

ad hoc Rule Book Committee Report

Thursday, October 20, 1988

3:30 pm - 6:00 pm

1. **New Members** - Persons wishing to contribute to the rule book project who were added as committee members during the year were Marilyn Fink, Barbara Dunbar, and Maxine Nellen.

2. **Approval Process** - The committee was reminded that the Proposed USMS Rule Book could only be presented to the House of Delegates by standing committees. Therefore the rule book had been sent to the committees of jurisdiction prior to Convention. The Rules, Legislation, and Long Distance Committees will make recommendations to the House of Delegates regarding the rule book.

3. **Budget Request** - Two budget requests were presented.

A. If the rule book is approved and the committee continues its work for another year - \$560.00 in addition to a \$6000.00 inventory purchase request for publishing and mailing. Income projection for the year was \$6600.00. Lucy Johnson advised the committee that changes had been made in some of those figures by the Finance Committee.

B. If the rule book is not approved and the committee continues the project work for another year - \$1200.00.

The committee voted to approve the budget request.

4. **Bids** - Six bid requests were sent out. One bid was submitted by Gene Donner of Southtown Forms & Systems (see attached bid). The other potential bidders were asked to submit their bids even though they indicated their bids would be high.

The committee voted to recommend acceptance of the bid from Southtown Forms and Systems for publication of the rule book and to secure at least two more bids to comply with the Finance Committee requirements.

A. **Contract** - Legal Counsel has indicated that a contract would be necessary for publication of the rule book.

The committee voted to delegate the details of the contract to the committee chairperson, Legal Counsel, and the selected printer.

5. **The Rule Book Itself**

A. **Cover** - The proposed cover was presented by designer Kerry O'Brien. There was considerable discussion.

The committee voted to accept the cover as proposed.

The committee expressed its gratitude to Kerry O'Brien for his diligent work on the cover design.

B. Title - The committee voted to use a shorter title on the cover (see below) and a complete title on the title page.

(USMS Logo).....#####

1989

United States

Masters Swimming

Rules

Complete Title (on title page) - 1989 United States Masters Swimming Code of Regulations and Rules of Competition

C. Ads - Mary Lee Watson indicated that there are companies possibly interested in putting ads in the Proposed USMS Rule Book.

The committee voted to direct the Marketing Committee to solicit ads for the inside front cover, the inside back cover, the outside back cover, and black and white ads on additional back pages as necessary (rather than throughout the rule book) with those companies/persons at least covering the cost of printing those ads in the rule book.

D. Indexing - The use of tabs or colored pages was discussed.

The committee voted to put the part number in the upper outside corner of each page in bold face type (all capitals) the size of "ARTICLE 101: INDIVIDUAL STROKES AND RELAYS" on the middle of page 15, Proposed USMS Rule Book, July 1988 version.

E. Appendices

1. Records - The committee voted to include all courses (short course yards, short course meters, and long course meters) on all levels (American, open, and world), times only rather than names and/or country, including the dates those records were compiled in each title. Long Distance records will also be included in the Records Appendix.

* The committee was complimented on the inclusion of the adapted swimming guidelines. Sports Medicine will be asked to develop guidelines for lifts and transfers in and out of the water.

The committee also voted to ask USS to publish the most current available Masters records in the next USS Rule Book.

2. **Suggestions for Warmups** - The committee voted to include a condensed version of "Suggestions for Warmups" contingent upon the approval of the Sports Medicine Committee and Legal Counsel.

3. **USS/USMS Differences** - The committee voted to include an appendix listing the USS/USMS rule differences and ask USS if they would include that appendix in their rule book along with information for ordering the USMS Rule Book. June Krauser agreed to review this appendix before publication.

4. **Transfer/change of address form** - The committee voted not to include this information in the appendices due to the size of the form in the rule book and the potential need to tear it out of the rule book.

5. **Directory of LMSC Chairpersons** - There was discussion regarding the order of the information. the committee voted to leave the order as currently printed in the July version.

F. **Copyright** - The question of copyrighting the USMS Rule Book was brought up considering that many of the rules quoted are from the USS Rule Book which is copyrighted. Ted Haartz agreed to inquire of USS regarding copyrighting the USMS Rule Book.

The committee voted to copyright the USMS Rule Book pending discussion/approval from USS.

