

## RECORDS AND TABULATION MINUTES

Date/Time of meeting: Mar 14, 2010, 7pm EDT (Conference Call)

Present: Cav Cavanaugh, Barbara Dunbar, Laszlo Eger, Cheryl Gettelfinger, Donna Hooe, Emmett Hines, Chris Stevenson (chair), Ed Tsuzuki, Mary Beth Windrath. Jim Matysek also joined the committee for the meeting.

### MOTIONS PASSED

1. MSA to modify the USMS Record Application to conform with the language used on the FINA Record Application, so that the same form can be used to apply for both types of records.
2. MSA that a formatted copy of the Top Ten lists for each course will be available for free download from the public area of the USMS web site. Printed copies would still be available for purchase. The Committee recommends that purchasing information be published in USMS Swimmer magazine.

### MEETING MINUTES

The meeting was called to order at 7pm EDT.

#### *CURRENT STATUS OF E2EEM PROJECT*

The committee heard from Ed about the current status of this project. A Task Force has been formed to prioritize the various aspects of full implementation of E2EEM. Ed sent a copy of the Charter to the R&T Committee by email; a copy was posted on a thread in the Committee's forum. Chris noted that the thread should also be used by committee members to report any issues with the "results" aspect of E2EEM.

The Task Force will now address issues on the front end: national standardization of the sanctions process, leading to automatic appearance on the USMS event calendar and creation of an event "skeleton" in E2EEM as a placeholder for results after the event is completed. This would also allow one to check if meet results haven't been submitted.

The R&T Committee had previously identified issues with implementation on the "back end" (results) portion of E2EEM, but no real progress has been made on addressing those issues; simple identification of them is viewed as sufficient for the present. Results are still being uploaded by the Pilot Group, which can be expanded. But Ed cautioned that all the usual data validation is still required of these users. There is some concern that the ease-of-use and automation of the tools might make users more lax in that regard.

#### *CURRENT STATUS OF PRE-1993 TOP TEN TIMES*

John Baumann has sent the TT data to Jim Matysek, who has not been allocated any time for this task. Committee members requested that the data be loaded onto the test site for them to review; Jim estimates that this will take several hours for him to do. Although there have been many requests for these data, making it available is simply not as high a priority as other tasks that are far more time-sensitive (eg, tasks related to short-course nationals).

Chris has looked at the data some and has noted some missing pieces (eg, where the "stroke code" is missing). He suggested loading the data onto the R&T website and providing a link to the file on the restricted forums (but not on the R&T website itself). If they wish, other committee members

can examine the data and look for any problems, thereby helping Jim when he does get some time to spare for this.

### *RECORD APPLICATION FORM*

Since USMS has adopted FINA swimsuit rules for SCM and LCM, and plans to do so for SCY, Walt has asked the committee to consider adding a line about the new swimsuit. Via the Committee forums, Walt has noted that FINA has already altered their world application to include the following: "All FINA rules were followed including the use of Legal Swim Suit" where the meet referee signs the application. Walt recommends adding the phrase "including the use of Legal Swim Suit" to our record application form so that the same application form can be used for both FINA and USMS records.

Although there was some feeling that the language was unnecessary – the meet referee's signature implies the swim was legal in all respects, including swimwear – the Committee did not want there to be two record application forms.

### **MSA to modify the USMS Record Application to conform to the language used on the FINA Record Application, so that the same form can be used to apply for both types of records.**

Walt wasn't present on the phone call; the Committee wanted him to alter the language and present the altered form to the committee for its final approval.

### *PRINTED COPIES OF TOP TEN LISTINGS*

Tracy Grilli asked the Committee to consider the future of selling nicely-formatted, printed copies of the Top Ten listings for each course. Since 2002, the number of printed copies has fallen from 360 to 55, and the cost per copy has almost doubled since 2005 as orders have fallen.

In the discussion about this issue, the following ideas were expressed:

- There was a general feeling that USMS shouldn't lose money over this, that we should charge enough to cover costs.
- There was a feeling that a lot of USMS members don't really *know* that nicely-formatted, printed copies of TT were available. There may be more orders if their existence was more widely advertised.
- Suggestions for advertising included: the TT site on USMS, the "What's New" section of USMS, asking LMSC chairs to advertise (eg through LMSC newsletters), and through *USMS Swimmer* magazine.
- Jim noted that the printing house would accept jobs in PDF format. He suggested that we could provide that file to them, allow them to set the price (and take care of printing and distribution), and simply advertise the phone number of the printing house to the membership.
- USMS should keep at least one paper copy for archival purposes.
- Even if we provided freely-downloadable (PDF) versions of the formatted TT, there will be people who either cannot access those files (no internet access) or who would be willing to pay for someone else to print it out and mail it to them.

**MSA that a formatted copy of the Top Ten lists for each course will be available for free download from the public area of the USMS web site. Printed copies would still be available for purchase. The Committee recommends that purchasing information be published in USMS Swimmer magazine.**

No specific recommendations about price were given by the committee.

## *RECORDS AND TABULATION WEBSITE*

Ed created the Records and Tabulation Knowledge Center as a resource for Committee members and potentially for Top Ten Recorders. It collected some information that, at the time, was not widely available, at least in one place. Jim has recently ported that website, with some reorganization and reformatting, from the NJ LMSC website to a more general USMS location. It has also been re-titled as "Records and Tabulations Committee Resources." There is a section that requires a username/password that is only given to Committee members, but most of the material is available to anyone who has the proper URL. The website is not considered part of the public USMS website, however.

Since the R&T that time, the USMS website and the Guide to Operations (GTO) have both evolved. Jim feels that, at some point, all the information currently in the R&T website should be ported to a variety of repositories:

1. The GTO portion of the USMS website, for information that would be most useful for Top Ten Recorders;
2. The private forum for committee members; or
3. The USMS Site/Database administration area (for people who need access to the meet results or the registration databases, for example).

As Chris noted, there are currently two links to the website from the Guide to Operations section of the public site, and for the time being, the website serves a useful purpose. There is some information that would not easily be converted to those other repositories at this time. There was one comment that the database of pools whose lengths have been measured/certified should probably be available to a broader group of people than just Top Ten Recorders.

There followed a general discussion on how to best give help to existing Top Ten Recorders. Some of the comments and ideas that were expressed were:

- A mentorship model, where new TT Recorders were paired up with experienced ones.
- Collect all documents that would be useful to new TT Recorders into one place.
- A forum thread (in the "USMS Administration" forum) where TT Recorders (and others) could ask questions; hopefully this thread would be monitored by experienced TT Recorders, one or more of whom would respond.
- Creation of a FAQ or similar document for new/inexperienced TT Recorders.
- Sending out regular emails to all TT Recorders; basically, promote communication among TT Recorders.

These and other ideas will be explored in future Committee meetings.

The meeting ended at 8:10pm EDT.