

AD HOC RULE BOOK COMMITTEE  
Minutes of 9/20/90  
Kathy Casey and Gail Dummer, Co-Chairs

**COMMITTEE MEMBERS PRESENT:** Kathy Casey, Gail Dummer, Julie Paque, Elleen Schappel, Barbara Bower, Dorothy Donnelly, Steve Hogan, June Krauser, Nicholas G. Fazzano, Kathy Keffer-Sharpe.

**OTHERS PRESENT:** Carolyn Boak, Adrienne Pipes, Clarice Rossi, Paul Fortoal, Cynthia Jones, Michael Heather, Bill Earley, Carolyn Cunningham, Charlie Snyder (USS Information Services), Ted Haartz, Mike Calwell, Leslie Cooper, Mike Laux, Fred Tan, and Peter Crumbine.

1. Gail Dummer agreed to be recording secretary.
2. **1991 Rule Book appendices:**
  - a. Records--names of USMS record holders will be published in the 1991 rule book. Instructions will be published with the record application forms.
  - b. How-to-become-an-official appendix--deferred until next year.
  - c. Warm-up procedures appendix--the committee approved publication of the USMS meet Warm-up procedures as guidelines in an appendix to the rule book pending approval by USMS Legal Counsel. Nick Fazzano will check with Jack Geoghegan.
  - d. Appendix E--Differences between USMS and USS, Rules, was reviewed by the Officials Committee who suggested some reorganization of the content.
  - e. Other appendices may be added pending House of Delegates action.
3. Permission to reprint relevant portions of the USS rule book in the USMS rule book will be secured by Ted Haartz. USS will publish an appendix of differences between USMS and USS rules in the USS rule book.
4. The committee discussed a Marketing Committee request to place ads throughout the book rather than at the end of the book. The committee agreed to consider alternatives for the ad placement for the 1992 book, but voted to place all ads at the end of the 1991 book (exception of inside front cover).
5. The committee proposed reorganization of parts of Article 101 (referred to the Rule Committee) and all of Article 205 (referred to the Championship Committee)

6. A suggestion to publish the phone numbers of persons in the USMS directory was disapproved because some persons objected to that practice.
7. The Insurance Committee requested that the liability release be printed in larger type or boxed-in or otherwise emphasized. The Rule Book Committee agreed in concept and suggested that Gail and Kathy consider the best way to achieve this objective.
8. Tasks to be completed for the 1991 rule book:
  - a. Kathy Casey and Nick Fazzano developed a purchase order for the 1991 rule book.
  - b. The Officials Committee will submit a final revision of Appendix E to Gail Dummer.
  - c. Kathy Casey will work with June Krauser, Rob Copeland, and Jeriann Donnelly to write the "major changes" preface to the book.
  - d. Julie Pacque, Kathy Keffer-Sharpe, June Krauser, Jerianne Donnelly, and Rob Copeland will assist Kathy Casey and Gail Dummer with proofreading of the 1991 book before publication.
9. Bids to print the rule book:
  - a. Sooner Web & Offset was selected as the printer for 1991 rule book.
  - b. The committee voted to accept a two-year contract with Sooner if the cost of a two-year contract is no greater than double the cost of their one-year bid.
  - c. The committee voted to print 1500 rule books.
  - d. If "left-over" books remain, the committee authorized a sale price of \$3.00 per book as of the first day of long course nationals.
  - e. The committee voted to use 32# envelopes for mailing the rule book.
  - f. The selling price of the 1991 rule book will be \$6.00 each. Groups/LMSC's may order books at a price of \$5.00 each in quantities of 50 or more in a single mailing to the same address.
10. The committee voted to adopt the cover design ("Classic Woman") submitted by Lloyd Skramstad of San Diego Imperial.
11. The committee voted to include an unbound one-page evaluation form in each 1991 rule book. The proposed evaluation form was edited and accepted.

12. The committee voted to support legislation that would establish the rule book committee as a standing committee.
13. Corrections to the names and addresses in the USMS Directory were requested. Send corrections to Kathy Casey.
14. Kathy Casey and Gail Dummer plan to retire as rule book editors in December 1991 (when the 1992 book is submitted to the printer). Volunteers to replace Kathy and Gail should notify Dan Gruender.
15. The meeting was adjourned at 5:45.

Gail M. Dummer

Kathy Casey

Julie Pague

Elleen Schappel

Barbara Bower

Dorothy Donnelly

Steve Hogan

June Krauer

Mikulas G. Fagan New England

Anthony Jeff Sharp

~~Mike~~

Non Members

Carolyn Bork Pacific

Adrienne Pipes - San Diego Imperial

Clarice Rossi, Central

Paul Fortoul, Metropolitan

Cynthia Jones, Central

MICHAEL HEATHER SPMA

Bill Earley - San Diego - Imp.

