



## **End-to-End Event Management (E2EEM) Task Force Meeting Minutes**

August 13, 2010

### **Attendees:**

Richard Hess, Colorado  
Emmett Hines, Gulf  
Jeanne Seidler, Wisconsin  
Ed Tsuzuki (Chair), New Jersey  
Mary Beth Windrath, Minnesota

We were able to get through the entire spreadsheet (copied below, but please refer to separate Excel file for readability) of proposed fields for the sanction form. The results of our discussion are captured in the revised Excel file (attached).

Please take a moment to review what I have captured, as I filled in the "Required/Optional" column and also added a column to indicate whether the field should appear on the Calendar Only Request form, the Event Sanctions/Recognition form, or Both.

Feel free to provide any additional comments on what we discussed this evening.

As a next step, the task force will review a process flow chart, using the latest process description we put together (Word doc of a couple meetings ago), and the information in the Excel file, for us to begin to discuss more details around the timing of the calendar request vs. the sanctions request, as well as approaches to collection the sanctions fee (considering the different models that exist for fee determination) and performance bonds.

Please provide some of your thoughts on other key discussion points as we work towards an initial requirements document.



### USMS Sanctions Form

Field Label	Description	Required / Optional	Include on Calendar Request, Sanction/Recognition Request/Both	Comments	8/13/10 EZEEM Conf Call	On Calendar Request Form	On USMS Sanctions Form	Sanctions Survey
<b>Header</b>								
							<a href="http://org/comp/eventfo">org/comp/eventfo</a>	<a href="http://org/admin/lmschb">org/admin/lmschb</a>
Request Type	Select: -Calendar Request Only -Event Sanction/Recognition Request	R	B	If Calendar Request only, do not present event sanction/recognition fields; However, requester may wish to request a sanction/recognition at a later date, for something that was only added to the calendar.	X			
Your Name	Name of person submitting the request	R	B	May or may not be the same as the event host	X	X	X	X
Your EMail Address	email of person submitting the request	R	B		X	X	X	X
Your Phone Number	Phone number of person submitting the request	R	B		X			
Date Submitted	Display current date	R	B	Capture automatically - user does not enter	X		X	
<b>Event Details</b>								
Sanction Status	Available Statuses: -Pending Approval -Approved pending payment -Approved -Rejected -Cancelled -TBA Event	R	S/R	User does not select this. TBA Event=Holding a date on the calendar but not yet submitted for sanction; Visibility of TBA Events (on USMS Calendar) to be discussed.	X	X		
Title	Name of Event	R	B		X	X		
Event Type	Select: -Pool -Open Water -Pool & Open Water	R	B	Select one from drop down	X			
Course Type	Select: -SCY -SCM -LCM -Other (fill in the blank)	R if presented R if	B	Present only if Pool (or Pool & Open Water is chosen), provide field to fill in if "other" is chosen	X	X	X	X
Event Distance(s)	Allow for multiple distances	presented	B	Present if "Open Water" is selected				
Sanction Type Requested	Select: -Sanctioned -Recognized	R	S/R	Must choose one	X	X		
Sanction Number		O	S/R	To be filled in by LMSC Sanctions Chair - eventually, automatically numbered per Guide to Operations standard format; When sanction number is filled in, status automatically changes to "Approved"; Once rejected, sanction number field can not be filled in.	X	X		
Country		R	B	Default to USA, but would primarily be for calendar requests only (all sanction/recognition requests would be for USA only)	X	X		
LMSC	Select LMSC of event from drop-down	O	B	Not required on current calendar request form; Required on Sanction/Request form	X	X		



National Championship?	Check box	O	B		X	X		
Postal Swim?	Check box	O	B		X	X		
Climb?	Check box	O	B		X	X		
Fitness Event?	Check box	O	B		X			
Exhibition?	Check box	O	B		X			
Other?	Check box	O	B		X			
Start Date		R	B		X	X	X	
End Date		R	B	Have check box that says "Same as Start Date?"	X	X		
Location		N/A	N/A	Not needed as long as Venue is being specified		X	X	
Body of Water		N/A	N/A	Not needed as long as Venue is being specified		X		
Date Entries Close		O	B					
Event Website		O	B			X		
Entry Form URL		O	B			X		Copy of entry form to be attached
Online Registration URL		O	B			X		
Specify Meet Director	Check box that allows requester to submit details (see fields below)	O	S/R	Allow check box to say "Same as requester" to pre-fill Name, Phone Number, e-mail		X		Assuming "Requester" and "Contact" are same (may not be the case)
Organization		O	S/R			X	X	X
Name		O	S/R			X	X	X
Title		O	S/R			X	X	X
Phone Number(s)		O	S/R			X	X	X
E/Mail Address		O	S/R			X	X	X
Address Line 1		O	S/R			X	X	X
Address Line 2		O	S/R			X	X	X
City		O	S/R			X	X	X
State		O	S/R			X		X
Zip Code		O	S/R			X		X
Country		O	S/R	Default to USA		X		
Specify Entry/Data Coordinator	Check box that allows requester to submit details (see fields below)	O	S/R	Allow check box to say "Same as Meet Director" to pre-fill Name, Phone Number, e-mail				
Name		O	S/R					
e-mail		O	S/R					
Phone Number		O	S/R					
Specify Venue	Check box that allows requester to submit details (see fields below); can also look up venue in venue data base	O	B	Future - venue data base, should provide pool details and length certification.		X		
Name 1		O	B			X		
Name 2		O	B					
Address Line 1		O	B			X		
Address Line 2		O	B			X		
City		O	B			X		
State		O	B			X		
Zip Code		O	B			X		
Country		O	B	Default to USA		X		
Upload Photo	Allow user to browse for photo file and upload	O	B			X		
Other venue info		O	B	This text could appear on the calendar as a short marketing blurb		X		
Sanction Fee Amount	Based on LMSC selected, sanction fee should be displayed	R	S/R	Need to discuss different approaches to sanction fee - pre meet, post meet, performance bond, etc.				
Is the course being used a fixed length course?	Yes/No - Moveable bulkhead	R	S/R	Display if Pool Event				
Has the pool length been certified by USMS?	Yes/No	R	S/R	Display if Pool Event				
Pool Length Certification Form	Select: -Is attached -Is on file in the LMSC (provide name and phone #)	R	S/R	Display if Pool Event				Select: is attached, is on file in the LMSC (provide name and phone #), is not certified
Signature of requester		N/A	N/A	Not needed			X	X
Name of LMSC Sanctions Chair		R	S/R	Displayed based on LMSC selected			X	
Address of LMSC Sanctions Chair		O	S/R	Not needed - routes automatically to LMSC Sanctions chair via e-mail notification; However display if LMSC requires forms to be physically mailed in			X	
Type of timing equipment	Select: -Manual -Automatic -Semi-Automatic	R	S/R	Display if Pool Event	X			X
If Semi-Automatic, # of buttons/lane	Enter #	R	S/R	Display if Semi-Automatic Timing is selected	X			
If Manual, # of watches/lane	Enter #	R	S/R	Display if Manual Timing is selected	X			
Health and Safety personnel secured for meet		N/A	N/A	LMSC Specific				X
Safety plan		N/A	N/A	LMSC Specific				X
Names of officials (minimum 2) and their certification		O	S/R	Not required to collect info, but include information on officials requirements in "Rules and Regs" packet.	X			X
Comments on Request	Special comments or information about the event; something distinguishable about the event. This field should be presented at the end of the form to allow the requester to add additional information not already provided.	O	B	Comments are pertinent to the request and workflow process	X	X		