USMS SPECIAL ASSIGNEMENTS & LIAISON REPORTS

CONTROLLER – Cathy Pennington

The Controller's job has been pretty normal this year. Monthly financial statements with reviews (that I try to write in English), weekly checks, the annual audit or review and preparation of the annual tax return follow a predictable pattern that helps support the financial foundations of USMS. My goal is to provide good, timely information to the Executive Committee and the rest of USMS to support the real work of USMS.

FINA REPRESENTATIVE – June Krauser

The FINA Masters Committee met on March 21-22, 2002, in Christchurch, New Zealand before the IX FINA World Masters Championships. We met with the Organizing Committee and tried to straighten out a few problems. They did a good job at the Championships and had more Volunteers than I have ever seen! The Championships ran smoothly until they got to the Open Water Swim. Had a few problems that must be solved. The Entertainments were marvelous. Had a chart for seating for over 800 people at the Gala! On March 23rd the FINA Masters Congress was held. USMS's two representatives were Jim Miller and Michael Collins. It didn't take long and was followed by lunch. A breaststroke kicking movement is permitted for butterfly – passed with no problem. Another rule that was amended to read, "World Records can only be established in a Masters meet sanctioned by a member." 'Member' meaning 'Federation'. Swimmers who have to be disqualified must be listed with coded reason for disqualification in the results. There will be a Special Edition of the FINA Masters News with the top three in every event, Statistics, photos, World Records broken, etc. The FINA Bureau meeting in Moscow voted on the site of the X FINA World Masters Championships. They are to be held in Riccione, Italy. You might ask, where? I looked it up on a map and it is a small town on the East Coast just SE of Bologna on the Adriatic Sea. Riccione is a completely modern sports complex thanks to its up to date services and equipment including three pools: one covered and two open air. All of this can be found in idyllic surroundings of a large park just a few minutes from the sea. In summer the swimming pool is open to the public seven days a week from 10 am to 6 pm including holidays. The complex is made up if a ten lane Olympic-size swimming pool (50m x 25m) and a diving pool which measures 24m x 18m and is 5m deep at all points. The diving pool has a diving tower with fixed diving boards at heights of 5m and 10m and approved springboards at heights of 1m and 3m. An area of park, which is equipped for the welcome, and comfort of the users of the pool surround these pools. There are shaded areas, stands with space for up to 2000 spectators and a friendly and efficient bar for refreshments. The FINA Masters committee meeting for 2003 is scheduled for March or April 2003. There will be a FINA Masters Commission meeting (Bureau Liaison, Chairman, Vice Chairman, Secretary) in September at Lausanne with the following agenda:
1. Review and analysis of the IX FINA World Masters Championships.
2. Specific recommendations for change arising from the above.
3. Review all Masters Rules to provide a complete code exclusively for Masters Competition.
4. Revision of the Guide of Conduct of Masters Events.
5. Future development of Masters Swimming worldwide.
6. Standardized computer programs for each discipline at the FINA World Masters Championships.
7. FINA Masters Website.
8. Report on World Records and Top Ten – any proposals for change.
9. Report on FINA Masters Newsletter and review of future direction.
10. Xth FINA World Masters Championships.

INTERNATIONAL LIAISON – Jim Miller, MD

FINA CONGRESS REPORT - Christchurch, New Zealand – Jim Miller, MD, USMS President

The FINA Technical Masters Congress was convened on March 23, 2002. The USMS representatives voting for US Masters Aquatic Sports were Jim Miller, MD, and Michael Collins, Chairman of USMS Coaches Committee. It is usual that USMS shares one of its two votes with one of the other Masters aquatic sports, but after the diving representative withdrew several weeks prior to the meeting, the other disciplines could not make arrangements to get to New Zealand in time for the meeting. The meeting was held the day prior to the start of the Masters World Championships, which featured all of the Masters aquatic sports.

Michael and I participated in the discussions and voted on various agenda topics. The final results of the meeting can be summarized as follows:

- Adoption of an international waiver which specifically states:

"Masters Competitors must be aware of the need of being well prepared and medically fit before entering into Masters competitions. They shall assume full responsibility for the risks included in competing in such competitions. In consideration of their entry, they must agree to waive and release FINA, the Organising National Federation and the Organising Committee from any kind of liability for accidents, which may cause death, injury or property loss. Entry Forms containing a warning of the risks, an Accident Waiver and Release of Liability must be signed by each Masters competitor."