Carolyn Cunningham PMS

Charlie Snyder - Info. Services - USS

Ted Hartz New Eng

MIKE CAWELL - MOU

Lester Cooper - Drake

Mike Lawx - Conn.

FRED TAN - Ohio

Peter Crumbine - Conn

ad hoc Rule Book Committee Meeting

*agenda*

Thursday, September 20, 1990  
Pittsburgh, Pennsylvania

3:30 pm - 6:00 pm

Committee members - Bill Barthold, Kathy Casey, Rob Copeland, Dorothy Donnelly, Jerianne Donnelly, Gail Dummer, Nick Fazzano, Marilyn Fink, Stephen Hogan, Kathy Keffer-Sharpe, June Krauser, David Levinson, Maxine Nellen, Julie Paque, Elleen Shappel, Mary Lee Watson

1. Who will be recording secretary? And who will make sure everyone attending signs in?

2. 1991 Rule Book Appendices

- A. Records - Publish record holders' names  
- Publish instructions with record application forms

(including long distance)

- B. Officials' page - How to become an official
- C. Safety/Warmup page

3. USS copyright permission - *done*

4. Ads - Three cheers for Mary Lee Watson!

5. Proposed revisions to Articles 101 and 205 (Gail)

6. Phone numbers

7. Work to be done between now and December 1, 1990

- A. Purchase order (KC)
- B. Differences Between USS and USMS Rules (June, KC, GD)  
(Send to USS.) *(KC, GD)*
- C. Major Changes for 1991 (June, Jerianne, RC, KC, GD)
- D. Proofreading - Sign up for a task
  - \* check reference numbers
  - \* read the numbers (Julie Paque)
  - \* Did anyone find any 1990 USS rule changes that we missed?

8. Bids

- A. Selection
- B. More than one year?
- C. Number of books to order
- D. Number of and weight of envelopes to order

9. Cover design

Financial Report

Rule Book expenses \$2905.33

Rule Book sales \$3218.00

Ads \$4600.00

(according to KC as of 9/18)

10. Evaluation Form

11. Standing Committee proposal

12. Turn in name and/or address changes

13. Retirement  
Volunteers?

14. *Cost of book  
-price break*

September  
1990  
Rule Book  
Bids

	Wallace	Performance	Bunick	Marekton	Hambury	Sorey
1200	6538	6700	4507.20	4300	2700	2232.28
1500	6600	7200	4878.00	4900	3375	2460.93
Envelopes 1500 24#	(Poly) 1378	300	196.80		112.50	85.90
28#	(poly) 1510	360	204.00		127.50	200.61
Evaluation Sheet 1200	350	460	221.60	120	75.00	120.00
1500	395	500	258.00	120		150.00
Total for 1500, 28#, & evaluation	8505	80.60	5340.00	no envelope ↓ 5020	1200 evals 3577	2811.62

# WALLACE PRESS PROPOSAL

USMS Rule Book  
 August 29, 1990  
 Page two

**DISTRIBUTION:** Wallace proposes mailing your books in a poly bag utilizing your Cheshire labels. We can use either our bulk mail indicia or yours. If you can supply us with a valid "not for profit" exemption certificate that is the rate we would use. Printed envelopes, if desired, to be furnished by USMS.

**PRICING:**

	<u>1,200</u>	<u>1,500</u>	<u>2,000</u>	<u>3,000</u>
A) 152 pages	\$6,538.00	\$6,785.00	\$7,168.00	\$7,950.00
160 pages	\$6,600.00	\$6,848.00	\$7,224.00	\$7,998.00
B. Evaluation Sheet	\$ 350.00	\$ 395.00	\$ 464.00	\$ 596.00
C) Cost to poly bag and mail (exclusive of postage) with evaluation sheet placed inside of front cover.	<u>1,200</u> \$1,378.00	<u>1,500</u> \$1,510.00	<u>2,000</u> \$1,708.00	<u>3,000</u> \$2,088.00
D) Cost to prepare UPS shipments	.....		\$3.50 each	
E) Cost to print bleed tabs	.....		\$1.50 per page	
ie., 80 pages =	\$120.00 (black ink, odd pages)			
F) Cost to pack books in cartons for shipment via truck	.....		\$30.00 per 1,000 books	
G) Freight costs to ship in cartons banded on pallets to Buffalo, New York	.....		Approximately \$11.42/cwt for 1,200 -2,000 books	
	.....		\$ 9.50/cwt for 3,000	
H) Cost to stuff envelopes with one book and evaluation sheet - Same as item C.				
I) Cost of second printing, 500 minimum	.....		\$5,285.00	
J) Cost to print book on various colored bond sheets. We will need specific page count for each section				

In order to provide pricing I would guess a 5 to 10% upcharge on the base prices.



