Charter of the End-to-End Event Management (E2EEM) Task Force

November 13, 2009

Background

USMS and its LMSCs run many "events" (meets and open water swims), each of which follows a specific event cycle. This cycle begins with the event sanction and listing on a calendar and ends with the event results, which are tabulated. The tabulated results create event rankings, records and other recognition opportunities (e.g., Top 10, All-American, etc.). Ideally, the data from each process step from end-to-end should be used in each successive step to ensure accuracy, timeliness and inclusion.

Special considerations must be made for all event types and the non-use of specific technologies; however, the goal remains to provide benefits to 100 percent of the event-participating USMS membership as well as LMSC sanction chairs and event directors – not just the elite competitor. Accurate and validated tabulation of records and event times will be provided at the personal (MyUSMS), LMSC, zone and national level.

Purpose

The purpose of the End-to-End Event Management Task Force is to create a strategy for integrating the various activities involved in USMS events. These include, but are not necessarily limited to:

- Meet sanctions
- Calendar of Events
- Pool length certifications
- Meet setup
- Meet entry
- Meet results
- Event rankings
- Records

These activities are currently in different stages of development/use and should not only be integrated to leverage data from each event process step, but share single sources of information, such as registration data.

The task force will have overall responsibility for creating a project plan, prioritizing key activities, gaining Board of Directors approval for the assignment of technical development resources, and tracking progress against the plan. Status updates will be provided on a quarterly basis.

Task Force Membership

The Task Force shall be chaired by a USMS member appointed by the President and shall be comprised of USMS members selected by the President based on recommendations from the Task Force Chair. Task Force membership shall seek to include appropriate representation from the Board, Records and Tabulation Committee, USMS staff, and experienced (sanctions, meet directors, registration) individuals at the local level.

The President may remove or add members of the Task Force at his/her discretion.

The task force may, at its discretion, assign a portion of its duties and responsibilities to a subcommittee of the task force. The task force may recruit system testers from outside the task force membership, as needed.

Meetings

The task force shall meet as often as necessary, but at least once each quarter, to carry out its responsibilities. Any member of the task force can call meetings. The task force may meet by telephone conference call or by any other means permitted by USMS. A majority of the members of the task force shall constitute a quorum. The task force shall act on the affirmative vote of a majority of members present at a meeting at which a quorum is present. The task force shall determine its own rules and procedures, including designation of a chair pro tempore, in the absence of the chair, and designation of a secretary. The secretary need not be a member of the task force and shall attend task force meetings and prepare minutes. The task force shall keep written minutes of its meetings. The Board shall be provided with copies of such Task Force minutes.

Responsibilities and Duties

Strategy and Policy Development. The task force shall assess the current state of the various event support components, and develop definitions and high-level requirements for each component in assembling a comprehensive E2EEM strategy. The high-level requirements of the various components will include policy development, roles and responsibilities, and functional requirements.

Role of the National Office

Project Planning and Tracking. The National Office staff shall prepare an implementation plan, prioritizing key activities and dependencies, for Board review and approval. This will include the development of IT resource estimates to assist in the assignment of IT resources to the project. The National Office staff shall track progress against this plan and report any deviations against the plan to the Board on a timely basis. Development and implementation of the E2EEM components may be in a phased manner, as appropriate. Status updates will be provided to the Board on a quarterly basis.

Role of the Executive Director

The Executive Director will include any projects resulting from the Board approving any plan presented by the Task Force in the overall USMS plan based on priorities set by the Board. The Executive Director will provide a report to the Board and Task Force on a periodic basis showing current status of any projects associated with any Board approved project.

Annual Performance Evaluation

The task force shall perform a review and evaluation, at least annually, of the performance of the task force and its members, including a review of the compliance with this charter. In addition, the task force shall review and reassess, at least annually, the adequacy of this charter and recommend to the Board any improvements to this charter. The task force shall conduct such evaluations and reviews in such manner as it deems appropriate.

The Board shall review the task force on an annual basis to determine whether the task force should continue or be dissolved.

Amending the Charter

This charter shall only be amended by a majority vote of the Board.