

United States Masters Swimming Executive Committee Conference Call

December 6, 2005

Final

Action Item:

1. MSA the addition of a new section on differences between FINA and USMS rules in Appendix B of the rule book.
-
-

President Rob Copeland called the meeting to order at 8:31 p.m. EST. Also present were Meg Smath, Michael Heather, Julie Heather, Tom Boak, Tracy Grilli, Mark Gill, Leo Letendre, Patty Miller and Jim Miller.

Officer reports

Vice President of Community Services

Marketing Committee—Mike reported that the Marketing Committee has hit the ground running, and all members are very excited about developing and then implementing a new marketing plan. The chairs of Marketing and Planning will get together with Mike and Rob to coordinate.

Fitness Committee—Chair Jani Sutherland requested that Jody Welborn be added to the committee.

Sports Medicine, Health and Safety Committee—Laura Kessler is coordinating the lecture series that will be held at the World Championships.

Vice President of Local Operations

Records and Tabulation Committee—Julie said there has been a suggestion that the chair of Records and Tabulation be paid for tabulating the Top 10 list. She feels that if someone is paid to perform this function, it should be a contractor, working out of the National Office, and not the chair of the committee; the chair should oversee and coordinate the committee's activities. Compiling the Top 10 is clearly extremely labor intensive, but it is hoped that the process will become more automated in the near future, with submission of meet results and registration over the web. If it is decided to use a contractor, the position should be on a year-to-year basis because of rapidly changing technology. Suggestions were made to lessen the burden by dividing the responsibility up by course or geographic region, but for now no changes are planned. On a related topic, because split requests have not been retained after some national championships, making it difficult to verify these times for Top 10 and records, Julie suggested that we formulate a written policy of what documents should be saved after a national championship.

Zone Committee—The zone representatives have a project under way to determine if LMSCs have current bylaws, how old those bylaws are and if the LMSCs have a grievance procedure. They will also be determining which LMSCs to target to boost participation. An important criteria will be that the LMSC has key volunteers already in place. The Zone Committee still has money in its budget to help fund sending representatives from historically nonparticipating LMSCs to convention. A conference call for the committee is scheduled for January 8.

Vice President of National Operations

Registration Committee—Leo has talked to vendors of meet management software about making their products compatible with our registration software and Top 10 compilation. We will need a nondisclosure agreement for the algorithm that generates the authentication character. Patty will work with Leo, Hy-tek and other vendors to come up with an agreement. Standardized data requirements are also needed, most likely SDIF, since that is already in widespread use. The output can probably be simplified (e.g., to eliminate preliminary times). This integration of meet results, registration programs and Top 10 compilation should be a goal of the Records and Tabulation Committee. Another Registration issue is that occasionally swimmers have registered before November 1, and competed before November 1, but have been given 2006 cards. We need to be on the lookout for this situation. Along the same lines, registration forms in which “2005” has been crossed out and replaced with “2006” cannot be accepted. Sometimes swimmers have properly filled out their registration forms, but their clubs have held their forms and not sent them in for months. Our policy is that as soon as swimmers fill out their forms and make payment, they are considered registered, for insurance and competition purposes. For this to work, there must be the expectation that the club will turn the registration forms in within a month. As for implementing online registration, Jim Matysek has written an outline of how he thinks the procedure will work, but the Registration Committee hasn’t had a chance to comment on it yet. Feedback will also be needed from LMSC registrars.

All of Leo’s committees except for Legislation and Officials have named vice chairs.

Long Distance Committee—The committee is already hard at work. (As an aside, Jim noted that he redirected the open-water proposals submitted by the Long Distance Committee for consideration by FINA to the FINA Masters Committee.) Leo was concerned about whether the online registration for the One Hour Postal Swim will be ready in early January, as scheduled. Mark said that the One Hour Postal will be Webmaster Jim Matysek’s second priority after registration for the World Championships, but both registration sites are still planned to be implemented by January 1; Jim is close to having a test for Michael Moore this week.

Rules Committee—Kathy Casey is getting set up with the Rules Committee.

Leo would like to get all of his committee chairs together in a conference call every four to six weeks for interaction. He is undecided whether to include vice chairs too.