**WALLACE**

**PRESS**

DIVISION OF WALLACE COMPUTER SERVICES, INC.

2115 BUTTERFIELD ROAD OAK BROOK, ILLINOIS 60521 TELEPHONE (708) 495-3700 FAX (708)495-0029

**PROPOSAL . . .** *from the people who engineer a better buy in your printing*

August 29, 1990

Ms. Kathrine J. Casey  
USMS RULE BOOK  
11114 - 111th Street, SW  
Tacoma, Washington, 98498

Dear Ms. Casey:

Wallace Press, a specialist in association printing, is pleased to offer you the following proposal for the printing, binding and distribution of your publication.

USMS RULE BOOK

SIZE: 5 1/2" x 8 1/2"

QUANTITY: 1,200, 1,500, 2,000 or 3,000

PAGES: 152 or 160 plus cover

STOCK: Body: 20# White Bond  
Cover: 65# Cover Dull (20 x 26 basis)

INK: Body: Black ink throughout  
Cover: Black plus 2 PMS colors on outer pages 1 and 4. Black on pages 2 and 3.

COPY: USMS will furnish camera ready line copy for all body pages one camera shot per page. Cover will be submitted camera ready with color breaks indicated on tissue overlays.

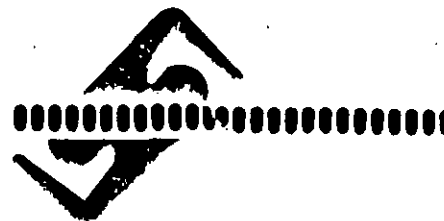
PROOFS: Wallace will furnish one set of Dylux proofs for the body and one set of color keys for the cover.

BINDERY: Your books will be perfect bound with hot-melt adhesive and trimmed flush on three sides.



**United States  
Masters  
Swimming**

USMS Inc. National Office  
Dorothy Donnelly, Executive Secretary  
2 Peter Avenue, Rindland, MA 01543  
(508) 886 6631 FAX (508) 886 6265



To: Prospective Bidders

From: Kathrine J. Casey  
USMS Rule Book  
11114 - 111th St. S.W.  
Tacoma, WA 98498

Please return bids to Kathrine Casey  
by September 1, 1990.

(206)588-4879

United States Masters Swimming, Inc., will consider bids for publication of the USMS Rule Book (sample enclosed) at the annual USMS Convention September 19 - 23, 1990. Please return your bid to Kathrine Casey at the above address by September 1, 1990. The bid will be awarded at that Convention. I will inform you of the results.

**BID SPECIFICATIONS**

- Overall size - 5 1/2 x 8 1/2 (Half Sheet, trimmed)  
(original will be on 8 1/2 x 11)
- Pages (body) - 150 numbered pages  
- 5 1/2 x 8 1/2 (trimmed)  
- black ink  
- 20# bond, white  
- camera ready
- Cover - 65# coated dull  
- 3 colors
- Binding - perfect binding
- Due date - January 1, 1991
- Lead time - 4 weeks
- Quantity - 1200, 1500, 2000, 3000
- Total cost for: 1200 \$ 6700.00      2000 \$ 7800.00  
1500 \$ 7200.00      3000 \$ 9200.00

PLEASE INCLUDE A SAMPLE OF A SIMILAR BOOK THAT YOUR COMPANY HAS PRINTED.

**ADDITIONAL COSTS**

What would be the cost of printing an 8 1/2" X 11" evaluation sheet (no reduction, camera ready copy), folding it in half, and placing one inside the front cover of each rule book? \$ 460; 500; 610; 780

Company Name PERFORMANCE PRINTING CENTER Phone number (415) 485-5878

Representative's Name DAVID SCHLOSSER

Address 65 LOVELL AVE. SAN RAFAEL, CA 94901

Toll Free Number N/A Fax Number (415) 485-1004

<i>President</i> Daniel J. Grenader 1400 N. Colton Lane Thousand Oaks, CA 91320 (805) 991-1980	<i>Vice President</i> Nancy Bidout 5801 Sunset Parkway Newport, CA 91917 (619) 892-0721	<i>Secretary</i> Mel Goldstein 6156 Broadway Indianapolis, IN 46220 (317) 253-3652	<i>Treasurer</i> Suzanne Ragus 261 West End Ave. #9C New York, NY 10023 (212) 496-7091	<i>Legal Counsel</i> Jack Goughgan 155 O'Brien Blvd Rye, NY 10596 (914) 967-3100	<i>Director of Sales</i> Thomas P. Post, Jr. 12000 Lee Ave. #100 Denton, TX 76205 (817) 382-1111	<i>Director of Marketing</i> Mary Pat Maly 12000 Lee Ave. #100 Denton, TX 76205 (817) 382-1111
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(ADDITIONAL COSTS)

(Company Name PERFORMANCE PRINTING CENTER)

What would be the cost of printing mailing envelopes (like the one the sample book was sent in)? Please indicate the cost of 1500 envelopes.

