

AD HOC RULE BOOK COMMITTEE

Minutes of 9/19/91

Kathy Casey and Gail Dummer, Co-chairs

COMMITTEE MEMBERS PRESENT: Kathy Casey, Gail Dummer, Nick Fazzano, Stephen Hogan, Kathy Keffer-Sharpe, June Krauser, Julie Paque, Eileen Schappel, Meg Smath, Christine Winn, Jeanne Bostwick.

OTHERS PRESENT: Bobbi Turcotte, Clarice Rossi, Paul Fortoul, Patricia Diehl, Joseph L. Kurtzman, Bill Hall, Kim Shaw, Walt Reid, Ginger Pierson, Lou Abel, Barbara Bower

1. Julie Paque agreed to be recording secretary.
2. Standing committee proposal: L-21 is supported by the Rule Book Committee.
3. Proposed reorganization of Part 1: Julie Paque has proposed a reorganization of Part 1 of the Rule Book to allow for a more logical progression from general to specific. It was decided that this will be delayed until next year (a Rules year).

4. 1991 Rule Book: Income: \$5100 from ads, \$2635 from sales (does not include books that go to teams, etc). Expenses: \$4019.

An evaluation form was included in the 1991 Rule Book. Responses were very favorable.

5. 1992 Rule Book:

A. Appendices

The committee voted to add an appendix of Ransom J. Arthur and Coach of the Year award winners to the 1992 Rule Book.

The suggestion was made to include the year each record was set in Appendix A. Gail Dummer will determine if this is feasible.

The suggestion to add an appendix with differences between USMS and FINA/MSI rules will be studied for the 1993 Rule Book.

B. Cover design

The cover designed by Kathy Keffer-Sharpe and Steve Hogan was selected for the 1992 Rule Book. Because it is a photograph it will add approximately \$1100 to the production cost.

C. Quantity of Rule Books to be printed: 1500

D. Convention work: Representatives from the Rule Book Committee are attending other committees for informational purposes.

Please give any corrections to the committee directory in Appendix E to Kathy Casey, Gail Dummer, or Julie Paque.

E. Work to be Done:

Advertisements: Current sales are reported to be slightly lower than last year at this time. The Rule Book committee would like to thank Mary Lee Watson for the superb job she and her committee have done.

Permission has been received to reprint relevant portions of the USS Rule Book in the USMS Rule Book.

Additional tasks for the 1992 Rule Book were discussed and assigned.

6. 1993 Rule Book:

Julie Paque invited all those who would like to join the committee to let her know. Some of the plans for the 1993 book include continuation of the cross-referencing project and the addition of an index to the book.

7. 1992 Budget:

Kathy Casey distributed copies of the 1992 budget to the committee.

8. The meeting was adjourned at 5 p.m.

Respectfully submitted, *Julie M Paque*

Julie Paque, Recorder

1991 USMS Rule Book Evaluation

The USMS ad hoc Rule Book Committee would appreciate your comments and suggestions regarding the quality of the USMS Rule Book. Your feedback is important and will be considered for future editions.

- 1. Describe yourself and your use(s) for the rule book. Check all that apply.

Table with 2 columns: 'Your role(s):' and 'Uses of the Rule Book:'. Rows include Swimmer (34), Meet director (17), LMSC/USMS officer (25), Meet official (15), Coach (19), Other (3) and Swimming rules (38), Sanction information (26), Record requirements (26), Meet conduct (29), Long distance rules (19), Meet schedule (16), Record times (21), USMS directory (28), Adapted swimming (12), Other (3).

- 2. Please rate the following items by circling the appropriate number.

Table with 6 columns: 'Rule Book format:', 'Excellent', 'Very Good', 'Good', 'Fair', 'Poor'. Rows include Ease of finding information, Table of Contents, Page headers, Organization of material, Print size, Dimensions, Placement of advertisements, Layout.

Appendices/additional information:

Table with 6 columns: 'Essential', 'Not Important'. Rows include Major changes for 1991, Records, Names of record holders, Record application form, National/world meet schedule, LMSC boundaries, LMSC boundary map, USMS committee directory, Alphabetical address list, USMS/USS rules differences, Adapted swimming guidelines.

- 3. How often do you use the USMS Rule Book? weekly 7 monthly 21 other 12

- 4. Please list any suggestions or comments for any future editions of the USMS Rule Book.

