

Records & Tabulation Committee Zoom Meeting of August 14, 2022

Committee Name:	Records & Tabulation		
Committee Chair:	MJ Caswell, Oregon	Vice Chair:	Stacey Eicks, Gulf
Minutes recorded by:	Stacey Eicks, VC	Date/time of meeting:	Sunday, 8/14/2022 7:00 PM CDT

Motions Passed:

1. N/A

Number of committee members present: 8	Absent: 0	Number of other delegates present:
Committee members present (list all, including chair and vice chair): MJ Caswell (MJ), Stacey Eicks (SE), Walt Reid (WR), Mary Sweat (MS), Cheryl Gettelfinger (CG), Chris Ottati (CO), Ben Wyckoff (BW), Jeanne Seidler (JS)		
EC Present: Ed Coates (EC, USMS BOD – VP of Operations)		
Ex Officio present: Mary Beth Windrath (MB, National Swim Admin)		
Non-Committee members present: Barbara Dunbar, Marilyn Fink, Ann Marshfield, Frank Thompson, Meegan Wilson, Christina Fox, Carrie Stolar, Sara Dunn, Paige Buehler, Nadine Day, Ally Sega		

Agenda:

1. Introductions
2. Discussion on the Meet Observer Report. When should it be filled out and what standards, if any, should be in place for its' completion?
3. Can we develop a checklist for items the TTRs need to complete? Example
 - a. All meet results uploaded.
 - b. Ideally, USA kids are not included in the uploaded meet results.
 - c. No unconfirmed swimmers in any meets.
 - d. Splits/times checked for validity.
 - e. USA meets listed as recognized, pool name, city, state included link to official results included.
 - f. Pool measurements valid on our USMS list, else included.
 - g. Bulkhead confirmations valid and included.
 - h. Observer reports included.
4. Would this committee like to undertake developing a template for meet entry forms, so that some of the boilerplate language is readily available regarding times, pool measurements, etc.
5. Should we split the pool measurement form into 2 to make it more understandable? Current feedback is that it is confusing, and folks are leaving pertinent information out. Perhaps a Pool measurement form and a bulkhead confirmation form? Thoughts?
6. Enable production of LMSC records from the USMS Swims DB.
7. Enable the input of historical state records to assist in creating LMSC records.
8. Request input on educational topics TT recorders would like to have training or documentation on.
9. Discussion of the Top Ten recorder role going forward.
10. Questions and discussion from all.

Minutes:

The meeting started at 7:00 PM CDT

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1. Attendees introduced themselves.
 2. Motion to approve committee meeting minutes from May 8, 2022: Jeanne Seidler, 2nd: Cheryl Gettelfinger, No discussion, All Approved.
 3. (This item not on the agenda) MJ Caswell asked the committee to consider a microfiber towel as an award for All-American. No objections.
 4. Meet Observer Report: Mary Beth Windrath described a situation when a Meet Observer Report was signed and submitted with a June/July date and the meet was held in the fall of the previous year. Concerns about accuracy of the submitted Observer Report and rule compliance of observed meet. Mary Beth is looking for feedback from attendees and USA Swimming how to formalize the Observer Report process to minimize potential risk associated with accepting inaccurate or falsified Observer Reports.
 - a. Stacey Eicks asked if there is a persistent problem – are there quantifiable numbers to determine level of issue.
 - i. Does have quantifiable numbers, but since before starting to ask for Observer Reports, meet hosts / recorders didn't know the reports had to be submitted. The case Mary Beth described was a one-time occurrence but does create issue(s) when meet hosts / recorders are not consistently following the rules.
 - ii. Stacey concurred.
 - b. Ben Wyckoff asked if there is a need to change the rules or is it an education problem.
 - c. MJ commented that it is a combination of rules and education. This is a similar issue with bulkhead measurements – mostly an issue with Senior Games.
 - d. Walt opined on potentially placing a deadline date on submission of necessary forms. Current submission forms do not have a due date specified on the forms.
 - e. Chris Ottati commented that there is a LMSC standard of submitting and processing results by 2 weeks. Suggested Observers Reports be held to the same standard.
 - f. Ben Wyckoff suggested that results should be rejected without the Observers Report, necessary forms etc, but, in the case of the meet Mary Beth referenced, the submitter processed the Observers Report many months after the meet.
 - g. Mary Beth commented that the results are uploaded, meets without proper forms or whatever, do not get rejected – they are not included in Top Ten processing, but show in red.
 - h. Mary Beth recommended that this committee ask LMSC Development Committee to make it a standard that people are checking. MJ concurred that using the LMSC Development Committee to encourage best practices would be a good next step. MJ will follow-up on that.
 - i. Ed Coates put out there that LMSC Development is reconsidering the standards because LMSC scorecards have not been surveyed for two years. LMSC Development does not have any enforcement. Suggested focusing on education.
 - j. MJ suggested a newsletter to fulfill the education need and potentially include Cheryl's suggestion about included the checklist in the newsletter too. See Checklist included in the agenda.
 - k. Barb Dunbar asked why not require that the meet Observer Report be submitted prior to uploading the meet results.
 - l. Ben reminded the committee that if it is a rule change, that needs to be addressed next year. MJ concurred. Also with regard to education, how involved are the Top Ten Recorders in each LMSC – sanctions chair, recorder and LMSC chair all be involved in the education process.
 - m. Stacey commented that Mary Beth's checklist is really good, Gulf LMSC also have a good checklist and Stacey volunteered to reconcile that checklist with the list included in this agenda.
 - n. Host a quarterly webinar, but may not be able to get every recorder, sanctions chair to attend, but encourage the LMSC chairs to get their recorders and sanction chairs to attend at least one annually. Also, the committee could be proactive and reach out the new recorders and sanction chairs when they are added to the national list for education. MJ said Okay.
 - o. Ed would like the committee to consider coordinating the LMSC Development to align these education (webinar) with something similar to what they are doing.
 - p. MJ likes the idea of peer-to-peer calls – perhaps twice a year or quarterly. Would like to have at least two committee members on the calls. Those schedules are developed after the annual meeting and Ed / MJ would like to move forward with that educational approach.