24# (white) \$ 300.00      32# \$ 360.00      36# \$ NO BID

Mail books to individuals or large orders by UPS (mailing labels provided by USMS) during the year as orders come in. (Estimate mailing/handling costs.)

1200 \$ \_\_\_\_\_      2000 \$ \_\_\_\_\_  
1500 \$ \_\_\_\_\_      3000 \$ \_\_\_\_\_  
3.00/pkg. or 4.50/box + freight

OR freight to Buffalo, New York, for total order

1200 \$ 250.00      2000 \$ 330.00  
1500 \$ 300.00      3000 \$ 500.00

OR mail 600 books to individuals (mailing labels provided by USMS) and ship the balance to Buffalo, New York.

1200 \$ 160.00      2000 \$ 280.00  
1500 \$ 180.00      3000 \$ 400.00  
3.00/pkg. or 4.50/box + freight

Do you have a bulk mail permit?    YES    NO    Could you mail books via the nonprofit bulk rate permit of the local Masters swimming organization in your area?    YES    NO

Cost of second printing - 100 copies \$ NO BID      200 copies \$ NO BID  
300 copies \$ NO BID      500 copies \$ NO BID

Indexing - Should USMS decide to tab or color code each of the parts of the rule book, what would be the additional costs?

3.00/pkg. or 4.50/box + freight  
Tabs - Black numbered tabs (about 1/2" square) on the far right margin of each odd numbered page, 7 sections.  
1200 copies \$ NO BID      2000 copies \$ NO BID  
1500 copies \$ NO BID      3000 copies \$ NO BID

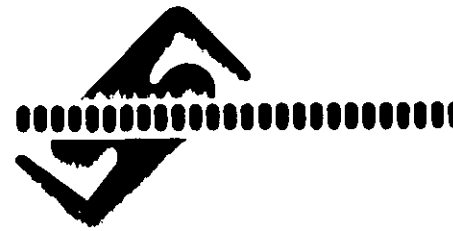
Color coding - What would be the cost of printing each of six parts of the rule book on a different color of 20# bond paper (colors to be decided later)? The pages preceding Part One would be white and the Appendices after Part Six would also be white. That would be about 60 pages printed on 20# bond colors. Would there be any additional cost for using different colors of paper? If so:

1200 \$ NO BID      2000 \$ NO BID  
1500 \$ NO BID      3000 \$ NO BID

Thank you for submitting the above information. Please submit bids to:  
Kathrine J. Casey      by September 1, 1990  
11114 - 111th St. S.W.  
Tacoma, WA 98498      (206)588-4879

**United States  
Masters  
Swimming**

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(508) 886-6631 FAX (508) 886-6265



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**BID SPECIFICATIONS**

- Overall size - 5 1/2 x 8 1/2 (Half Sheet, trimmed)  
(original will be on 8 1/2 x 11)
- Pages (body) - 150 numbered pages  
- 5 1/2 x 8 1/2 (trimmed)  
- black ink  
- 20# bond, white **50#**  
- camera ready
- Cover - 65# coated dull **80#**  
- 3 colors
- Binding - perfect binding
- Due date - January 1, 1991
- Lead time - 4 weeks
- Quantity - 1200, 1500, 2000, 3000
- Total cost for: 1200 \$ 4507.20      2000 \$             
1500 \$ 4878.00      3000 \$

PLEASE INCLUDE A SAMPLE OF A SIMILAR BOOK THAT YOUR COMPANY HAS PRINTED.

**ADDITIONAL COSTS**

What would be the cost of printing an 8 1/2" X 11" evaluation sheet (no reduction, camera ready copy), folding it in half, and placing one inside the front cover of each rule book? \$           

Company Name Bunch Associates Phone number           

Representative's Name KAREN BUNCH

Address 111th St. S.W. Tacoma, WA 98498

Toll-Free Number            Fax Number           

<b>President</b> Daniel F. Gruender 3329 N. Valencia Lane Phoenix, AZ 85018 (602) 994-1560	<b>Vice President</b> Nancy Ridout 580 Sunset Parkway Novato, CA 94947 (415) 892-0771	<b>Secretary</b> Mel Goldstein 6456 Broadway Indianapolis, IN 46220 (317) 253-3652	<b>Treasurer</b> Suzanne Ragus 263 West End Ave. #9C New York, NY 10023 (212) 496-7094	<b>Legal Counsel</b> Jack Genghagan 155 Osborn Road Rye, NY 10580 (914) 967-8167	<b>Past President</b> Thomas D. Boak, Jr. 12090 Saw Mill Rd #110 The Woodlands, TX 77380 (713) 363-0672	<b>Zone Chairman</b> Mary Pat Mahy 5450 Foley Road Cincinnati, OH 45238 (513) 927-2954
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Evaluation Sheet

1200 \$ 221.<sup>00</sup>  
1500 \$ 258.<sup>00</sup>

2000 \$ 311.<sup>00</sup>  
3000 \$ 411.<sup>00</sup>

(ADDITIONAL COSTS)

(Company Name Kenneth E. ...)

