
National Office

NATIONAL OFFICE ADMINISTRATOR

Tracy Grilli

Since the last convention (and now for the past 9 years), I have maintained the responsibilities associated with running the USMS National Office.

Survey Question –

I have been to convention, have read the National Office Reports and know what Tracy does – Yes or No.

If the answer is “No” then please read the following “bulleted” description

If the answer is “Yes” then please skip down to the first paragraph after the bullets

Before you skip down, you should know that there will be a test at convention. So... if you don't know what Tracy does, you best read it all!!!

National Office Administrator Duties -

- Day to Day duties - Responding to e-mail and snail mail, faxes and phone calls. Address Changes are constant and these are forwarded to the respective LMSC Registrar as well as to Esther, our USMS Database Administrator (more about Esther and registration follows).
- Weekly duties –Publication orders, All American and National Record Certificates. USMS SWIMMER Magazine address changes (over 1,000 changes in a registration year) and lots of folding, stuffing, licking, sticking and stamping envelopes!

Major Tasks -

- Registration – The Registration process is ever-present in some aspect so I can't really list it as a daily, weekly or monthly task. It's just “always there”. Transmittals come in, Esther maintains the database and I'm responsible for the Club registrations & updates and LMSC Officer updates as well as the money, reports to the LMSC Registrars & Treasurers and transmittals to our Controller & Treasurer.
- National Meet Registration and Verification – The National Office has taken on the responsibility of inputting the hard copy entries for our 2 national meets, confirming membership, birthdates and club affiliations of all who enter. I make the check deposits and create financial reports that are sent on to the meet host and USMS Controller. Over the past year, USMS opened a Merchant Account which was used for both meets. The National Office oversees the documentation the transactions.

Other tasks throughout the year –

- Committee Assignments – I work closely with the President in setting up the committees.
- Appendix E of the Rule Book – I update Appendix E: USMS Directory and sent to the Rule Book Editor
- USMS Directory – This is the Directory of “Who's Who” in USMS and it is sent out to all who are in including members of the Board of Directors, Ad Hoc Chairs, Special Assignments, Liaisons, committee members and LMSC Chairmen. Unfortunately we had a “glitch” and the 2005 Directory was not published. There will be one in 2006.
- LMSC Handbook – This was developed a number of years ago as a tool to assist the local registrars. Over the years many other committees and offices have added important information and the handbook now includes the following sections: General Information, Registration, Insurance, Sanctions, Top Ten/Records and Tabulations, Long Distance, Treasurer, Marketing/Public Relations, Communications, Convention, By Laws, LMSC Management of Corporate Documents and USMS Endowment Fund.
- USMS Letterhead and Envelopes – The letterhead updated each year and sent along with USMS envelopes to the members of the greater BOD, in the quantities they request.
- Rule Book Sponsors – I work with a representative of the Publications Committee, with the invoicing of the Sponsors for our Rule Book and sending them copies once they are printed.
- Streamlines... *from the National Office* – This is the quarterly newsletter from the National Office. It includes: USMS Working Calendar (next 4 months), Contact Information Updates (to the Directory,

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Rule Book and LMSC Officers), New LMSC Officers and whatever important announcements that will be of interest to our LMSCs and general membership.

- LMSC Officer Update – The LMSC Office page on the USMS website has been “revamped” and as the national office receives changes, I update the database on the web so all officer listings are current.
- Convention Registration Packet – Once I receive the convention registration information from USAS, I “personalize it” for USMS and send it out via e-mail to all in the USMS Directory and those in attendance the previous year.
- Convention Packet – This is what you are reading!

Yes... it was 9 years ago in Orlando, that I was hired as your Executive Secretary, to run the National Office. My first under the watchful eyes of the Executive Committee of Mel, Jim, Suzanne, Lucy and Stephanie for only a year. It was a year of learning and figuring things out, with Dot Donnelly only a phone call away if I had any questions.

The next 4 years I worked with the administration of Nancy, Jack, Betsy, Jeanne, Hugh and Mel. During this time, I gained valuable experience about all aspects of USMS, became more confident in my knowledge and able to personally respond to members questions (rather than passing them on to someone else in the organization). I also created more efficient procedures, which allowed me to take on more responsibilities – the most obvious was the absorption of the national database administration as a function of the National Office rather than contracting it out.

