

### Call to order and take roll

The meeting was called to order by USMS President and Committee Chair Jim Miller at 8:35 PM EST. Present were Lynn Hazlewood, Tracy Grilli, Jim Matysek, Leo Letendre, Fritz Lehman, Pieter Cath, Hugh Moore, Anna Lea Roof, Carl House, and Patty Powis.

### Next meeting date

The next meeting will be Tuesday, April 22 at 8:30 PM EST.

### Approvals & Actions

**MSA** - Approve the minutes for 2/26/03.

### Project Administrator's Report

The on-line entry database for SC Nationals has been completed since the last meeting. The system is up and functioning.

### H&A RFP Progress Report

The RFP Management Team is working on the contract for James Merrill. There are a few items to clean up. Patty Powis noted to the committee that there is one change since the previous meeting. We will be purchasing the APL licenses and the dollar total for the contract will be \$8,000. As a result, the committee needed to change the motion passed during the 2/26/03 meeting. The old motion was:

**MSA** - That we accept James Merrill's bid for Phase I minus the cost of the upgraded APL licenses.

The committee then passed the following motions:

**MSA** - To reconsider the vote on the H & A RFP.

**MSA** - That we accept James Merrill's bid for Phase I.

### On-line Registration Discussion

Patty Powis discussed the research she has been doing on electronic signatures to determine if they are valid for our process. She reported that she is now comfortable with their use, but still needs to discuss this with the Legal Counselors Committee to confirm their understanding and get their approval to move forward. We also need to follow up with the insurance carrier. Patty will draft a proposal for the DB task force to present to the EC that this is something we can move forward on. Once the concept is approved, the committee will need to address how we will implement electronic signatures and in which applications they will be used.

### Other items

1. Top Ten Submissions: Jim Miller reported that the EC had discussed the problem of Top Ten Recorders not including USMS numbers with their transmittals to the Records and Tabulations committee. The strategy the EC would like to adopt is to resolve the problem at the grass roots. If the data comes into the system clean, then it will work properly up the line. Since the Legislation Committee is responsible for the Sanctions section of the LMSC Handbook, the EC will ask the Legislation Committee to prepare a set of documents for meet directors to use to fulfill their sanction requirements. Among these documents will be the requirement to put USMS# on the meet results they submit to LMSC Top Ten Chairs. Pieter Cath and his committee will come up with a method for conveying this information to the LMSCs and a list of LMSCs that will need the most assistance for implementation.
2. Photo Gallery Project: USMS now has photographs from several sources: a) photos supplied by USMS members, b) photos received from Swim Magazine, and photos from other professional sources. The committee discussed the issues surrounding the maintenance and use of these photos. The major issues involve storage, annotation and identification, permissions to use from the owners, releases from the subjects, and securing use for publications. No conclusions were reached at this time.
3. High Level ERD: The committee discussed the Entity Relationship Diagram that Jim Matysek will develop for our DB. Once the H & A conversion is complete, we should have a good diagram of how the parts relate. This issue will be revisited at a meeting at the end of April.

4. Plans for Volunteers: Hugh Moore will update the volunteers on the progress of the project.

### Subcommittee Reports

The committee discussed the subcommittee reports on administrative login, permanent club ID, and swimmer name tracking and passed the following motions:

**MSA** - The report on administrative login from the privacy subcommittee.

**MSA** - The report on the permanent Club ID from the swimmer ID subcommittee.

**MSA** - The report on swimmer name tracking from the swimmer ID subcommittee.

The reports appear as Attachment A of the minutes.

The committee discussed the formatting of the USMS# using the permanent Swimmer ID. A proposal has been submitted that would remove the prefix, making this a truly permanent ID number. This would remove the necessity of re-entering a USMS# each year when using products for team and meet management that cannot automatically format the number. The committee will investigate the desirability and prepare to make available to software vendors the USMS# registration verification code. Leo will report to the committee on this issue at the next meeting. In addition, the committee passed the following motion:

**MSA** - that as we move forward, the committee consider any situations where we can separate the permanent portion of the swimmer ID from the variable portion for instances where we do not need the full number.

### Adjournment

The meeting was adjourned at 10:20 PM EST.

Respectfully Submitted by:

Lynn Hazlewood, Zone Chair

## Attachment A—Subcommittee Reports

### Administrative Login (Privacy Subcommittee):

The issue of logins for secure and restricted areas of the web site will be handled as follows:

1. All users will use their Discussion Forum user ID and password for login.
2. Database administrators who need access to the secure areas of the web site are known and will be assigned access by the webmaster. Therefore, they will not have to apply for access or prove they are who they claim to be.
3. Meet Directors who desire to confirm USMS registrations, download swimmer entry information to their own database, and/or utilize the to be implemented online entry system, must be confirmed by their LMSC Sanctions Chair as directors of USMS sanctioned events. Confirmation will be done through an on-line sanction tracking system. When a meet director applies for access, the email address from the sanction tracking system will be used to send information for an activation login. If this address is incorrect, the LMSC Sanctions Chair will have to confirm their identity and provide a correct email address.
4. Other members of USMS may apply for and receive login access to areas of the web that relate to their personal information only. These personal information areas are not yet implemented. When a potential user applies for access, the email address from their USMS registration form will be used to send information for an activation login. If this address is incorrect, the LMSC Registrar will have to confirm their identity and provide a correct email address.
5. The administration login process already is in use on the USMS web site using permanent cookies, which allow users to access pages without logging in each time. This system will be replaced by one which uses temporary cookies that expire when the user leaves the session. This will require all users to login each time they use the site, but is a more secure method.

### Permanent Club ID (Swimmer ID Subcommittee):

The permanent Club ID is needed for the historical records, so that information on a swimmer's club will not be lost if the club goes out of existence. The assignment of permanent Club IDs will be as follows:

1. The Club ID will be handled in the same fashion as the permanent swimmer ID and will have the format XXY-ZZZZ, where XX = LMSC number in which the club is registered, Y = the last digit of the year the club is registered, where Y represents the last digit of the year, and ZZZZ = a unique 4-digit number, assigned only once per club.
2. Once a number is assigned to a club, it shall not be re-issued to any other club. If a club goes dormant for a number of years and then re-registers, it will be assigned the same number it previously had.
3. If a club does not register and use its abbreviation for two consecutive years, that abbreviation is declared available and may be used by a different club.
4. If a club changes its abbreviation or moves to another LMSC, its unique 4-digit number does not change.

### Swimmer Name Tracking (Swimmer ID Subcommittee):

Recognizing that it is possible that swimmers may use different names over the years, the following policies will be in effect concerning what a swimmer may be called in the files:

1. Swimmers will not be allowed to change history. Whatever name they are registered under when placed in the database for achieving a particular status (setting a record, making All American or All Star, etc.), will always be attached to that event, regardless of how many times the swimmer changes names.
2. In the database, if a user asks for information on a particular swimmer, the system will be able to locate all the information for that swimmer under every name they have been known by over the years.
3. It is recognized that, because of the difficulty of collecting data after the fact, there may be incorrect or incomplete information in the historical database. This information will be corrected if at all possible. Moving forward, all information should be placed in the database in accordance with point #1.
4. The remaining issues surrounding swimmer name tracking are technical and will be addressed by the database designers.