

<b>Committee Name:</b> Records and Tabulations	<b>Session #:</b>
<b>Committee Chair:</b> MJ Caswell	<b>Vice Chair:</b> Jeanne Seidler
<b>Minutes recorded by:</b> MJ Caswell	<b>Date/time of meeting:</b> 02/24/2019 5:00 PST

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## Motions Passed:

<b>Number of committee members present:</b> 9	<b>Absent:</b> 4	<b>Number of other delegates present:</b>
<b>Committee members present (list all, including chair and vice chair):</b> MJ Caswell, Carolyn Moore, Chris Colburn, Walt Reid, Mary Sweat, Cheryl Gettelfinger, Stacy Eicks, Mary Beth Windrath, and David Johannsen.		
<b>Committee Members Absent:</b> Jeanne Seidler, Laura Wright, Jessica Reilly, Steve Hall.		

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## Minutes

The meeting was called to order at 5:02 PM Pacific

1. Welcome and roll call.
2. We do not have the minutes for the June meeting available, so we will table approving them until the next meeting.
3. Mary Beth created an observer report for pool meets to be included in appendix B of the rule book and Chris brought it to the BOD for approval and we thought that would be it, but since it was in the rule book, the rules committee wanted a chance to discuss it and word smith the report. The timing was such that it did not make it into this years' rulebook. MJ will ask Charlie if it is in finished form so that we may post it on the web.
4. We decided to form a subcommittee to work on corrections for the GTO. Members are Cheryl, Mary Beth, David and MJ. MJ to look at how best to divide up sections to review.
5. We discussed a rule proposal that would forbid ET from turning off lanes while a race is in progress to eliminate the potential of turning off a lane with a swimmer in it. Since our USMS rules have been changed to allow 2 watch times to count for an official time, this rule is not as urgent as it might be. MJ to ask Charlie what his committee intends to do regarding this rule.
6. RT policy change - Last year we planned to discuss an RT policy to define the process to appeal pool measurement errors. Subsequently, a special situation occurred that increased the visibility of a needed policy. It was learned that the protest rule is applied to pool measurement issues through R 102.14.4 which covers all rules in Part 1 of the Rule Book. This point needs to be added to the policy.
7. We discussed succession planning for key roles and decided that the chair should be looking for someone to eventually replace them and that a past chair might also be able to step up if needed. Mary Beth has documentation on a high level on the steps she takes to make sure our data is corrected and Mary has a similar series of steps she takes. MJ asked that those who have key roles consider what documentation they may be able to add, without making documentation a burden. We agreed that a checklist for uploads and other tasks would be an appropriate approach.
8. Mary Beth suggested that we incorporate USA swimming's language on pool measurement on our pool measurement form. MJ will update the pool measurement form and pass it to Mary Beth to approve and

then onto Charlie and finally ask Chris to present it to the BOD for inclusion in the rule book. As soon as it is approved, the new form can be posted on the website.

9. David had a question regarding where legislation originates, from committees or from LMSCs? The answer is either may suggest legislation and then the legislation committee takes it up.
10. Cheryl wondered if there was a national meet template. It does not really fall under our purview. Folks do seem to reuse meet forms and many of the challenges that arise may be handled by good proofreading and care in granting sanctions for meets.
11. David asked how often we meet as a committee and was told every other month or quarterly, depending on our current workload and any urgent issues.

### **Action Items:**

1. MJ to contact Charlie regarding the meet observer form to see if we can get it posted on the website.
2. MJ to look at GTO to figure out how best to divide it up for review and correction.
3. MJ to contact Charlie regarding the proposed ET rule and report back to committee.
4. MJ to review policy regarding protests to pool measurement issues.
5. MJ to update pool measurement language, borrowing from USA swimming and then start the approval process.

### **Tasks for the Next Meeting**

1. Approve June meeting minutes.
- 2.

The meeting was adjourned at 6:00 PM.

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