The past 4 years with the Executive Committee of Jim, Scott, Sally, Doug, Lynn, Nancy and Patty has brought me yet to a higher level as a “voice but no vote” member of the Executive Committee. During this time, I have been included in all EC meetings and conference calls, have gained valuable experience on how the organization is run, how decisions are made, which again allows me to be more knowledgeable and of better assistance to our membership.

The job of Executive Secretary “then” is quite different from the duties of National Office Administrator “now”. I now supervise 3 people, 2 employees and 1 contract staff. I work hand and hand (figure of speech, we never see each other) with Esther Lyman, our Database Administrator (and the 53 local registrars) with the registration of our members and member clubs. Esther and I have really fine-tuned this process and look forward to working with other key members of USMS in creating an on-line registration program. Kristin Marchionni has been my office assistant for the past year and she helps with some of the larger “clerical” projects (listed above – you know what they are, right? Remember... there will be a test!) Kristin recently graduated from Londonderry High and just finished her employment with USMS and will be Freshman at Baldwin-Wallace College in Berea, Ohio, studying Communications for Learning Disorders and will be a member of the Yellow Jacket swim team. Mary Lampert has been contracted to process the national meet entries and has done an excellent job performing this duty for our last 4 National meets.

I am in contact some way/some form with all the members of our Board of Directors, Ad Hoc Chairs, Liaisons and Special Assignments along with officers from each LMSC. I look forward to working with the new members of the incoming Executive Committee and Board of Directors who will be elected at this convention in Greensboro.

There have been many changes over the past 9 years with the responsibilities of the USMS National Office. But, the most important duty remains the same and that is - the main contact for those who have questions or need.

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DATABASE ADMINISTRATOR Esther Lyman

At this time, the national office has received and booked 2005 memberships with registration dates approximately thru Mid-August. As always, some stragglers dribble in for one reason or another, but it looks like we are back on a decent growth path and may yet make somebody's goal of 43,000 by year-end, or be close.

The registrars have processed 39,425 memberships in 2005, or 94.8% of the 2004 total of 42,130. After deducting for some 60 between-association transfers counted by multiple LMSCs, we have 39,864 net members to date. These are registered with 485 cubs (from a total of 510) within 53 LMSCs. By zone, the breakdown looks as follows:

ZONE	Women	Men	Total	Women	Men
Breadbasket	1937	1693	3630	53.4%	46.6%
Colonies	3780	4660	8440	44.8%	55.2%
Dixie	2059	2849	4908	42.0%	58.0%
Great Lakes	1964	2606	4570	43.0%	57.0%
Northwest	1180	1168	2348	50.3%	49.7%
Oceania	4570	4832	9402	48.6%	51.4%
South Central	982	984	1966	49.9%	50.1%
Southwestern	1866	2734	4600	40.6%	59.4%
Grand Total	18338	21526	39864	46.0%	54.0%

Note, all the summary numbers of registrations are now captured over the past six (6) years for comparison by month, based on actual registration dates. Please contact the national office if you are interested in seeing the flow of registrations for your LMSC. The breakdown is remarkably similar from year to year, making them extremely valuable for forecasting your association's income during the year.

BY AGE AND SEX

The balance between male/female swimmers has kept changing ever so slightly each year since 1994 when it was about 59.6% male and 40.4% female. But looking at the distribution by decade of birth (=FINA age), the 'average' doesn't really tell us enough, as is evident from the following chart:

Decade Born	Women	Men	Total	Decade Born	Women	Men
1900-1919	49	67	116	1900-1919	42.2%	57.8%
1920-1929	252	407	659	1920-1929	38.2%	61.8%
1930-1939	595	1018	1613	1930-1939	36.9%	63.1%
1940-1949	1509	2952	4461	1940-1949	33.8%	66.2%
1950-1959	4344	6002	10346	1950-1959	42.0%	58.0%
1960-1969	5468	6427	11895	1960-1969	46.0%	54.0%
1970-1979	4415	3681	8096	1970-1979	54.5%	45.5%
1980-1986	1706	972	2678	1980-1986	63.7%	36.3%
Grand Total	18338	21526	39864	Grand Total	46.0%	54.0%

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Broken down by age groups with the birth date calculated as of 12/31/2005, the distribution looks as follows:

