

Records & Tabulation Committee Minutes of Conf. Call 02/26/2017

Committee Name:	Records & Tabulation Com.	Session #:	
Committee Chair:	Jeanne Seidler	Vice Chair:	MJ Caswell
Minutes recorded by:	MJ Caswell	Date/time of meeting:	Sun. 2/26/17 at 7pm cst

Number of committee members present: 9	Absent: 1	Number of other delegates present: 0
Committee members present (list all, including chair and vice chair): Walt Reid, Mary Beth Windrath, Kim Thornton, Jeanne Seidler (chair), MJ Caswell (vice chair), Cheryl Gettelfinger, Mary Sweat, Jim Maysek, Chris Stevenson		
Committee Members Absent:		

Minutes

1. The meeting was called to order at 7:03pm (CST).
2. Minutes from last meeting (Normally will have a motion to approve minutes from last meeting and open discussion, if discussion needed. The last meeting minutes are those from the meeting at the convention.) See <http://www.usms.org/admin/minutes/records-2016-9-23-1.pdf> for the minutes.
3. Announcements – meeting time at convention has changed to Thursday afternoon instead of Friday morning.
4. Mary Beth completed the Short Course Meters Top 10 with assistance from Mary Sweat. Corrections due by Feb. 28th.
5. Summary from BOD meetings by VP Chris Stevenson.
 - a. If any committee wants to a workshop at convention, make a proposal. (future discussion topic for us – do we wish to hold a workshop? What topics would we cover?)
 - b. There is an RFP to outsource certain IT functions to free up IT time. It would be not swimming related, more website management tasks. One possible benefit would be freeing up IT staff to work on IT projects.
6. Differences in Official Time determination. Resource documents. Can this be added to the Guide to Operations? Yes, Folks need to set meet manager to FINA rules. Mary Beth and Walt to work with Jeanne to update the GTO.
7. Revisions to Record Application, Pool Measurement form and Split Notification Form. Please be sure to use the new forms. Replace any old copies on your LMSC websites. Best practices would be to link to the USMS website for these forms so that if they are replaced, you still have to most current document.
8. Revisions to the RT Committee Responsibilities in Article 507.1.11 in the Rule Book (#1 on the worksheet). Please read and see if you think it reflects what the RT committee should be.
9. Possible rules changes or updates to Article 105 in the 2017 Rule Book (#2 on the worksheet). Please write any changes you think are needed on Article 105 on the worksheet and give feedback quickly to Jeanne.

10. Projects List for Prioritization for IT Committee ... Review list of projects. Do not share list except with members of this committee. (#3 and #4 on the worksheet) Please provide feedback to Jeanne.
 - a) Pool Measurement Database to replace spreadsheet and interface to sanction/calendar
 - b) Records identification in meet results uploaded via top ten tools
 - c) Two records web display changes from Mary Beth (alphabetize and club anomaly)
 - d) Point about USMS Calendar not displaying names entered as Director, Entries Person and displaying no contact info if there is more than the single contact, displaying as "Other Contact".
 - e) Other? (#4 on the worksheet) Please document any issues that should be on the IT list and are not on it, please document it and submit it to Jeanne.

11. Other Rule/Legislation Proposals
 - a) Proposal to change pool certification/measurement philosophy to align with FINA Masters pool certification rules was rejected last year. Consider proposal to eliminate bulkhead confirmation measurement for Top 10 consideration, retaining bulkhead confirmation measurement for records. Or wait a year or two to propose after a cool down period on the issues. (#5 on the worksheet). Please record any thoughts on the worksheet and return to Jeanne.

 - b) Possibly define a rule for the two week window for meet uploads. The rule exists in the USA Rule Book with regard to requiring meet directors to deliver results by two weeks, but this does not allow for the post processing work by the TTR. (#7 on the worksheet). We decided not to address this as it is a LMSC standard not a rule.

 - c) Other proposals? (#7 on the worksheet)

12. Any new documentation needed in the GTO? (#6 on the worksheet). Do we need other kinds of documents in the GTO?

13. Last call for anyone wishing to make any remarks.

14. Summary of this meeting and action items.
 - a) Jeanne will check with Anna Lea if new record form can be part of Meet Manager.
 - b) Differences in Official Time determination need to be in the resource documents. Can this be added to the Guide to Operations? Yes, Folks need to set meet manager to FINA rules. Mary Beth and Walt to work with Jeanne to update the GTO.
 - c) By March 10 all committee members please review the worksheets and add thoughts. Return to Jeanne.

15. Next Meeting March 19th or April 2.

16. MJ motions to adjourn. Walt seconded. Meeting was adjourned at 8:00 CST

RT Committee February 26, 2017 Conference Call Worksheet

Thank you for participating on the RT Committee!

It's been my experience on conference calls that the call environment doesn't adequately permit everyone to have an opportunity to express ideas and concerns on the topics that are pertinent to the call. This document is a worksheet that will allow each of us to write down our thoughts and ideas on the various topics. Please return the document to me by March 7, 2017. I will compile the results and distribute them back to the committee for the next conference call. Your responses will be anonymous unless you want me to identify your specific ideas.

Please return your completed document to jseidler2@wi.rr.com March 10, 2017.