6. **Number to Order if Approved** - About 600 rule books are needed for USMS registered clubs, the Board of Directors, and LMSC Registrars. Through the House of Delegates each LMSC will be asked to estimate how many rule books swimmers/officials in their area might order.

Ted Haartz informed the committee that USS is currently committed to its policy of including USMS in the USS Rule Book at no charge.

The committee voted to recommend an order of 1200 rule books and a charge of \$6.00 per rule book (to include mailing and handling).

7. **Size of Book and Binding** - The committee voted to accept the size and binding as specified in the bid specifications.

8. **Ordering Information** - The committee voted to include an order form for the USMS Rule Book in the USMS Newsletter,

Swim-Master, and SWIM Magazine as well as a line of ordering information on USMS pages in the USS Rule Book and on the title page of the USMS Rule Book ("additional copies available from the National Office..").

8. **Errors** - The committee was reminded to submit any errors found to the chairperson at this Convention. Content issues need to be discussed with the committees of jurisdiction.

9. **Future of the Committee** - The committee voted to ask President Tom Boak to continue the committee for another year to handle the details of publication and ongoing work on grammar, punctuation, spelling, and clarity.

10. **Special Considerations** -

A. **Dedication** - The committee voted by acclamation to dedicate the 1989 USMS Rule Book to June Krauser for all her years of dedication to USMS rules. A front page will be devoted to this purpose.

B. **Credits** - The committee voted to give editorial credit on the title page to Kathrine Casey, Gail Dummer, and Christine M. Martin.

11. **Recommendation** - The committee voted to recommend publication of the USMS Rule Book (July version as corrected at this Convention to include Rule, Legislation, and Long Distance Rule changes passed at this Convention) for 1989.

Respectfully submitted,



Kathrine J. Casey, Chairperson
Nick Fazzano, Acting Secretary

- Dr. Ronald dkin
- ✓ Gene Donner Niagra
 - ✓ Lola Donner "
 - Mary Dowlen S Carolina
 - ✓ Craig Tribuzi Southwestern
 - ✓ Marge Ramanauaras MD
 - Diana Jodd SPM A
 - ✓ Don Goerke GA
 - ✓ N. Koht, Anderson GA
 - ✓ Louise Donovan Central
 - ✓ Jerry Donovan "
 - ✓ Ginny Bay OHIO
 - ✓ Hill Arrow NC
 - ✓ Dorothy Donnelly exec. See
 - ✓ Kim Hansen swim mag.
 - ✓ Peggy Buchanan CO
 - ✓ Lisa Watson GA



SUPPLEMENT TO RULE BOOK BID - POSTAGE

<u>Estimated Postage Cost*</u>	<u>Handling</u>	<u>Total Cost</u>
1st class \$1.45/ea.	\$.25/ea.	\$1.70/ea.
3rd class \$1.10/ea.	\$.25/ea.	\$1.35/ea.
Non-profit Bulk approx. \$.40/ea.**	\$.35/ea.	\$.75/ea.

* Subject to change, based on postal rates

** Minimum 200 pieces/ mailing, based on weight and number of pieces (labels in zip code order required).

Above prices include envelopes (similar to enclosed envelope)

To: Prospective Bidders

From: Kathrine J. Casey
USMS Rule Book
11114 - 111th St. S.W.
Tacoma, WA 98498
(206)588-4879

Please return bids to Kathrine Casey
by October 1, 1988.

United States Masters Swimming, Inc., will consider approval of its own rule book at the annual House of Delegates meeting October 19 - 23, 1988. Should the USMS Rule Book receive approval, bids for publication of the rule book must be available at that time for selection by the House of Delegates.