FINA Age	Women	Men	Total
85+	54	88	142
80+	109	176	285
75+	179	292	471
70+	255	442	697
65+	379	647	1026
60+	609	1213	1822
55+	1075	2023	3098
50+	2032	2772	4804
45+	2645	3553	6198
40+	2935	3429	6364
35+	2441	2781	5222
30+	2194	1955	4149
25+	2119	1425	3544
18+	1312	730	2042
Total	18338	21526	39864

FINA Age	Women	Men
85+	38.0%	62.0%
80+	38.2%	61.8%
75+	38.0%	62.0%
70+	36.6%	63.4%
65+	36.9%	63.1%
60+	33.4%	66.6%
55+	34.7%	65.3%
50+	42.3%	57.7%
45+	42.7%	57.3%
40+	46.1%	53.9%
35+	46.7%	53.3%
30+	52.9%	47.1%
25+	59.8%	40.2%
18+	64.3%	35.7%
Total	46.0%	54.0%

LOCATION

Looking at the location (by latest-known mailing address), nothing new there. Of the 39,864 members booked to date (net of transfers), 67.2% reside in the top ten states: California, New York, Florida, Colorado, Texas, Virginia, Illinois, Washington, Massachusetts, and Maryland. Approximately 2/3 as in five prior years. And while Colorado has moved ahead of Texas, the ten remain the same.

State	Women	Men	Total	Rank YTD
California	5567	6571	12138	1
New York	982	1308	2290	2
Florida	875	1277	2152	3
Colorado	1184	807	1991	4
Texas	901	901	1802	5
Virginia	804	868	1672	6
Illinois	653	788	1441	7
Washington State	626	598	1224	8
Massachusetts	470	598	1068	9
Maryland	549	499	1048	10
Top Ten States	12611	14215	26826	67.2%
All-USMS	18338	21526	39864	2005

Detailed breakdowns by each state is available for those who are interested.

The five states with the highest percentage of women are South Dakota, Alaska, Wyoming, Colorado, and Nebraska. The five states with the most male swimmers are Utah, Delaware, District of Columbia, Michigan and Rhode Island.

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State	Women	Men
South Dakota	63.2%	36.8%
Alaska	60.4%	39.6%
Wyoming	59.5%	40.5%
Colorado	57.8%	42.2%
Nebraska	55.9%	44.1%

State	Men	Women
Utah	73.4%	26.6%
Delaware	69.4%	30.6%
Washington DC	66.0%	34.0%
Michigan	65.5%	34.5%
Rhode Island	61.4%	38.6%

In view of the recent discussions about teams vs super teams and clubs vs workout groups, this list of the 12 'entities' with over 500 swimmers year to date, might be of interest:

CMS	Colorado	L32	1591
NEM	New England	L02	1381
METR	Metropolitan	L06	1241
IM	Illinois	L21	1151
PNA	Pacific NW	L36	985
ARIZ	Arizona	L48	812
NCMS	North Carolina	L13	704
DAM	Pacific	L38	614
FACT	Florida	L14	601
OREG	Oregon	L37	575
MICH	Michigan	L19	562
SKY	Kentucky	L41	502

CMS is the former RMS, Rocky Mountain Masters. For the record we currently show 4,332 UNAT swimmers, but this status of course is somewhat transitional. Congratulations are in order to SLAM which just passed the 300 mark for the first time, earning them another convention delegate!

Approximately 155,500 individuals have been full members in the program since 1994, the earliest year we have electronic files, (including some 7,000+ from earlier years who are listed on the web page with All-American or Top Ten achievements.) Of these about 73,660 or 47.4% have now been assigned permanent ID's – the 'tag' which will follow a swimmer through all memberships, name changes, and locations and is used to manage competitive activities over the past 30-some years.

Welcome to our many new registrars and our appreciation and a sincere thank-you to all the departing ones. We appreciate all the hardy, dedicated registrars who are still with us after another challenging registration year. A special, fond farewell to Kentucky's Joanne Tingley who is (reluctantly) passing the baton after more years than she probably cares to remember.

Next year should be wonderful, as we benefit from all the experiences from this one. Thanks also to those 'other' unsung heroes, the LMSC treasurers, and to the Committee Chairs, and everybody else we work for and support – not the least our master of the black art of registration software development, Leo Letendre and Webmaster Jim Matysek.

Esther Lyman
USMS Database Administration
19-Aug-2005