Vice President of Member Services

Communications Committee—Mark reported that a subcommittee has been formed to establish goals for a survey on content for *USMS Swimmer*. The Marketing Committee is also planning a survey, but it will have a different focus; however, it may be possible to integrate the two. Tom Boyd is a member of the Marketing, Communications and Editorial Committees, and as a professional surveyor will be key to the effort. Mark was asked about putting a link on our home page about both the National and World Championships, but we have been waiting until online entry is ready. Mark pointed out that we need a content editor for our website too. A suggestion has been made to have an online newsletter for the months in which we do not publish *USMS Swimmer*. We could tailor the information according to zone or LMSC. As part of the registration process, we

could let members select the type of information they would like to receive. Michael Moore would like to do broadcast emails promoting the World Championships, but Tracy says we do not currently have a good enough email database. We will have to determine instances in which we would use broadcast emails, if we had the capability of doing them. We will need to have information on this topic ready to go on the registration form and present the form at convention; if we wait until after convention to design the form, there is not enough time. We will also need a communication plan for how we will use email. Tom noted that there are services we could contract with that deliver information electronically to large groups of people. Mark noted that the Places to Swim section of the website is out of date. It is a very popular feature, and it is unfortunate that such a good service to our members is so difficult to maintain. One suggestion was to only list pools that actually have Masters workouts. This could be tied in with club registration. Mike suggested we could charge non-Masters pools to be on the list.

Editorial Committee—The committee is working together very well; the January/February issue of *USMS Swimmer* went to press yesterday, and is on schedule to be mailed the last week of December. Information on Short Course Nationals will be in this issue, redesigned for more pizzazz and eliminating esoteric information. The planning meeting for the magazine will be in June.

History and Archives Committee—The current focus is on looking for “legacy swimmers” who have been assigned ID’s that were also assigned to current swimmers.

ISHOF Nominating Committee—Criteria for coaches’ selection for ISHOF are currently being formulated.

Treasurer

Tom said he has made five check runs and the November payroll, and all accounts have been transferred. It appears that we will end up with taxable unrelated business income this year. Tom and Margaret Bayless are working with our accounting firm to determine the optimal way to record and report our magazine-related income. Tom has also been working on getting the merchant account operating, which must be done in order to implement online registration.

Finance Committee—The Finance Committee will be evaluating FOG, our investment strategy and our compensation program.

Our controller is seeking to be indemnified by USMS for the work she does for the organization. The best course is probably for her to buy insurance, which she would then be reimbursed for. Tom also needs to get statements for our investment accounts. He reminded the committee that any Executive Committee expenses need to go to Rob first for approval. Tom also reminded everyone to bring their reimbursement vouchers for airfare with them to the midyear meeting in Houston.

Secretary

Meg went over the working calendar, and noted an upcoming deadline for the Convention Coordinator to be aware of. Other approaching deadlines are for delivering the rule book to the printer and distributing the Committee Chair Handbook to the new committee chairs. Meg is working on updating the handbook, and noticed several things in FOG that will need to be addressed as a result of action taken at the 2005 convention. She is also redesigning the convention minutes form, and Julie will test the form for her

and offer suggestions. Meg is also planning to scan the archive of documents Sally Dillon turned over to her.

Meg explained that the Executive Committee has had its own printer for use at midyear meetings and convention for some time. Because the printer was several years old, and it would have cost almost as much to ship it from Greensboro to Meg's house after convention as buying a new printer, she and Sally decided to donate it to the local LMSC. We will need a printer for the midyear meeting, and Tom will talk to the hotel to see if we can use one of theirs. Meg will look into buying a compact printer that she can bring in her luggage to the convention in Dearborn and beyond.

Past President

Jim will be point man for the FINA Technical Meeting in conjunction with the World Championships. He also discussed the need to streamline the procedure for foreign athletes needing letters of invitation. Tracy suggested we send the form directly to the athlete, and it will be the athlete's responsibility to fill out the form and return it, along with a copy of the athlete's Masters registration and passport or birth certificate. Jim will work with Tracy to develop a procedure. Tracy already has received requests for letters of invitation from 10 different countries.

President

Rob reported that the new ISHOF Advisory Board began meeting last month, and he will keep us up to date about any decisions they make.

He is investigating holding a Masters camp to replace the U.S. Olympic Training Center camp. One possible location is Indianapolis.

Laura Winslow is finalizing the RFP for search firms for an executive director, and will have something for us soon.

Approval of Addition to Rule Book

Meg distributed a new section on differences between FINA and USMS rules to be added to Appendix B of the rule book. Anthony Thompson compiled the material as a project for the International Committee. **MSA to add a new section on differences between FINA and USMS rules in Appendix B of the rule book.**

Policy Manual

Julie will be in charge of compiling a policy manual. For now, the goal is just to try to get all the policies in one place. Policy manuals for USA Swimming and Pacific Masters can be used as a reference. Committee chairs will be asked to contribute any policy documents they may have. Jim Wheeler, chair of the Planning Committee, will also work with Julie, as will Meg.

Next Conference Call

Our next conference call will be January 9 at 8:30 p.m. EST. Rob asked that all officers prepare written reports before the call. Meg will remind everyone of the call one week in advance. During the call, our main task will be planning for the midyear meeting.

Meg Smath
Secretary