BID SPECIFICATIONS

Overall size - 5 1/2 x 8 1/2 (Half Sheet, trimmed)
(original will be on 8 1/2 x 11)

Pages (body) - 105 numbered pages
- 5 1/2 x 8 1/2 (trimmed)
- black ink
- 20# bond, white
- camera ready

Cover - 65# coated dull
- 2 colors
- option: 3 colors

Binding - saddle stitched

Due date - January 1, 1989

Lead time - 4 weeks

Number of half-tones - _____ (to be filled in by USMS Marketing Committee)

Quantity - 600, 1200, 2000, 3000

Total cost for:

600, 2 color cover \$	<u>4.25</u>	2000, 2 color cover \$	<u>1.95</u>
600, 3 color cover \$	<u>4.50</u>	2000, 3 color cover \$	<u>2.00</u>
1200, 2 color cover \$	<u>2.75</u>	3000, 2 color cover \$	<u>1.75</u>
1200, 3 color cover \$	<u>2.85</u>	3000, 3 color cover \$	<u>1.80</u>

Gene Donner
Southtown Forms & Systems
4220 South Park Avenue
Blasdell NY 14219
(716) 823-3873

ADDITIONAL COSTS

Delivery - Freight to Buffalo, New York, for total order

600	\$	<u>NONE</u>	2000	\$	<u>NONE</u>
1200	\$	<u>NONE</u>	3000	\$	<u>NONE</u>

OR mail 600 books to individuals (mailing labels provided by USMS) and ship the balance to Buffalo, New York.

600 (to individuals only)	\$	_____	2000	\$	_____
1200	\$	_____	3000	\$	_____

SEE ATTACHED

Cost of second printing - 500 copies \$ 3.50

- 1000 copies \$ 2.50

- 1500 copies \$ 2.25

Indexing - Should USMS decide to tab or color code each of the parts of the rule book, what would be the additional costs?

Tabs - Black numbered tabs (about 1/2" square) on the far right margin of each odd numbered page, 7 sections.

600 copies	\$	<u>.20</u>	2000 copies	\$	<u>.12</u>
1200 copies	\$	<u>.15</u>	3000 copies	\$	<u>.10</u>

Color coding - What would be the cost of printing each of six parts of the rule book on a different color of 20# bond paper (colors to be decided later)? The pages preceding Part One would be white and the Appendices after Part Six would also be white. That would be about 60 pages printed on 20# bond colors. Would there be any additional cost for using different colors of paper? If so:

600	\$	<u>75.00</u>	<u>.125</u>	2000	\$	<u>225.00</u>	.075 <u>.125</u>
1200	\$	<u>125.00</u>	<u>.104</u>	3000	\$	<u>350.00</u>	<u>.125</u>

Photographs - one 1/4 page photo on page 3, black and white glossy

600	\$	<u>15.00</u>	<u>ea</u>	2000	\$	<u>15.00</u>	<u>ea</u>
1200	\$	<u>15.00</u>	<u>ea</u>	3000	\$	<u>15.00</u>	<u>ea</u>

Thank you for submitting the above information. Please submit bids to:

Kathrine J. Casey
11114 - 111th St. S.W.
Tacoma, WA 98498

(206)588-4879

by October 1, 1988

UNITED STATES MASTERS SWIMMING CONVENTION
OCTOBER 19-23, 1988
ST. LOUIS, MISSOURI

COMMITTEE Rule Book

CHAIRMAN Kathy Casey RECORDER NICHOLAS FAZZANO

VOTING MEMBERS PRESENT:

KATHY CASEY
NICHOLAS FAZZANO
Gail Sumner
Tina Martin
Dorothy Donnelly
TOM LYNDON

Kathy Casey
JUNE KRAUSER
David Zander
Art Smith
Lucy Johnson

(10)

NON-VOTING MEMBERS. VOICE AT OPTION OF THE CHAIR.

Andy Schrag
Ted Haartz
Craig Taylor
Bob Merrick
TD HUGHES
George Peterson
George Cunningham
Eileen Schappel
Catherine Cunningham
FRANK TILLOTSON
Margaret Samson
Stan Prazer

Bill Weir
MICHAEL HEATHER
~~Steve Rhea~~ Wilkins
Don Kirby S.TEX.
Leo Letendre
Russ Lyman
Bill Whitch
DON MEHL
Judy Selles
STU MARVIN
Jim Goodenough
Betty O'Neil
Mimi Donnelly
John Cooper

Jim Miller
Craig Tribuzi
Pat Diehl

(29)

Please attach a copy of the Minutes of your meeting to this form and return it as soon as possible to Nancy Ridout, USMS Secretary. It must be handed in before you leave the Convention.

All Committee actions require approval of the House of Delegates. Any such actions must be handed to Nancy Ridout prior to the House of Delegates meetings.

39 total

9