1. The definition of the RT Committee responsibilities is article 507.1.11 in the Rule Book (g. 104 of 2017 edition). Please refer to the 2017 Rule Book to read the definition. What are your thoughts as to the responsibilities of the RT Committee? Should these responsibilities be expanded? If so, what should the new responsibilities be?

2. The RT Committee is responsible for the articles in the rule book pertaining to Top 10 and Records (see Article 105) and Pool Measurements. Please read Article 105. Please note any changes that you think should be made to the items in this article.

3. The most current project list is huge, but this committee is interested only in projects identified as EEEM and then only those pertaining to pool and not long distance. Please scan the list. If you see any projects that are no longer pertinent, please note those below.

4. After viewing the project list, do you have any items that should be added to the list? Perhaps you had a conversation in your LMSC where someone brought up a new need for information from IT systems. If so, please list the need here.

5. At the last convention, our RT Committee rules proposal to align pool bulkhead confirmation measurement rules with the rules of FINA failed in the Rules Committee. Since it was a not-recommended item, we pulled the proposal for discussion in the HOD. Although we made very valid and rational points for the recommendation, there were other presenters who spoke against the proposal. My impression was that some individuals in the HOD thought our proposal was to eliminate all pool measurements rather than just the bulkhead confirmation. My point of concern about bulkhead confirmation measurements is that the bulkhead positions are unlikely to change, and if a bulkhead changes, it is the exception and it is probably not going to be shorter. And if there is a change, it's probably trivial. Also, the persons certifying the measurements are the same persons who have an interest in making sure the measurements are reported correctly. For our committee to move forward with matching USMS Rules to FINA Rules, the next way is to figure some small steps. Perhaps a phased approach. Possibly eliminate for Top 10 but not records even though it does not align with FINA rules. Please list any ideas you might have with making any small steps to aligning bulkhead confirmation measurement requirements with FINA rules.

6. Please look at the Top 10 / Records section of the GTO. Is there other documentation for TTRs that you think would be helpful.

<p>7. Sometimes we see items in rules or policies that are not as pertinent to 2017 as in the past. For example, some meets use Meet Mobile to produce heat sheets (free or for a price). A printout of a heat sheet to support a record might consist of a screen print from Meet Mobile. Do you see any items in rules or policies that need updating to 2017 technology? Or do you see things done that might no longer need to be done?</p>
<p>8. Any other thoughts that you wish to bring up with regard to Top 10, Records or the RT Committee?</p>

Scheduling Question

The best days/times for future conference calls are:	The worst days/times for future conference calls are:

Attached as a PDF is the agenda for the Sunday, Feb 26th Conf. Call which is a copy of the content of this e-mail. The PDF if there if you wish to print the agenda.

A second document is attached to this agenda which I will explain at the meeting. It is a worksheet to use for collecting thoughts about the agenda items, either before or after the meeting.

Here's the information for the Sunday, Feb 26th, 2016, R&T Conference Call

The meeting will begin at 7:00 PM central time on Sunday and run for one hour.
(6:00 PM-Mountain, 5:00 PM-Pacific, 8:00 PM-Eastern)

Calling instructions: (number is the same as in the past):

Toll call-in number (preferred): 518-530-1840

Toll-free call-in number: 855-212-0212 (please use only if you do not have a free long distance phone)

Meeting ID number: 576-048-142 (without the dashes) followed by #.

If you will not be attending the call, please e-mail me or respond to this forum message.

Occasionally on conference calls, there is audible interference which makes hearing difficult. Please consider using the mute capability of your phone when not speaking so that the audible interference is minimized. Just remember to un-mute when you want to speak. Thank you, in advance, for using the mute/un-mute technique.

In the last 10 minutes of the call, I will stop conversation and give anyone a chance to speak who might not have been recognized earlier in the call and was unable to contribute to the discussion.

This meeting is a discussion about several points to establish direction for potential rules/legislation proposals for the upcoming convention. The deadline for proposals is July 10, but the rules committee has requested that proposals be submitted in advance of the deadline to give the committees time to work with the proposals.

Agenda for February 26, 2017

1. Attendance List confirmation
2. Minutes from last meeting (Normally will have a motion to approve minutes from last meeting and open discussion, if discussion needed. The last meeting minutes are those from the meeting at the convention.) See <http://www.usms.org/admin/minutes/records-2016-9-23-1.pdf> for the minutes.
3. Announcements
4. Summary from BOD meetings by VP Chris Stevenson.
5. Differences in Official Time determination. Resource documents.
6. Revisions to Record Application, Pool Measurement form and Split Notification Form.

7. Revisions to the RT Committee Responsibilities in Article 507.1.11 in the Rule Book (#1 on the worksheet).

8. Possible rules changes or updates to Article 105 in the 2017 Rule Book (#2 on the worksheet).

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b) Records identification in meet results uploaded via top ten tools

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b) Define a rule for the two week window for meet uploads. The rule exists in the USA Rule Book with regard to requiring meet directors to deliver results by two weeks, but this does not allow for the post processing work by the TTR. (#7 on the worksheet)

c) Other proposals? (#7 on the worksheet)

11. Any new documentation needed in the GTO? (#6 on the worksheet).

12. Last call for anyone wishing to make any remarks

13. Summarize this meeting and any action items.

14. Adjourn