion on this agenda item.

5. **Recommendation to change purpose of ERDB from repository of official "results" to repository of official "times". I've also seen just "USMS Database" in places instead of ERDB.**

   Policies are approved by the Board, so any change to this definition must be approved by them. The discussion amongst committee members is whether or not this is a necessary change to discuss. The ages may not be correct for all meet results, due to recognized meets, so changing the word to "times" may be appropriate. However, event rankings are for USMS members, so it's not intended to service non-members. Another point made is that results are not just about times, but additional information, such as the place. We may be over-promising on non-sanctioned events. The motion to change the purpose from "results" to "times" is approved unanimously.
   A note is made regarding the wording of ERDB. This is titled "events" rather than "meets" because open water has the potential to be part of ERDB.
   Chris brings up the issue that results can are only displayed by selecting the team or the person. In the administrative area, full meet results can be seen. Jim indicated there was some work to do with displaying all the results. We could restrict this to sanctioned meets. This will be brought up with the Board and feedback will be requested.

6. **Volunteer for SME (Subject Matter Expert) for LMSC Development Committee project regarding LMSC Standard?**

No volunteers during the meeting. We will check for someone with Top Ten experience that applied to be on this committee, but did not get in, and see if they are interesting in assisting with the project.

7. **Updates sent to Top Ten Recorders regarding Meet Manager 5.0**
First and second notices were sent out to TTRs.

8. **Top Ten Knowledge Center on the USMS web, is it used or not?**

The Top Ten Knowledge Center does not have anything in it that does not appear somewhere else. Jeanne asks for feedback in time by the next meeting (Jan 19th) if there is any reason to retain it. The GTO has all reference material. We have previously discussed the need to get rid of this because it's a redundant area that needs to be updated when there are changes to documentation. Jeanne will ask the TTRs if anyone is using it.

9. **Develop Appeals Process and Log for meets/times denied in Top Ten. See process started by Mary Beth. Was used for the Munster Summer Splash of June 23rd in which there were pool measurement form completion issues. Process needs to be formalized similar to other USMS Appeals processes.**

An appeals document has been circulated amongst committee members and it will continue to be worked on. An updated appeals process will be reviewed again and it will eventually be run by the Board, after our January meeting.

10. **Continue discussion on Legislation Change Proposal regarding measurement statements for each pool used in a multi-pool meet. (201.1.1 A 3).**

Agenda item tabled.

11. **Discussion: Remove Records from Rule Book (Appendix A) as USMS has feedback that the records are not current. Note that issues of records not be current also results from records not being submitted.**

Meet hosts that don't have online capability during the meet use the rule book to check for records. Even when the rule book is not up to date, it still alerts meet directors to the possibility of a record so that the necessary documentation can be completed. For these reasons, the committee finds the records in the rule book useful. Motion to retain the records approved unanimously.

12. **Discussion: Committee will carry on the End to End Event Management project as most work left at this point is in the Top Ten tools area. We need to develop the requirements of the Top Ten portion of the E2EEM so we can scope the rest of the project. I also have one change that I would like to see on the Sanction side with regard to documents being uploaded to the sanction requests that are not PDF. This is a big job depending on the requirements. Need to define the requirements.**

Jeanne recommends committee members submit enhancements or improvements that we want made and notes that online tracking of IT projects is important. Mary Beth indicates that the current IT projects should be posted for the committee members.

13. **There has been a request to make the Sanction information available to the Top Ten Recorder. A Top Ten Recorder has been asking the Sanction Chair to provide sanction data that could easily be available to Top Ten Recorders with read-only access to the LMSC Sanction Information.**

The committee is unclear as to what data the TTR is looking for that cannot be otherwise obtained. What information is needed that cannot be gained from the calendar information? More detail will be sought from the TTR.

14. **The following items are topic notes that I have from the last meeting. Some may be discussion topics.**
    a. **IT projects list … is it current? Where is it?**
    b. **Pool Measurement Best Practices … have a document like the USA document that shows how to measure the pool with a laser on stabilized platforms.**
    c. **Potential Rule Change Proposals**
        i. **Change 102.5 to reflect Top-10 list as opposed to 10 best times.**
        ii. **Relay policy on redundant swimmer names, no rule to back one relay per swimmer per age group and type.**
        iii. **Changes to the Top Ten list (have policies but not rules).**
    d. **In GTO, Page 8, Issuing Record Certificates … is this done each time a record is broken?**
    e. **Bulkhead placement confirmation on a record set in a USA-S meet … USA only measures the lane in which the record is set. There are no bulkhead placement confirmation measurements. Also, in the case of a championship**

   USA meet, there are no deck passes issued to a masters swimmer who wants to measure the pool for bulkhead placement confirmation. This is not a workable rule as a result.
  f. **Appendix C of GTO … title changes ERDB to USMS Database. Where is used? Is ERDB being renamed?**

Agenda item tabled.

15. Open Discussion … any other new business for 2014?

No other items discussed.

The meeting was adjourned at 9:15 pm EST