What would be the cost of printing mailing envelopes (like the one the sample book was sent in)? Please indicate the cost of 1500 envelopes.

24# (white) \$ 196.80 28# \$ 204.00 36# \$ \_\_\_\_\_

Mail books to individuals or large orders by UPS (mailing labels provided by USMS) during the year as orders come in. (Estimate mailing/handling costs.)

1200 \$ \_\_\_\_\_ 2000 \$ \_\_\_\_\_  
1500 \$ \_\_\_\_\_ 3000 \$ \_\_\_\_\_

OR freight to Buffalo, New York, for total order

1200 \$ 311.<sup>00</sup> 2000 \$ 411.<sup>00</sup>  
1500 \$ 311.<sup>00</sup> 3000 \$ 411.<sup>00</sup>

OR mail 600 books to individuals (mailing labels provided by USMS) and ship the balance to Buffalo, New York.

1200 \$ \_\_\_\_\_ 2000 \$ \_\_\_\_\_  
1500 \$ \_\_\_\_\_ 3000 \$ \_\_\_\_\_

Do you have a bulk mail permit? (YES) NO Could you mail books via the nonprofit bulk rate permit of the Local Masters swimming organization in your area? YES NO

Cost of second printing - 100 copies \$ 2106.<sup>00</sup> 200 copies \$ 3111.<sup>00</sup>  
300 copies \$ 4111.<sup>00</sup> 500 copies \$ 5111.<sup>00</sup>

Indexing - Should USMS decide to tab or color code each of the parts of the rule book, what would be the additional costs?

Tabs - Black numbered tabs (about 1/2" square) on the far right margin of each odd numbered page, 7 sections.  
1200 copies \$ 138.<sup>00</sup> 2000 copies \$ 144.<sup>00</sup>  
1500 copies \$ 151.<sup>00</sup> 3000 copies \$ 144.<sup>00</sup>

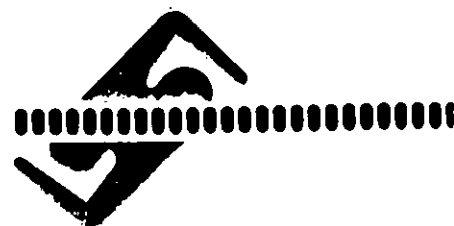
Color coding - What would be the cost of printing each of six parts of the rule book on a different color of 20# bond paper (colors to be decided later)? The pages preceding Part One would be white and the Appendices after Part Six would also be white. That would be about 60 pages printed on 20# bond colors. Would there be any additional cost for using different colors of paper? If so:

1200 \$ 181.<sup>00</sup> 2000 \$ 205.<sup>00</sup>  
1500 \$ 190.<sup>00</sup> 3000 \$ 236.<sup>00</sup>

Thank you for submitting the above information. Please submit bids to:  
Kathrine J. Casey by September 1, 1990  
11114 - 111th St. S.W.  
Tacoma, WA 98498 (206)588-4879

**United States  
Masters  
Swimming**

USMS Inc. National Office  
Dorothy Donnelly, Executive Secretary  
2 Peter Avenue, Rulland, MA 01543  
(508) 886-6631 FAX (508) 886 6265



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**BID SPECIFICATIONS**

Overall size - 5 1/2 x 8 1/2 (Half Sheet, trimmed)  
(original will be on 8 1/2 x 11)

Pages (body) - 150 numbered pages  
- 5 1/2 x 8 1/2 (trimmed)  
- black ink  
- 20# bond, white  
- camera ready

Cover - 65# coated dull  
- 3 colors

Binding - perfect binding

Due date - January 1, 1991

Lead time - 4 weeks

Quantity - 1200, 1500, 2000, 3000

Total cost for: 1200 \$4300.00/\$3.58 ea.bk 2000 \$5700.00/\$2.85 ea.bk.  
1500 \$4900.00/\$3.26 ea.bk 3000 \$7700.00/\$2.56 ea.bk.

PLEASE INCLUDE A SAMPLE OF A SIMILAR BOOK THAT YOUR COMPANY HAS PRINTED.