- Defense of allowing the breaststroke kick to continue to be legal in Masters butterfly events. This was passed.
- Defeat of a motion to allow relay teams to be composed of members from two different clubs and have their times become eligible for all official purposes.
- Passage of a motion stating: "World Records can only be established in a meet sanctioned by a Masters Member." In the US, this means that times achieved at any meet sanctioned by USMS will be eligible for consideration for World Records assuming that the event meets all of the standards of competition.
- "Swimmers who had to be disqualified must be listed along with the coded reason for disqualification in the results." This is the language that passed for international meets.
- Masters open water events are now restricted to distances of 5 K or less. There is no longer any provision for paddle boards/canoes or escort boats for each athlete.
- The numbering of caps is now mandatory in all open water events, and new language was passed for seeding: "Swimmers shall be seeded according to age groups from the youngest to the oldest. Swimmers may be selected irrespective of gender. The slowest entered swimmers of each age group may comprise and be seeded in special heat(s)."

The site of the next World Championship was briefly discussed. So far, Mexico and Italy are in the bidding, though there were rumors that Mexico was going to withdraw their bid. Discussions were conducted with the FINA Committee about the US bidding for Worlds in 2006. These topics will be forwarded to the International Committee for consideration and for site selections.

Along the same lines, the Pacific rim nations are coming to USMS to produce a site for the Pan Pacific Championships, which actually should be held in 2004. The bid process was to have been conducted in Hong Kong where Pan Pacs were to have been held in October, 2002. This meet was not held due to the events of 9/11, and therefore the next site was not picked. These discussions will be submitted to the USMS International Committee for further consideration and site selection with the suggestion that Hong Kong should be invited to be the host since their original planned meet had to be cancelled.

IGLA LIAISON – Cris Meier Windes

At the close last year's (2001) United States Masters Swimming (USMS) annual convention, the incoming President, Dr. Jim Miller, established a Liaison to International Gay & Lesbian Aquatics (IGLA) for furthering communication
between both bodies. As the appointee to this position, I addressed a letter of introduction to the IGLA Board of Directors with a copy to USMS. Their web address is http://www.igla.org. The major focus for this year in IGLA will be the aquatics events at Gay Games VI, in Sydney Australia. On this 20th anniversary of original 1982 event, aquatics competitions will take place in Masters Swimming, Water Polo, Diving and Synchronized Swimming. Twelve hundred swimmers are expected to compete in the full slate of Masters Swimming events that will be contested at the Sydney Aquatics Centre-the site of the swimming events at the Olympiad in 2000. IGLA is proud to be a part of USMS, and looks forward to working closer withour national swimming family.

ISHOF LIAISON – June Krauser

USMS SPECIAL ASSIGNEMENTS & LIAISON REPORTS

It has been a year of turmoil for ISHOF. They tried to move to a city parking lot just north of Las Olas Blvd. But lost the bid to another developer. Hard feelings materialized between the City Commissioners of Fort Lauderdale and ISHOF. Several other cities in the area were interested. The ISHOF Board decided on the City of Hollywood after hearing three proposals. After a time, that deal fell through and ISHOF pulled out of that deal. They are now negotiating with the city of Pompano Beach. Hollywood, FL is just south of Fort Lauderdale and Pompano Beach is just north of Fort Lauderdale. The ISHOF Selection Committee has new guidelines for selecting fewer Honorees each year. Because of this, the Board has appointed a small committee to study the idea of having an International Masters Swimming Hall of Fame to be housed at ISHOF.

On May 9th I attended the International Congress Meeting in the morning and the Awards Dinner in the evening. On May 10th I attended the ISHOF Board Meeting and the Honoree Ceremonies in the evening. A report was given on the IMSHOF. The Board was insistent that some foreign Masters athletes be considered for induction. IMSHOF has developed a point system to list athletes in order of their accomplishments. This does not include yards meets as the rest of the world does not swim yards – only SCM and LCM. Everyone is then on the same playing field. HOWEVER, this does not negate USMS from considering yards when nominating a USMS swimmer. The first class to be inducted in IMSHOF is slated for January 2003 and consists of ALL USMS swimmers inducted into ISHOF plus Ransom Arthur and June Krauser. Also included is the Masters diver and Masters Synchronized Swimmer that has been inducted into ISHOF.

There is nothing new at this time on the moving of the ISHOF.

NATIONAL SPONSOR LIAISON – Mel Goldstein

This year was very productive for the USMS Public Relations / National Sponsor Liaison position. We started the year with eight USMS National Sponsors and as of the writing of this report we have added four additional sponsors plus two additional USMS Logo Licensees.

