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| Committee Name: Records & Tabulation | Session #: 1 of 1 | Report #: |
| Committee Chair: Jeanne Seidler | Vice Chair: Greg Danner | |
| Minutes recorded by: Greg Danner | Date/time of meeting: Fri, Sep 19 2014 / 8:00 am EST | |

Motions Passed:

1. None

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| Number of committee members present: 9 | Absent: 4 | Number of other delegates present: 19 |
| Committee members present: Jeanne Seidler (Chair), Greg Danner (Vice Chair), Ginger Pierson, Mary Beth Windrath, Jim Matysek, Barbara Dunbar, Chris Stevenson, Walt Reid, Kim Thornton | | |

Minutes

The meeting was called to order at 8:02 am EST.

1. Introductions

2. Change emphasis on committee autonomy, e.g. philosophy to make decisions in committee and set policy in HOD.

Jeanne indicated that there will be further collaboration in the future with other committees, such as Rules and Registration.

3. HOD request for expedited minutes acceptance motion (assignments needed)

When the minutes are brought up for approval to the HOD, we will call for an immediate vote to expedite the process. Barbara Dunbar to make the motion, Ginger Pierson to second.

4. Special thanks to: Mary Beth Windrath (National Top Ten Administrator), Walt Reid (National Records Administrator, FINA Records), Mike Abegg (special projects), and the LMSC Development Committee.

Jeanne thanked several committee members for their various contributions. Notes/minutes from the Peer-to-Peer Top Ten Recorder conference call have been posted online in the Top Ten Recorders Forum which is a Forum under the LMSC Administration Forum. All RT Committee members should subscribe to the Top Ten Recorders Forum.

5. Highlight Changes of 2013-2014

- Addition of Legislation 202.1.1.A3 – meet information must include pool measurement status.** Jeanne noted that the online meet information should include the message regarding the pool measurement status.
- Resolution to keep pool records in the Rule Book.** The Rule Book is the one consistent piece of information that is kept at meets. For that reason and other reasons previously discussed, this committee wants to retain the pool records.

6. Rules Proposals

- R15, 25's of strokes, 100's of relays, RT Committee position on this proposal is: Not Recommended (2/3 of HOD to override).** Jeanne brought up our committee's previous discussion as a reminder that if a member pulls this rule at the HOD, then one or more committee members should speak in favor of our Not Recommended decision.
- R43-R45 provide clarification, all recommended for approval by Rules Committee.** Minimum quantity of watches required for Top Ten consideration for a backup: one watch. If a USMS National record is set at USA-S meet where there is a bulkhead, a measurement must take place. R45: rewording.
- Note other rules of interest: R20 – number of timers per lane:** this is related to this committee's discussion from 6.b. above. Tom Cox (North Carolina) mentioned a scenario whereby the automatic system fails (primary touchpad and secondary backup button both become inoperable) that the reliance on a tertiary system of one watch may be concerning due to the ability/skill of the timer. One timer for Top Ten compliance is then required. Committee members agree that having two watches is better, but one will remain the minimum requirement. **R22 – Meet Committee is responsible for pool measurements and filling out record applications.** No additional discussion on this rule.

7. Goals/Plans for 2014-2015

- Focus on tasks remaining in E2EEM**

- i. **Pool measurement Database (Mike Abegg).** Jeanne mentioned that Mike will be working on a project related to a newer pool measurement database. One delegate asked what measurement form would be accepted for the database if there are multiple measurements for the same facility. Committee members indicate that the most recent measurement would be accepted. With regard to the pool database, members point out that facility nomenclature can be an issue. Jim Matysek pointed out that facility addresses, along with additional venue information are stored by USMS, but not currently visible to the public.
- ii. **Check records function in Top Ten Tools** – R.C. Saint-Amour (Metro) – The ability to identify LMSC records by using USMS tools would be ideal. The inquiry function in Top Ten tools allows for some transparency. MJ Caswell (Oregon) – they chose to merge an old database with Top Ten information. Ken Winterberger (Alaska) – Alaska used a similar method to merge records. Ken is willing to put members in touch with that person if they want support.
- b. **Focus on Projects List recently shared from BOD and IT (posted on the forum)** – this will be reviewed through the forums after the convention.
- c. **Review LMSC Standards for Top Ten Recorders (received Tuesday night)** – this will also be posted to the forums
 - i. R.C. Saint-Amour (Metro) indicated that records were not properly maintained within their LMSC. She is interested in adding a requirement or standard for this. However, there are no related rules that make this a requirement and some LMSC's don't have records. Several committee members recommended that R.C. add it to their local LMSC bylaws or policy.
- d. **Legislation proposals for next convention**
 - i. **Less verbose 202.1.1.A3** – Jeanne is the TTR at Wisconsin and they put meet information in their newsletter. She wants to see if we can reduce the wordiness related to pool measurement status. This will be reviewed at a later time.
 - ii. **Mix of courses:** What is the statement requirement if there is one pool used with a bulkhead and one without? This will be reviewed at a later time.
- e. **Specific requests from Top Ten community**
 - i. **Visibility to Sanction information, particularly contact info** – The specific request was related to the ability to see the requestor – who requested the sanction is not always the event director.
 - ii. **Hints and tips for Top Ten processing recognized meets.** A delegate asked about how we can ensure relays at recognized meets follow USMS policies. The committee noted that it's the official's responsibility or the USMS observer's responsibility to ensure that the relays meet USMS requirements. It is always a good policy to have the TTR discuss these things in advance with the meet director.
 - iii. **Possible YouTube video illustrating how to measure pool with laser.** Greg will create a video for pool measuring procedures.

8. Feedback, questions, project suggestions

Committee members and delegates discussed a variety of topics. When a TTR sees a club discrepancy during the meet auditing process, it should not necessarily be blindly accepted. The TTR may need to contact the meet director, registrar, or member to determine the proper status (Cheryl Gettelfinger – Indiana – She emails members and asks if they intended to be unattached). A member can declare unattached at any time and this is not always documented (Susan Ehringer – Kentucky). The rule currently reads that the Registrar must be notified in advance of the competition; however, this is not necessarily possible due to the timing of when that declaration is made. Committee members agreed that if the request was made in good faith to an appropriate party, prior to the competition, that it is accepted. The Registration Committee wants to change the required declaration to a recommendation, but this committee wishes it to remain a requirement.

Jeanne would prefer it if Top Ten Recorders didn't need to expedite their processing of meet results due to a delayed receipt of them from the meet director.

Susan Ehringer asked the committee to reconsider including pool records in the USMS Rule Book. Although the committee currently supports having the pool records in the USMS Rule Book, we have a pending project for improving the tedious process related to formatting the records. Barbara suggested giving this project a higher priority.

Barbara motioned to adjourn. Ginger seconded the motion. All approved.

The meeting was adjourned at 9:15 am EST