5. Meet Template: Discussion to clarify what document is being considered on this agenda item.
 - a. Stacey mentioned the Gulf LMSC submits a sanction request that does included the meet information (pool and other details as required by the rule book), meet announcement, order of events, entry instructions and entry form (if paper entries are accepted).
 - b. Cheryl commented about how meet hosts often use meet / sanction documents from years past that may not be current with rule book changes etc. She is suggesting this template / form to prevent those errors.
 - c. Chris Ottati commented that we need to be careful with this verbiage. What is being referenced here are not meet entry forms. This is called the meet information (or often, meet sheets). This is how they are listed in the rule book. As an admin referee, meet entry forms mean something very different.
 - d. Mary Beth commented that there is a checklist in the Guide to Operations about what is supposed to be included in the meet announcement.
 - e. MJ commented that this is an education opportunity for sanction chairs. Mary Beth commented that the checklist may need to be updated. MJ will contact the National Office about this.
6. Pool Measurement Form Split: Mary Beth suggestion due to repeat errors on forms that are being submitted.
 - a. Two forms for consideration were posted on the R+T committee forum and a new bulkhead form was also added to the forum.
 - i. Chris Ottati commented that she liked them.
 - ii. Stacey commented that she had not had an opportunity to review the suggested new forms. A Gulf LMSC meet director has made comments about the existing forms. Stacey requested that the committee reserve final consideration until feedback is provided
 1. NOTE: Feedback from Gulf LMSC on the Bulkhead Confirmation form was emailed to Mary Beth and MJ on August 15th (the day after this meeting took place).
 - iii. MJ tabled this item for next committee meeting.
 - iv. Barbara Dunbar asked where those draft documents are posted.
 - v. MJ will post to Volunteer Central as Word document and PDF.
7. MJ asked what remaining agenda items the committee would like to take up with the remaining time left.
 - a. Ben is interested in discussing agenda items 8 & 9, but they can be tabled for now.
 - b. Ben continued with discussion about results in the USMS database – he commented that the only results verified in the USMS database are the Top Ten results. His understanding is that all the results may not be fully vetted. MJ commented that some recorders verify splits as part of the processes and there are no programmatic controls in the USMS database system that does this verification. Ben commented that the system he has worked on can do that. MJ says she understands.
 - c. Chris Ottati thought it would be good to add an educational item for recorders to learn how to review the meet manager results as part of their procedures.
 - d. Ben provided an example of a situation where this may have happened. MJ agreed and provided another example of how results may be inaccurate due to pad malfunctions or swimmer soft touches etc.
8. Open Discussion
 - a. Ben presented a query with regard to how to handle LMSC records tabulation when a club switches LMSC – the current USMS historical data may not have that documented. MJ said that is interesting and was not aware that clubs change LMSCs. Barbara and Ben have examples of clubs that have changed LMSCs. Barbara commented that it is a valid concern. MJ said “it definitely is”.
 - b. Question in chat from Nadine Day: Would like to hear more information about how to get LMSC Top Ten – it was a request of LMSC from the Relay Summit.
 - i. MJ replied that there are multiple LMSCs that have created adhoc tools outside of the USMS systems, but there is limited access to the USMS swims database. Thus, individual LMSCs have come up with various tools to slice the data multiple ways – but, there are concerns about the validity of some of the data in the USMS swims database.
 - ii. Ben commented that the “Event Results Database” at <https://www.usms.org/comp/meets/> current contains 6,847 meets and includes all the swims, relays, splits that he has extracted and transformed the data into a cloud database for querying. This cloud database does not contain any sanctioned information

and has not been verified similar to the USMS Top Ten verification. Ben hopes to have something to demo for annual meeting or some future date.

9. MJ thanks all committee members and meeting attendees.
10. Ben motioned to adjourn, Jeanne Seidler 2nd the motion. All in favor of closing meeting at 7:56pm CDT.

Tasks for the Upcoming Year

1. MJ to compile list of action items.

The meeting was adjourned at 7:56pm CDT
