

## I. Call to order and take roll

USMS President and Committee Chair Jim Miller called the meeting to order at 8:35 PM EDT. Present were Lynn Hazlewood, Hugh Moore, Leo Letendre, Pieter Cath, Carl House, Patty Powis, Jim McCleery, Anna Lea Roof, and Betsy Durrant.

## II. Approval of minutes of 5/2/02 meeting

Minutes were approved as amended during email discussions.

## III. Decisions made since last meeting

The committee agreed during email discussions that confidentiality needs to be built into the process from the ground up. This includes respecting the privacy of the individual swimmer as well as maintaining the security of the data contained on the USMS server.

## IV. Discussion of Project Road Map

The initial draft of the road map for the project was developed by Jim McCleery. His intent was to provide a framework within which to create a data base for USMS.

**A. Mission Statement** - The committee agreed with the mission statement as presented in the document as follows:

- *"The purpose of the USMS database is to maintain the data we use to support our organization and the swimmers it serves."*

**B. Mission Objectives** - The committee discussed, amended, replaced and MSA each mission objective separately. The resultant list of objectives is as follows:

- *The database shall support our needs as we grow.*
- *The software should be maintainable with reasonable costs to the corporation.*
- *The system should be designed in a manner that will allow us to maintain the software and documentation with a minimum of disruption should a change in vendor be necessary.*
- *The system should be designed to minimize our dependence on specific individuals for maintenance of the data.*
- *The system should be designed so that portions of the database, such as Top Ten, will be available for search and display on the USMS web site.*
- *The system should be designed so that portions of the database will be available for viewing and/or maintenance by authorized users only.*
- *The system should be easy to use so that updates can be done in a timely manner.*
- *All swimmers should be identified in the database by a permanent swimmer ID that will be common throughout the corporation.*
- *The system should minimize the possibility of one swimmer being assigned multiple swimmer IDs.*
- *The system shall be designed to protect the privacy of members and users.*
- *The system shall be designed so that it will be interactive with swim meet management software.*
- *The system shall be designed so it contains features to maintain the security of the information maintained in the data bases.*

### C. Permanent Swimmer ID

The committee conducted a lengthy discussion on the creation of a permanent swimmer ID. Among the issues discussed were:

- 1) The necessity of having a method of enforcing the use of the number to identify swimmers
- 2) The need to have some part of the number that changes each year to visually confirm the fact that a swimmer has registered for the current year.
- 3) The need to create the permanent ID using a formula.

- 4) The need for a check digit at the end of the permanent ID to guard against data entry errors.
- 5) The need to create a number with a sufficient number of digits to accommodate all registered swimmers into the future without recycling numbers.

The committee concluded that the database project needs a permanent swimmer ID which may be used as the USMS registration number and would like input from the Registration Committee on the subject. A possible formulation of that number would be a 4 digit prefix containing the LMSC number and a 2-digit year, a 4-5 digit ID created through a formula, and a check digit.

**MSA** - We request that the Registration Committee discuss, comment on, and give us feedback on the use of a swimmer ID that consists of 4 characters (LMSC & year) and a permanent ID of 4-6 characters, the last character of which will be a check character.

#### **VI. Next meeting date**

The next conference call will be Sunday, June 2, 9:00 PM EDT.

#### **VII. Adjournment**

The meeting was adjourned at 10:13 PM EDT.

Respectfully Submitted by:  
Lynn Hazlewood, Zone Chair