**ADDITIONAL COSTS**

What would be the cost of printing an 8 1/2" X 11" evaluation sheet (no reduction, camera ready copy), folding it in half, and placing one inside the front cover of each rule book? \$120.00

Company Name Marathon Oil Company Phone number (419) 422-2121

Representative's Name Fred J. Sessanna Ext. 3743

Address 539 South Main Street Findlay, Ohio 45840

Toll Free Number \_\_\_\_\_ Fax Number (419) 425-7040

President  
Daniel F. Greender  
3329 N. Valencia Lane  
Phoenix, AZ 85018  
(602) 994-1560

Vice President  
Nancy Aldout  
580 Sunset Parkway  
Novato, CA 94947  
(415) 892-0771

Secretary  
Mel Goldstein  
6456 Broadway  
Indianapolis, IN 46220  
(317) 253-3652

Treasurer  
Suzanne Raguo  
263 West End Ave. #9C  
New York, NY 10023  
(212) 496-7094

Legal Counsel  
Jack Geoghegan  
155 Osborn Road  
Rye, NY 10580  
(914) 967-8167

Past President  
Thomas D. Bosk, Jr.  
12000 Saw Mill Rd. #110  
The Woodlands, TX 77380  
(713) 363-0672

Zone Chairman  
Mary Pat Mahy  
5450 Foley Road  
Cincinnati, OH 45228  
(513) 922-7954

(ADDITIONAL COSTS)

(Company Name Marathon Oil Company)

What would be the cost of printing mailing envelopes (like the one the sample book was sent in)? Please indicate the cost of 1500 envelopes.

24# (white) \$ \_\_\_\_\_ 32# \$ \_\_\_\_\_ 36# \$ \_\_\_\_\_

Mail books to individuals or large orders by UPS (mailing labels provided by USMS) during the year as orders come in. (Estimate mailing/handling costs.)

1200 \$ \_\_\_\_\_ 2000 \$ \_\_\_\_\_

1500 \$ \_\_\_\_\_ 3000 \$ \_\_\_\_\_

OR freight to Buffalo, New York, for total order

1200 \$ \_\_\_\_\_ 2000 \$ \_\_\_\_\_

1500 \$ \_\_\_\_\_ 3000 \$ \_\_\_\_\_

*will supply prices if we receive job*

OR mail 600 books to individuals (mailing labels provided by USMS) and ship the balance to Buffalo, New York.

1200 \$ \_\_\_\_\_ 2000 \$ \_\_\_\_\_

1500 \$ \_\_\_\_\_ 3000 \$ \_\_\_\_\_

Do you have a bulk mail permit? YES NO Could you mail books via the nonprofit bulk rate permit of the local Masters swimming organization in your area? YES (NO)

Cost of second printing - 100 copies \$700.00 + binding 200 copies \$777.00 + binding

300 copies \$842.00 + binding 500 copies \$977.00 + binding

Indexing - Should USMS decide to tab or color code each of the parts of the rule book, what would be the additional costs?

Tab - Black numbered tabs (about 1/2" square) on the far right margin of each odd numbered page, 7 sections.

1200 copies \$ \_\_\_\_\_ 2000 copies \$ \_\_\_\_\_

1500 copies \$ \_\_\_\_\_ 3000 copies \$ \_\_\_\_\_

Color coding - What would be the cost of printing each of six parts of the rule book on a different color of 20# bond paper (colors to be decided later)? The pages preceding Part One would be white and the Appendices after Part Six would also be white. That would be about 60 pages printed on 20# bond colors. Would there be any additional cost for using different colors of paper? If so:

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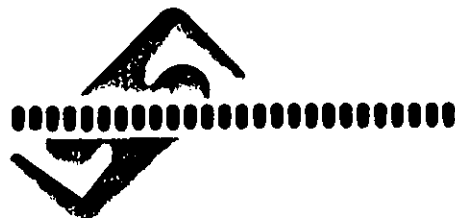
1500 \$ \_\_\_\_\_ 3000 \$ \_\_\_\_\_

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USMS Rule Book  
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*you have one already, right?*

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- Cover - 65# coated dull  
- 3 colors
- Binding - perfect binding
- Due date - January 1, 1991
- Lead time - 4 weeks
- Quantity - 1200, 1500, 2000, 3000
- Total cost for: 1200 \$ 2.25                      2000 \$ 2.00  
1500 \$ 2.25                      3000 \$ 1.90

PLEASE INCLUDE A SAMPLE OF A SIMILAR BOOK THAT YOUR COMPANY HAS PRINTED.

