Records and Tabulation Minutes

Date/Time of meeting: Apr 10, 2011, 7pm EST (Conference Call)

Present: Greg Danner, Barbara Dunbar, Cheryl Gettelfinger, Emmett Hines (Vice Chair), Donna Hooe, Walt Reid (USMS Records Administrator), Jeanne Seidler (Meet Results Coordinator), Chris Stevenson (Chair), Mary Sweat, Mary Beth Windrath (National Swims Administrator)..

Motions Passed

1. MSA (unanimous) to accept the minutes from the Feb 21, 2011, meeting.

Meeting Minutes

The meeting was called to order at 7pm EST.

Pilot Group

At the last meeting, a decision was made to expand the size of the E2EEM "pilot group" with LMSC Top Ten Recorders (TTRs). Chris sent out a message to the top ten recorders of 12 LMSCs describing the program, giving instructions, and inviting them to join. Only 3 responded to the email and asked to join.

Currently 34 LMSCs are represented on the pilot group and thus able to upload their own meet results; these LMSCs represent 65% of the LMSC and about 80% of the USMS membership. However, membership in the pilot group does not mean that all are using the tools to upload their meets, or that every meet in the LMSC is uploaded. In the online forum, Mary reported that 16 LMSCs used the web tools to create their top ten submission reports for the SCM10 season, and that 6 LMSCs that had access to the web tools did NOT use them to create their submission.

Reasons for the poor response to the email and the lack of full participation in the pilot group were discussed. It may be that TTRs did not see the need to use the web tools to prepare their TT submissions, or that they do not wish to upload meet results during the season, preferring either to ignore that or to have Jeanne (meet results coordinator) do it for them. Many LMSCs or long-time TTRs have their own "system" for tracking results and producing TT submissions, and may not want to do something new.

It was pointed out that eventually -- once E2EEM is fully deployed -- that TTRs will have to be uploading all their own meet results. Will there even be a "Meet Results Coordinator" at that point? It was thought that the National Office might play that role.

Given the lack of response, **Chris will invite the remaining LMSCs to join the pilot group, and will work with Anna Lea to increase participation.** Also, **Jeanne volunteered to give a list of current "active uploaders."**

Zone Reps

At the last meeting, we briefly discussed the idea of assigning Records and Tabulation committee members to individual zones to serve as mentors and to help prod the LMSCs to get meets onto the USMS calendar and prod top ten recorders to upload results. The idea is (i) to increase participation (ie, get more meets onto the USMS calendar and more results into the database) and (ii) to

transition to a time in which these duties are handled at the LMSC level rather than depend on someone like Jeanne to upload many/most meet results.

The following initial assignments were made after the last meeting:
- Breadbasket: Chris Stevenson*
- Colonies: Greg Danner
- Dixie: Donna Hooe**
- Great Lakes: Cheryl Gettelfinger
- Northwest: Mary Sweat**
- Oceana: Jeanne Siedler*
- South Central: Emmett Hines
- Southest: Barbara Dunbar

There was an attempt to assign committee members to their own zone, but we have "gaps" on the committee roster where there is no representative from a given zone. In these cases (marked with a *), either the chair (Chris) or the current Meet Results Coordinator (Jeanne) were assigned to the zone.

This idea was discussed at some length at the meeting (and also some in the online forum), and the following points were raised:
- Donna and Mary (indicated with **) do not have access to a copy of Meet Manager. There was a suggestion that, if we are going to serve as mentors in the future, all members of the Records and Tabulation committee should have a "disabled" copy of Meet Manager just like all LMSC top ten recorders do. **Chris will pursue this idea with the national office.**
- Committee members seemed supportive of the idea of serving as mentors but were less enthusiastic about checking that meets have been added to the USMS calendar or that results have been uploaded. It was noted that this will eventually be a part of the E2EEM process anyway and is more appropriately a part of the sanctioning process. Anna Lea Matysek (national office) has prepared a number of tutorial documents, aimed at beginners. They are located in a new web page, entitled [Top Ten Tutorials](#).
- Continuing in that vein, several expressed reservations about "gentle reminders" about uploading results coming from committee members. Coming from the same zone might help, but TTRs might respond better from officers in their own LMSC. The possibility of Anna Lea helping was also raised.
- Meet results should be uploaded within a "reasonable time" and swimmers are coming to expect that. Ultimately (sometimes not-so-gentle) reminders from swimmers may be the best way to get TTRs in the habit of doing this.

Convention Workshop

The committee will offer a tutorial workshop at Convention, at two different times. Chris solicited ideas for topics and the following were mentioned:
- uploading meet results
- web tools to generate TT submissions
- use of an REI file in Meet Manager
- use of a Records file in MM
- exporting meet results from MM into the proper format for upuloading
- basically: go thru the topics in TT tutorial page

The meeting was adjourned at 7:58pm.