Thank you for your help! Please return this evaluation form to: Marilyn Fink, 5518 Laramie Way, San Diego, CA 92120.

APPENDIX H

DIFFERENCES BETWEEN FINA AND USMS RULES

- * **Records.** World records may be established when timed by three watches.
- * **Initial Splits.** Initial splits timed by three watches may be used for world record purposes.
- * **Relay Splits.** Relay splits timed by three watches may be used for world record purposes.
- * **World Record Documentation Requirements.** In addition to required USMS documentation, pool length certification, proof-of-age (birth certificate or copy of passport), and marriage certificate for women must be received by the World Record Chairman within six (6) months of the date of the swim.
- * **Age Groups.** Swimmers must be 25 years of age or older to participate in FINA/MSI meets.
- * **Relay Records.** A World-record-setting relay may also set the World record for younger relay age groups in that relay event with the same swim.
- * **False Starts.** When a second false start is committed, the heat will not be called back. The violator will be disqualified at the end of the race.

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

Following are the bid specifications from last year. As agreed Sooner will print the 1992 rule book at the same price per copy as for 1991 with the exception of any increase in costs of materials. So that I can prepare our budget for 1992, would you please indicate the costs below? The name of the cover stock is wrong, and I cannot remember the name of it (the same cover stock that was used on the 1990 rule book). Please write in the correct cover stock and include that in the price. I also added a question about photographic covers and eliminated a few things we didn't use. Thank you!

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

Cover - ~~10 pt. cast coated~~ *10 pt. CIS cast coated* (Correct cover stock _____)
- 3 colors

Binding - perfect binding

Due date - January 2, 1992

Lead time - 4 weeks

Quantity - 1200, 1500, 2000, 3000

Total cost for: 1200 \$ 2772.34 2000 \$ 3350.74
1500 \$ 2989.24 3000 \$ 4073.75

ADDITIONAL COSTS

What would be the cost of printing an 8 1/2" X 11" evaluation sheet (no reduction, camera ready copy), folding it in half, and placing one inside the front cover of each rule book? \$ 10¢ per copy
(We probably won't do this, but give us the price just in case.)

Company Name Sooner Web & Offset, Inc. Phone number (405) 436-6000
Representative's Name Doug Kindrick
Address PO Box 1566, 200 Legal Press Lane, Ada, OK 74820
Toll Free Number 800-628-4451 Fax Number (405) 436-6026

(ADDITIONAL COSTS)

(Company Name Sooner Web & Offset, Inc.)

What would be the cost of printing mailing envelopes (like the one the 1991 book was sent in)? Please indicate the cost of 1500 envelopes.

32#, 6 1/2" X 9 1/2", clasp \$ 200.02

Mail books to individuals or large orders by UPS (mailing labels provided by USMS) during the year as orders come in. (Estimate mailing/handling costs.)

Individual books at 25¢ plus \$1.33 third class postage.

Bulk shipments at \$2.00 per box plus UPS charges.

Do you have a bulk mail permit? YES NO Could you mail books via the nonprofit bulk rate permit of the local Masters swimming organization in your area? YES NO

Cost of second printing - 100 copies \$ 1546.20 200 copies \$ 1600.26
300 copies \$ 1654.32 500 copies \$ 1762.43

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.

1200 copies \$ 298.58 2000 copies \$ 298.58
1500 copies \$ 298.58 3000 copies \$ 298.58

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:

1200 \$ 29.91 2000 \$ 44.22
1500 \$ 35.27 3000 \$ 62.10

Cover photograph - In case the committee chooses a photographic cover design, what would be the cost of printing a photograph on the cover (using the same cover stock that was used on the 1990 rule book)? No photographic designs have been submitted yet, so the photo could be any size from small to the full size of the cover. Please indicate prices for color or black and white.

See alternate bid for 4-color process cover

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

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

(206)588-4879

Thanks!
Kathy

Non-committee members - attending the ad hoc Rule Book
Committee meeting

Bobbi Tussette	SDIM
Cervice Rosier	Central
Paul Fortoul	Metropolitan
Patricia Diehl	Potomac Valley
Joyce L. Kurtzman	Oreg (et large)
BILL HALL	NORTH TEXAS
Kim Shaw	North TX
Walt Rind	PNA
Ginger Pussion	Oreg
Kou Abel	New Jersey
Barbara Bower	Southern