*No need. We have yours! We know you do a great job!*

ADDITIONAL COSTS  
What would be the cost of printing an 8 1/2" X 11" evaluation sheet (no reduction, camera ready copy), folding it in half, and placing one inside the front cover of each rule book? \$ 75.00

Company Name HAMBURG OFFSET PRINTING INC. Phone number (716)648-0390

Representative's Name JEFFREY DONNER *Jeffrey Donner*

Address 5738 SOUTH PARK AVENUE, HAMBURG N.Y. 14075

1-800 Free Number \_\_\_\_\_ Fax Number (716)648-0393

<i>President</i> Daniel F. Gruender 3329 N. Valencia Lane Phoenix, AZ 85018 (602) 994-1560	<i>Vice President</i> Nancy Riffort 580 Sunset Parkway Novato, CA 94947 (415) 892-0771	<i>Secretary</i> Mel Goldstein 6456 Broadway Indianapolis, IN 46220 (317) 253-3652	<i>Treasurer</i> Suzanne Rague 263 West End Ave. #9C New York, NY 10023 (212) 496-7094	<i>Legal Counsel</i> Jack Gengbagan 155 Osborn Road Rye, NY 10580 (914) 967-8167	<i>Past President</i> Thomas D. Bank, Jr. 17880 San Alb Rd #110 The Woodlands, TX 77380 (713) 363-0672	<i>Zone Chairman</i> Mary Pat Mahy 590 Leby Road Gainesville, OH 44729 (613) 927-2944
--	--	--	--	--	--	---

(ADDITIONAL COSTS)

(Company Name Hamburg Offset Printing)

*Like the ones you sent them in.*

What would be the cost of printing mailing envelopes (like the one the sample book was sent in)? Please indicate the cost of 1500 envelopes.

24# (white) \$ 112.50 32# \$ 127.50 36# \$ ----

Mail books to individuals or large orders by UPS (mailing labels provided by USMS) during the year as orders come in. (Estimate mailing/handling costs.)

1200 \$ \_\_\_\_\_ 2000 \$ \_\_\_\_\_

1500 \$ SEE ATTACHED 3000 \$ \_\_\_\_\_

OR freight to Buffalo, New York, for total order

1200 \$ -0- 2000 \$ -0-

1500 \$ -0- 3000 \$ -0-

OR mail 600 books to individuals (mailing labels provided by USMS) and ship the balance to Buffalo, New York.

1200 \$ SEE ATTACHED 2000 \$ \_\_\_\_\_

1500 \$ \_\_\_\_\_ 3000 \$ \_\_\_\_\_

Do you have a bulk mail permit? YES NO Could you mail books via the nonprofit bulk rate permit of the Total Masters swimming organization in your area? YES NO

Cost of second printing - 100 copies \$ --- 200 copies \$ ----  
300 copies \$ --- 500 copies \$ ----

Indexing - Should USMS decide to tab or color code each of the parts of the rule book, what would be the additional costs?

Tabs - Black numbered tabs (about 1/2" square) on the far right margin of each odd numbered page, 7 sections.

1200 copies \$ .15 2000 copies \$ .12

1500 copies \$ .15 3000 copies \$ .10

Color coding - What would be the cost of printing each of six parts of the rule book on a different color of 20# bond paper (colors to be decided later)? The pages preceding Part One would be white and the Appendices after Part Six would also be white. That would be about 60 pages printed on 20# bond colors. Would there be any additional cost for using different colors of paper? If so:

1200 \$ .125 2000 \$ .125

1500 \$ .125 3000 \$ .125

Thank you for submitting the above information. Please submit bids to:

Kathrine J. Casey by September 1, 1990

11114 - 111th St. S.W.

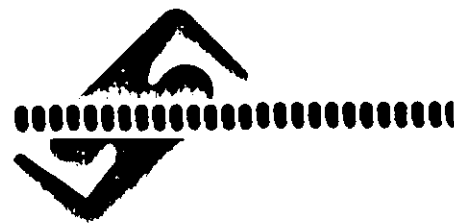
Tacoma, WA 98498

(206)588-4879



# United States Masters Swimming

USMS Inc. National Office  
Dorothy Donnelly, Executive Secretary  
2 Peter Avenue, Rutland, MA 01543  
(508) 886-6631 FAX (508) 886 6265



To: Prospective Bidders

From: Kathrine J. Casey  
USMS Rule Book  
11114 - 111th St. S.W.  
Tacoma, WA 98498

Please return bids to Kathrine Casey  
by September 1, 1990.

(206)588-4879

*You have them already!*  
*ke*

United States Masters Swimming, Inc., will consider bids for publication of the USMS Rule Book (sample enclosed) at the annual USMS Convention September 19 - 23, 1990. Please return your bid to Kathrine Casey at the above address by September 1, 1990. The bid will be awarded at that Convention. I will inform you of the results.

