Committee Name:	Records & Tabulations	Session#:		Report#:	
Committee Chair:	MJ Caswell	Vice Chair:		N/A	
Minutes recorded by:	MJ Caswell	Date/Time of meeting:		June 4,2023 5PM PST	

Roll Call

Number of committee members present: 8	Absent:2	#of other delegates present: 1
Committee Members present: MJ Caswell (Chair), Mike Abegg, Cheryl Gettelfinger, Walt Reid, Jeanne Seidler, Mary Sweat, Mary Beth Windrath, Ed Coates.		
Not present: Chris Ottati, Onshalee Promchitmart.		
Others present: Crystie McGrail		

Minutes

The meeting was called to order at 5:02pm Pacific Standard Time.

1) Welcome to all!

2) Future of the RT Committee and plans going forward. Everyone knows that the BOD voted to sunset the RT committee and that the committee did not agree with the board's assessment. MJ met with Peter and Ed to discuss next steps, and Peter would like to create a committee to study how the RT committee functions and what tasks are done by Mary Beth as the national Swims coordinator and what tasks are done by the RT committee. For easier reference, let's call this new committee a task force. Peter is working on defining the scope of the task force's job and who should be on the task force. Currently the task force is expected to have 2 RT committee members and 2 members from the Officials committee as well. MJ will be on the committee. The proposed sunsetting of the RT committee is currently on hold, awaiting the task force's report and recommendations.

3) We have a request from Mary Beth to change the date for SCM Top 10 submissions to January 20th, in the same way that LCM Top 10 submissions is October 20th. This would allow more time for the FINA/AQUA Top 10 submission to be created and verified. This is in the rule book, so it requires a rules proposal be submitted to the Rules Committee by June 10th. The rule we are asking to change is 105.1.2 and the current date is January 26th, so this rule change would allow 6 extra days of processing time.
   a. Mike made a motion that we change to the SCM submission date to January 20th in Rule 105.1.2 and Walt seconded the motion.
   b. This discussion followed: The SCM submission date is January 31st to FINA/AQUA and Mary Beth starts with the USMS top 10 lists and then removes swims that don't meet FINA/AQUA requirements. Mary Beth is often not quite finished with the USMS top 10 list at that point, and so she sends it to Walt with the qualification that it could change and that doesn't seem like an optimal process. Walt is in favor of this rule change. He believes this rule change would assist us in the future to make certain that USMS swimmers have their swims submitted to FINA/AQUA on time. The LCM deadline has been in existence since 2005, so it doesn't seem like this change would cause an unreasonable burden on Top 10 recorders.
   c. Motion passed unanimously.

4) Discussion of an update of the pool measurement form. Mary Beth still has folks who find the current form confusing and repeatedly fill it out incorrectly. There is a new suggestion to divide the form into 2 pages, 1 to deal with initial pool measurements and 1 to deal with pre and post session measurements for pools that have moveable bulkheads. We agreed to post the proposed new form to the RT forum and comment on it there as it would be very nice to get this form improved.
   a. Mike let us know that he is working on changing the pool split request form to have a goal time so that Top 10 recorders will not need to process split requests for swims that do not meet the swimmers goal. This will help save time for Top 10 recorders, so thank you Mike!

5) Documentation of current Top 10 software and processes needed for the new software that will replace our current tools. This is an opportunity to reconsider what automated processes can be done to improve the data quality being uploaded into the USMS swims DB.
   a. Most time spent with matching registration data with swim meets. We are always working behind times. Top target for automation, as we have the data in another database.
   b. If we could pull meet information from the sanctioning system, for items like how many swims are allowed, we would be able to avoid much of the manual labor currently done of looking for the meet info and then comparing it to the meet file to see if the meet info and meet file are correctly aligned.
   c. Non-conforming events cause challenges. They sometimes get coded as conforming events in the meet file.
   d. Checking splits to make certain that distance events are completed.
   e. Need to start with scope for the project, looking at the big picture and ideal state. Need to define tasks that the system needs to accomplish. MJ to start on the scope and an outline for the project.

6) RT Committee definition needs updating – MJ's current working definition is:
   a. The Records and Top Ten committee maintains and updates standardized policies and procedures to record and verify pool meet times in accordance with US Masters and AQUA rules and determines appropriate awards. Activities include assisting and educating LMSC Top 10 recorders, maintaining accurate documentation for all Top 10 and Record related rule proposals, forms, web tools, and the National Swims Coordinator. The committee shall consist of the committee chair and a minimum of 5 members.
   b. Mj's plan was to present the new committee definition to the legislation committee this year, but Peter has asked that we wait until the task force has made their recommendations and MJ agreed.
   c. Jeanne said the committee definition was last updated in 2015.
   d. All were supportive of the new committee definition.

7) Top 10 FAQ update needed:
   a. From an email from Sara Dunn
   b. "If the Orange County Senior Games at the Hillsbourgh Pool WAS sanctioned by USMS, could they send official meet results to you, assuming that the Hillsborough Pool is "certified and on file"? It has been used for USMS and USA Swimming before. I surfed around and found the USMS FAQ below, and it confuses me a bit. It seems as if there is a self-report permissible from Senior Games by using the official meet results? It may be that Orange County must ask first for USMS to recognize their meet?

      i.   From the USMS Website:

      ii.   Q: Sometimes the results of meets such as YMCA Nationals, Senior Games, or Gay Games appear in the Top 10 and other times they do not. How do I know if they will be included?

      iii.   A: Never assume that such meets will have results automatically included. These meets are usually recognized by USMS but they may not have been sanctioned by USMS. As such, they might NOT be automatically submitted for Top 10. We attempt to get the results in a format we can easily work with but we are not always successful. It is the responsibility of the swimmer to report their results to their LMSC Top 10 person if they wish their times from such meets to be included in the Top 10. If by chance you report a swim that has already been reported by the meet director, the duplicate will be eliminated.

    c.   Seems there's no mention that if a meet is not Recognized and not sanctioned, that it can't count at all, and we don't upload it.

    d.   She's correct and we need to add this to the FAQs. This is usually about local meets, so the FAQ needs to reflect that point. MJ will write it up, Mary Beth and Cheryl will proofread when it's been updated.

8) RT policies need to be updated. Recently we worked through a relay tie that wasn't in the policies and we need to update them to reflect the decision. MJ will go through them and update and Mary Beth and others will be asked to proofread.

9) Sub committees and informal discussions need to keep minutes. One of the challenges with how we work is that we tend to have a few members work on either official or unofficial subcommittees, like Walt with items dealing with international meets or Jeanne with past committee history. We need to capture minutes for the work that we are doing and make sure that those minutes are posted. MJ suggested a brief write up for some of the informal email discussions and we will see what format makes the most sense. The task force will also take a look at capturing these kinds of decisions.

10) Meeting in conjunction with the annual meeting needs to be scheduled. MJ will do a doodle poll to fix the date. She requested anyone with vacation time email her their dates. Mike asked that we avoid summer nationals.

11) Meeting was adjourned at 5:58.