

# RECORDS AND TABULATION MINUTES

Date/Time of meeting: Feb 20, 2011, 7pm EST (Conference Call)

Present: Cav Cavanaugh, Greg Danner, Barbara Dunbar, Emmett Hines, Donna Hooe, Son Nguyen, Jeanne Seidler, Chris Stevenson (chair), Mary Sweat, Mary Beth Windrath. Jim Matysek also attended.

## MOTIONS PASSED

1. MSA (unanimous) to accept the minutes from the Dec 5, 2010, meeting.
2. MSA (unanimous) to accept revisions proposed for the Guide to Operations after the last meeting. These revisions are posted online at <http://forums.usms.org/showthread.php?t=17915>.

## MEETING MINUTES

The meeting was called to order at 7pm EST.

### *STATUS REPORT AND DOCUMENTS*

We briefly discussed the current status of the document of instructions (<http://www.usms.org/~rectabs/procedures/meetresultsdoc.pdf>) for uploading meet results into the national database.

Emmett and Jeanne have reviewed the document and found it to be pretty much up to date. Some of the screenshots need updating, since a few items have been added since Oct 2008. Committee members commented that the document was mostly meant for TTRs who are new to the process, and the screenshots would be useful for such people. Jim announced that Anna Lea was currently revising the document (with current screenshots) for distribution to LMSCs.

Chris commented that the check-list document to produced top ten submissions from meets in the national database ([http://www.usms.org/~rectabs/procedures/E2EEM\\_Report\\_Manual.pdf](http://www.usms.org/~rectabs/procedures/E2EEM_Report_Manual.pdf)), is a little more terse and is intended for more experienced TTRs, so maybe they make a good combination.

Chris updated the committee on the new Records Progression policy: it was approved by the BOD. He asked for feedback about the announcement about the new policy, and no one had suggestions for improvements. The committee discussed distribution of the announcement, providing the following suggestions:

- Including it as an article in the Streamlines for volunteers
- Distributing by email to LMSC officers, especially chairs and webmasters
- Changing the wording on the records page of the USMS website. Jim noted that work is progressing on the software tool for generating records for a particular date; this tool will be located on this page too.
- Announcement on the USMS page under "What's New @ USMS?"

Committee members noted the importance of getting the word out to swimmers, not just officers and meet directors, because there will be a change in who will be getting record certificates.

## *IT PROJECTS*

Committee opinion was solicited on prioritizing potential IT projects. Priority classifications are Highest, Very Important, and Nice to Have. Two projects were added to the queue:

- Users should have the ability to flag swims as “exhibition” so that they are not included in a Top Ten submission to Mary Beth; likewise users should be able to unflag such swims. The most common swims would be relay swims, but the committee discussed several instances where individual swims might be flagged (eg, if the time is suspect, or if there were insufficient timers). One suggestion was that there be a place to add a comment explaining why the swim was flagged. This request was ranked “Very Important.”
- There should be a button so that, after a results have been uploaded and the user is satisfied with the status (eg, after the audits have been performed), the user could press the button so that a notification is sent to participants that their results have been added to the national results database. USA-S does something like this when results are added to the SWIMS database. Someone commented that possibly not everyone would want such an email notification, and the committee thought that there might be a place (eg MyUSUS) where members could control what notifications they receive. This request was ranked “Nice to Have.”

The Committee also discussed the issue of linking sanctions and results, so that one can easily look up to see if the results from a particular meet were submitted for Top Ten consideration. The Committee agreed that this was desirable. Jim noted that it is likely to be part of the E2EEM process.

## *EXPANDING THE PILOT GROUP*

Discussion continued (from the last meeting) on the pace and methods for expanding the pool of TT Recorders who have access to the online tools for uploading meet results and generating top ten submissions. There are the following concerns/issues:

- A workshop has been cleared for USMS convention in the fall, and Chris would like for all LMSCs to have at least one person with access to the tools by that point. The workshop would be a good opportunity to teach beginners how to use the tools and to discuss best practices. Chris also noted that we have some time until the next TT submission (for SCY) and so now might be a time to add some people and tutor them.
- Mary Beth has highlighted some instances where people are too trusting of the tools, failing to scrutinize them as thoroughly as they might with other forms of submission. Chris and Mary Beth have developed a checklist to help with this issue. Relays can be more problematic with the online tools, too.
- We need to get LMSCs in the habit of submitting results for inclusion in the online database. As Jim pointed out, swimmer expectation (reasonable or not) is that their results will be available almost instantaneously. We should encourage online submission.
- Jeanne is the meet results coordinator and she greatly welcomes assistance in uploading meets.

Currently 31 LMSCs have access to the web tools and 21 do not. Chris presented the idea of immediately adding 8 TTRs who are new, with the reasoning being that they may as well be trained using the web tools which eventually they will use for E2EEM. Chris also suggested working with Jeanne to identify and add several TTRs from key LMSCs (ie, those with many meets and who are

not currently uploading them to the DB, or are doing so only thru Jeanne). The Committee was supportive of both of these plans.

Chris also suggested that we identify at least one R&T Committee representative for each zone who will be available to help TTRs in that zone with uploads and other issues, and who will also communicate with Sanctions chairs to make sure that meets are being added to the USMS Calendar and that the results from these meets are uploaded in a relatively timely fashion.

The Committee was supportive of this idea. We will work on specifics in the upcoming meets and discuss it at the next conference call.

**The meeting ended at 8:05pm EST.**