

## **End-to-End Event Management (E2EEM) Task Force Meeting Minutes**

May 9, 2010

### **Attendees:**

Lisa Baumann, Metro  
Emmett Hines, Gulf  
Steve Peterson, Pacific Northwest  
Jeanne Seidler, Wisconsin  
Ed Tsuzuki (Chair), New Jersey  
Mary Beth Windrath, Minnesota

Ed went over the E2EEM vision, benefits, and scope. The focus points will be on the post-event processing of meet results, event rankings, and top ten tabulations, as well as the pre-event processing of event sanctions and the events calendar. Ed reviewed the status of these initiatives and collected notes and suggestions from the task force members.

### **General:**

One of the key features of an end-to-end process capability would be to provide an "auto nag" (e-mail reminders) to process step owners (e.g. meet has been concluded, but no results have been submitted after x number of days, would prompt a reminder e-mail to the meet director, LMSC sanctions chair, etc.) At a start, at least the visibility of event statuses, could be provided so that there could be awareness of tasks that need to be completed.

### **Calendar of Events:**

It was suggested that a more direct path to the "local" calendar of events be provided as a first (top) choice on the Calendar page ([http://www.usms.org/comp/event\\_search.php](http://www.usms.org/comp/event_search.php)). This could be accomplished by moving the map to the top of the page, allowing the visitor to click on an LMSC (or Zone by clicking on the Zone name in the "Color Key" section), which would then take them directly to that LMSC's (or Zone's) calendar of events. Of course, they could still use the filters as provided now should they want to select two LMSCs in a different Zone for example.

It was also suggested that the "Select All" or "Unselect All" button be provided for the filters at the top of the page as well.

### **Sanctions:**

Task force to strive for standard process, with approach to ensure that USMS requirements are met, but also to educate and provide guidance to meet directors and LMSCs on overall process steps and support contacts. While USMS requirements would be consistent from LMSC to LMSC, supporting documents/information could be



customized by LMSC (e.g. local policies regarding sanction fees, deposits, LMSC contact names, etc.).

Sanction applications should be governed locally, but with common standards around event identifiers (numbering). Sanction applications could be approved, rejected, or pending (on hold) while requirements are met, or appropriate preparations are taken care of. The process should be as efficient as possible, and should strive to employ the best practices currently deployed at the LMSCs.

**Meets:**

Allow for entries to be made on-line, via mail, as well as deck entries, where registrations could be processed at the meet, via connectivity to registration process (and credit card payments).

**Meet Results:**

The task force is very pleased to see that priority has been given (top 3 projects) to complete the previously identified "must haves" for the meet results/event rankings data base (e.g. relay validations, relay preview report, editing/adding single swims, etc.), and looks forward to their delivery while the sanctions process recommendations are being developed.

Separately, Lisa B agreed to look in to the requirements for "No Show" swimmers in reporting meet results.

**Next steps:**

Continue development of meet results tools.

Ed to work with Doug Adamavich to get survey results of LMSC sanctions processes for Task Force to review at next meeting.

Next meeting target date is June 13, 8:30pm EST to begin to model a standard process for event sanctions.