

ad hoc Rule Book Committee Meeting

Thursday, September 21, 1989  
Portland, Oregon

3:30 pm - 6:00 pm

Committee members in attendance were Dorothy Donnelly, Nicholas Fazzano, June Krauser, Kathy Keffer-Sharpe, Arthur Smith, and Kathy Casey. Twenty-five non-voting members were present.

1. Nicholas Fazzano kindly volunteered to be recording secretary.
2. Work to be done on the rule book between now and January 1, 1990, includes:
  - A. correcting errors in the current document,
  - B. inserting legislation and rule changes,
  - C. updating the records (Appendix A, pages 76 - 86) and turning the left hand pages around so all the records read the same way,
  - D. adding the dates and locations of future conventions to either Appendix C, page 88, (with a different title for that page) or in the front of the book,
  - E. typing the same number of lines on each page unless a heading would be left alone at the bottom of a page (currently paragraphs are not split between two pages resulting in some pages being shorter than others - see pages 16 and 17 for an example),
  - F. making the print size larger and shrinking the space between paragraphs,
  - G. decreasing the space between capital letters and the following sentence,
  - H. changing the heading of each page to read as follows:

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PART ONE page 31

- I. (using one line rather than two),
  - I. decreasing the top and bottom margins,
  - J. writing "Major Changes for 1990" (see page 4) and updating "Differences Between USS and USMS Rules" (written by June Krauser, Appendix F, pages 94 - 95).
  - K. updating championship information (Appendices C and D pages 88 and 89),
  - L. updating committee lists,
  - M. updating addresses,
  - N. entering all data (Gail Dummer has kindly consented to do this job again), and
  - O. proofreading all text before providing camera ready copy to the printer (proofreading is done by the chairmen of the Rules, Legislation, Long Distance, and ad hoc Rule Book Committees).
3. Should the committee continue? After discussion the committee moved to recommend to the Executive Committee that

the ad hoc committee continue to produce the rule book annually.

4. 1990 Projects

A. The committee will develop a task description.

B. The committee voted to continue requesting bids annually for printing the rule book. They will solicit bids for the 1991 rule book.

C. The committee will ask for cover designs for the 1991 rule book.

D. The committee will continue content work checking for errors, correcting grammar, punctuation, and capitalization, and checking for consistency of rules throughout the rule book (a rule change in one area may affect other areas of the rule book also). The committee will also look at placing "/M/,/NC/ and /LMSC/" in a more uniform manner in the Facilities Standards section (Article 103, pages 36 - 40). And the committee will also work on reorganizing the National Championship section (Article 205, pages 45 - 52) subject to the approval of the Championship Committee and the Rules Committee, so that rules governing the same topic are listed together.

5. Cover designs - Four cover designs were submitted. The committee unanimously selected the cover designed by Stephen Hogan from Potomac Valley. Steve offered to write the cover design credit for the title page.

6. Bids for printing the 1990 rule book - Five bids were submitted. The committee awarded the bid to Sooner Web & Offset, Inc., from Ada, Oklahoma.

7. The committee decided to order 1500 rule books.

8. The committee discussed the budget requests for the committee itself (\$560) and for the production of the rule book.

9. Rather than a contract, Nicholas Fazzano will write a purchase order in the form of a letter calling for a specific delivery date.

10. Ted Haartz will secure copyright permission and the exact wording to be used from United States Swimming.

11. Appendices - A map of the zones and LMSCs labeled with LMSC initials and zone names will be added to Appendix E ("LMSC Abbreviations and Boundaries", pages 90 - 93). Future Convention dates and locations will be added as stated previously. Names and addresses will be listed alphabetically in one address list in Appendix G ("Directory of USMS Committees", pages 96 - 101) and only the names of committee members will be listed under each committee. The

term "chairperson" will be changed to "chairman" in Appendix G and throughout the rule book.

12. The binding of the rule book will be perfect rather than saddle stitched.

13. Rule books will be sold for \$6.00 per book. An order of 50 rule books or more to a single address will sell for \$5.00 per book. Ordering information will appear in the November and June issues of the USMS newsletters.

14. Complimentary copies of the rule book will be sent to the Swimming Hall of Fame, the administrative leaders of USAS and USS, and to the advertising vendors. The committee voted to send a copy of the rule book to the vendor with the invoice.

15. Ads - The committee overwhelmingly thanked Mary Lee Watson for her outstanding efforts in securing ads in the amount of \$3100 for the 1989 rule book and \$2200 so far for the 1990 rule book.

16. Credits - Art Smith authored a new credit statement for the title page, "Edited by the Rule Book Committee of United States Masters, Inc. Special thanks are given to Kathrine J. Casey and Gail M. Dummer, whose extra effort toward the preparation of this edition is appreciated."

17. Changes and additions to the bid form - The bid form will ask for a sample of a book similar to the rule book that the company has printed (a copy of the rule book will be sent to each bidder with the bid form), it will ask for the name, address and phone number of the company, it will ask for references, and it will include the statement, "If bulk shipment cannot be made on the shipping date requested, there will be a 5% penalty for every three business days the shipment is late." Copies of all bids received for the 1991 rule book will be sent to all committee members prior to the convention.

Rule Book Budget Report - As of August 7, 1989, production costs totaled \$5,480.04. Revenue totaled \$7,033.50, a profit of \$1553.46. Of the revenue, rule book sales totaled \$3,885.50 and ad sales totaled \$3,100.00.

Respectfully submitted,  
Kathrine J. Casey, Chairman  
Nicholas Fazzano, Recording Secretary

Bill says he gave you the original report for this.  
UNITED STATES MASTERS SWIMMING CONVENTION  
SEPTEMBER 20-24, 1989  
PORTLAND, OREGON

COMMITTEE Ad Hoc Rule Book  
CHAIRMAN Kathy Casey RECORDER Nickolas Fazzano

VOTING MEMBERS PRESENT:

NICHOLAS FAZZANO  
Dorothy Donnelly  
JUNE KRAUSER  
~~Kathy Keffer-Shaugh~~  
Arthur Smith

NON-VOTING MEMBERS. VOICE AT OPTION OF THE CHAIR.

Steve Hogan Potomac Valley  
Jeff Thibodaux GA  
Andy Schrag - OREGON  
Lorraine AMartinelli - YWCA/USA NYC  
Julie Pague - Pacific  
Gudy Melles AZ  
BERT PETERSEN OREGON  
Gail Summers - Michigan  
Betsy Owens - ADIRONDACK  
Rhea Watkins - Va.  
Janet Kavadas - PNW  
Bill UHRICH - FL  
BARBARA BOWER - SOUTHERN  
Carolyn Cunningham - Pacific  
Adrienne Pipes SDIF  
MICHAEL HEATHER SPMA  
Marcia Marcantoni TX  
Shannon C. Sullivan SPMA  
Rose Schwab Pacific  
Connie Guist Wis  
Bill Hall SOUTHWESTERN  
Bobby Gallegos Pacific NW  
LYNN HAZLEWOOD POTOMAC/VANEGY  
David Krause - F6C  
DAVE GRAY - PACIFIC

Please attach a copy of the Minutes of your meeting to this form and return it as soon as possible to Nancy Ridout, USMS Secretary. It must be handed in before you leave the Convention.

All Committee actions require approval of the House of Delegates. Any such actions must be handed to Nancy Ridout prior to the House of Delegates meetings.

