Committee Name:	**Records and Tabulation**		
Committee Chair:	Chris McGiffin	**Vice Chair:**	MJ Caswell
Minutes recorded by: MJ Caswell		**Date/time of meeting:**	October 25, 2026 6:30pm ET/3:30pm PT

Motions Passed:

1.

Number of committee members present: 6 **Absent: 2** **Ex-Officio: 3**

Committee members Present: Chris McGiffin (Chair), MJ Caswell (Vice Chair), Gerald Treiman, Tim Sinnenberg, Alina Perez de Armas, Robert Mitchell **Absent:** Ed Tsuzuki, Cheryl Gettelfinger

Ex Officio Present: Mollie Grover, Walt Reid, Bethany Burchill **Absent:** Jessica Reilly

Executive Committee: Julie Dussliere, Vice President of Administration

Guest(s):

Action Items:

1. Documents sub group to meet Nov. 1st to review scope and assignments of the expected document updates.
2. Chris will add a future agenda item for the committee to review whether Top Ten errata procedures are necessary.
3. Documents work group is meeting on Nov. 1st to review scope of updates needed and document assignments
4. Bethany/Chris review and coordinate testing the Pool Measurement and Record Application online forms

Minutes

The meeting was called to order at 6:01 pm EDT.

Agenda
I. Check-in

- Reminders:
  - Stay muted when not speaking
  - Avoid interruptions - let speaker finish their thought
  - Recordings, transcripts
  - Guests are listen only, until called upon by the Chair
  - Robert's Rules will be followed
- Review open action items and updates
  - AQUA Top Ten do not have a preliminary timeframe for final validation - Walt R
    - Walt explained that the AQUA top 10 doesn't have a preliminary stage at this time, they hope to add that in the future. If you are aware of incorrect information in the AQUA top 10, it should be brought to Bethany's attention and she will speak about it with Nikolaus Schönfeldt at AQUA.
    - Mj also brought up a 2025 SCY Top 10 error with a club name that was brought to her attention. Per Mollie, beyond publication of the final Top Ten there is no known errata policy.
  - Bill Sherman is the Breadbasket Zone TTR Admin for MN and Missouri Valley LMSCs

II. Post-Annual Meeting action items [Chris M.]
- Rename Records and Tabulation Committee to Meet Event Management Committee [Documents]
- Update committee policy [Documents]
- Review changes needed to remove references to Bulkhead Confirmation measurement/form [Documents]
    - Meet Director form to confirm bulkhead placement? Topic to consider.
- SCY Relay age group change, effective June 1, 2027 (1986 records, expected application volume, web presentation)

III. USMS Web Presentation testing
- Dawson invited R&T Committee members to review some web presentation changes and provide feedback by 10/18
- Chris shared a document that included his observations/comments

IV. Top Ten Automation
- 2026 LCM concluded Sep 30 - LMSC Top Ten submissions due by Oct 20th
- Chris met with Dawson (10/8) to discuss TTR Automation and share summary
- For 2026 LCM Individual and Relay Top Ten we will combine efforts - automation and manual tabulation
    - Expecting future Top Ten tabulations will be fully automated and will mean TTRs will not have to compile LMSC Top Ten files
- Committee members will help summarize other data manual validation they perform and that USMS can and should automate. How many swims in a meet? Split checks? What else?
- Eventually TTRs need only be concerned with completing meet result uploads
    - Change role name from Top Ten Recorder to Meet Result Recorder??
    - Article 105.1.3 should be amended when Top Ten becomes fully automated
- Pool Measurement and Record Application forms moving online (by Jan. 1st?)
    - Bethany/Chris to coordinate testing (RT committee members may assist)

V. Committee Focus Area Updates
- *Rules, Policies, Guidelines* - review USMS Rule Book R&T-related items and recommend what can be moved to Policy or to Guidelines (Chris, MJ, Alina)
    - Consolidate with Documents working group
    - Reconstitute when/if new amendments are needed in 2027
- *Documents* - review and recommend changes/improvements to existing R&T-related documents (MJ, Cheryl, Ed, Tim, Chris)
    - Regroup on Sun., Nov. 1st 6:30pm ET/3:30pm PT
    - MJ will double check that the updated documents have been posted - updated docs have been posted.
- *LMSC TTR training* - design/produce TTR best practice playbook - what issues do we want TTRs to prevent? (Chris, Jerry, Robert, Ed)
    - TTR Best Practice webinar postponed - working to partner with LMSC Dev on a “meet management” forum to include Meet Directors, Sanction Chairs and TTRs
    - Some content will be modified to reflect role changes
- *Event Results Processing* working group (Chris - Lead, MJ, Ed)
    - On HOLD until the national office is ready to start work
- Lessons Learned archive
    - Chris created a simple document to help track recent R&T issues reported

V. Next Meeting date - Sunday, November 15 6:30pm ET/3:30pm PT.

The meeting adjourned at 7:12 pm EDT