## BID SPECIFICATIONS

Overall size - 5 1/2 x 8 1/2 (Half Sheet, trimmed)  
(original will be on 8 1/2 x 11)

Pages (body) - 150 numbered pages  
- 5 1/2 x 8 1/2 (trimmed)  
- black ink  
- 20# bond, white  
- camera ready

Cover - 65# coated dull  
- 3 colors

Binding - perfect binding

Due date - January 1, 1991

Lead time - 4 weeks

Quantity - 1200, 1500, 2000, 3000

Total cost for:	1200 \$ <u>2232.28</u>	2000 \$ <u>2842.02</u>
	1500 \$ <u>2460.93</u>	3000 \$ <u>3604.19</u>

PLEASE INCLUDE A SAMPLE OF A SIMILAR BOOK THAT YOUR COMPANY HAS PRINTED.

## ADDITIONAL COSTS

What would be the cost of printing an 8 1/2" X 11" evaluation sheet (no reduction, camera ready copy), folding it in half, and placing one inside the front cover of each rule book? \$ 10¢ per copy

Company Name Sooner Web & Offset, Inc. Phone number 405-436-6000

Representative's Name Bob Thompson/Doug Kindrick

Address P.O. Box 1566, 200 Legal Press Lane, Ada, OK 74820

Toll Free Number 1-800-628-4451 Fax Number 405-436-6026

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(513) 922-7954



**1991 USMS Rule Book Evaluation**

The USMS ad hoc Rule Book Committee would appreciate your comments and suggestions regarding the quality of the USMS Rule Book. Your feedback is important and will be considered for future editions.

**I. Check all that apply.**

**A. Activity in USMS:**

- Swimmer \_\_\_\_\_
- Meet director \_\_\_\_\_
- LMSC/USMS officer \_\_\_\_\_
- Meet official \_\_\_\_\_
- Coach \_\_\_\_\_
- Other \_\_\_\_\_

**B. Use of the Rule Book:**

- Technical rules \_\_\_\_\_
- Sanction information \_\_\_\_\_
- Record requirements \_\_\_\_\_
- Meet conduct \_\_\_\_\_
- Long distance events \_\_\_\_\_
- Swimming schedule \_\_\_\_\_
- Record times \_\_\_\_\_
- USMS directory \_\_\_\_\_
- Adapted swim. guidelines \_\_\_\_\_
- Other \_\_\_\_\_

**II. Please rate the following items by circling the appropriate number.**

**A. Rule Book format:**

	Excellent	Very Good	Good	Fair	Poor
Ease of finding information	5	4	3	2	1
Helpful Table of Contents	5	4	3	2	1
Helpful running heads	5	4	3	2	1
Well organized material	5	4	3	2	1
Adequate print size	5	4	3	2	1
Appropriate size/thickness	5	4	3	2	1
Appropriate placement of ads.	5	4	3	2	1
Logical layout	5	4	3	2	1

**B. Appendices/additional information:**

	Essential	. . . . . Not Important			
Major changes for 1991	5	4	3	2	1
Records	5	4	3	2	1
Names of record holders	5	4	3	2	1
Record application form	5	4	3	2	1
Nat'l. and Inter'n'l. schedule	5	4	3	2	1
LMSC abbreviations & boundaries	5	4	3	2	1
LMSC boundaries map	5	4	3	2	1
USMS/USS rules differences	5	4	3	2	1
USMS committee directory	5	4	3	2	1
Alphabetical address list	5	4	3	2	1
Adapted swim. guidelines	5	4	3	2	1

How often do you use the Rule Book? daily \_\_\_\_\_ weekly \_\_\_\_\_ monthly \_\_\_\_\_  
 semi-annually \_\_\_\_\_ other \_\_\_\_\_

What is the most you would pay for the Rule Book? \$6 \_\_\_\_\_ \$8 \_\_\_\_\_ \$10 \_\_\_\_\_

What other information, if any, should be included in the Rule Book? \_\_\_\_\_

Please list other suggestions/comments. \_\_\_\_\_

Thank you for your help! Please return this evaluation form to:  
 Marilyn Fink, 5518 Laramie Way, San Diego, CA 92120.

NOTES/COMMENTS

8 evaluation forms returned

all thought the evaluation form was a good idea and that the number rating system was better than yes/no responses

the concensus was that the evaluation form is a good idea for a year or two, but doesn't need to be used every year

suggestions from individuals:

1. the evaluation form doesn't need to be included in the bid process-whoever mails out the Rule Books can insert the one page form folded in half
2. should we add the pool length certification form to the appendix?
3. the appendix section outlining the difference in rules between USMS and USS should be expanded
4. a "self test" of rules should be added to the appendix with questions for swimmers, coaches, and officials (this might be the forerunner to an officials certification test)



1 9 9 1 R U L E S

*United States Masters Swimming*