These sponsors, and licensees have provided added value to our USMS membership, monetary contributions, and have given USMS program support. *(Adolph Kiefer, Kast A Way Swimwear, Arena, NIKE, The Victor, TYR, Barracuda, Ultra Swim, Clif Bar, Speedo, Endless Pools, and MBNA)* Our USMS logo licensees: *J.D. Pence, Kast A Way Swimwear, Circle City Swimwear, Competitive Aquatic Supply, Adolph Kiefer, and Hasty Awards.* Their monetary contributions to USMS is in excess of $52,000 and in addition to their monetary contributions the sponsors provide s approximately $18,000 in product and services provided.

The traveling USMS tradeshow display continues to be widely used and for those LMSC's using it the benefits have been very rewarding. The report from Sally Maddox on the use of the USMS display by the South Texas Masters Swimming LMSC indicates they were very successful. The display was used to attend a health expo attracting 1500 women, and within a few weeks they got 25 interested swimmers and 6 who actually registered. They indicate they want the booth again next year.   Clay Evans, SCAQ Swim Club, has used the USMS tradeshow for marathons, triathlons and open water swims in the Los Angeles area, and his program continues to grow. YMCA Indy SwimFit, a club in the Indiana LMSC used the display at a US TriFed triathlon, and registered 4 new swimmers for their program. These are just a few of the success stories. The best part about these efforts, there is no cost involved as USMS pays all shipping ex penses, just a little time and effort.

Promoting USMS has been one of the primary functions of this position, As a representative of USMS I attended the National Parks and Recreation Associations Aquatic Conference in Palm Springs, where we had very favorable response. Our national office to all who registered sent out a follow up letter with additional information. I will also be in attendance at the ASCA Clinic in Las Vegas, which should be an outstanding event to promote USMS, since nine USMS Masters Coaches will be speaking at the clinic.

MBNA attended their first USMS National Championship in Hawaii with tremendous success; they registered 128 members for our USMS affinity card.

Another one of the primary functions of the Public Relation / National Sponsor Liaison is to promote our USMS National Sponsors to our membership. While the process has been slow in the past, we are starting to turn the

corner as members start to patronize our sponsors. As more and more members become aware of what USMS sponsors are providing we will play a larger part in their marketing dollar. . One of the ways we have brought this awareness to members has been our work with Bill Volkening, USMS Editor, with feature articles in SWIM, "Know Your Sponsors". Each month we have featured two different sponsors. We also have been working with Jim Matysek, USMS Webmaster on a project to bring the USMS National Sponsors to the front page of our web site.

Projects for next year include renewing five of our present sponsors agreements and attending the National Senior Games in Virginia Beach, Virginia, National Parks and Recreation Aquatic Conference and the ASCA World Clinic.

SWIM MAGAZINE EDITOR - Bill Volckening

ANNUAL REPORT

This year has been an active year for the USMS Editor position. The first task following the convention was to continue working on the magazine while assisting the newly elected Executive Committee with the transition into office. Since we had two months less than usual for this transition, we all worked diligently to establish communications, firm up plans for the upcoming year, and publish certain organizational activities of our new officers (e.g.: the process of committee assignments, which appeared in SWIM Magazine).

There has been daily communication and discussion relating to the position of USMS Editor, including dozens of e-mails each day, and numerous phone conversations with committee chairs, Executive Committee members, employees of Sports Publications, individual members of USMS, and the USMS National Office. The number of topics and discussions would be far too numerous to list, but general topics have included:

- purchasing new office equipment and software
- new Calendar format in SWIM
- promoting National Championship events in SWIM
- updated job description for the position of USMS Editor
- Newsletter of the Year procedure
- representing USMS interests when selecting content for SWIM magazine
- procedures for submitting materials to the magazine
- annual editorial calendar
- new content
- committee generated content
- unsolicited manuscripts
- policy for publication of medical manuscripts

ACTION ITEMS

USMS Editor is a unique position, and many decisions and action items are discussed and completed each year. In effect, each page in SWIM Magazine represents multifaceted behind-the-scenes discussions and decisions. Here are some of the more significant action items from this year.

1. USMS has purchased new office equipment and software for the USMS Editor, including a fax machine, and software for creating fun, interactive pieces such as crossword puzzles and word search puzzles. All purchases were approved, including a pending Quark software upgrade purchase. This purchase will be decided after USMS revisits how we publish Nationals pre-meet information in our national publication.
2. An updated format for the Calendar has been approved and will appear in the July/August issue of SWIM. This project is a work in progress, and we may see additional changes in the future.
3. The Communications Committee is working on a proposal to present to the Championship Committee regarding new ideas for effectively promoting USMS National Championships for short course and long course pool competitions. Options include packaging the pre-meet information in a one-page editorial format rather than a four-page entry form. A one-page editorial sample has been created, and will be fine-tuned before presentation.

USMS SPECIAL ASSIGNEMENTS & LIAISON REPORTS

4. We have revisited the topic of how we publish medical manuscripts. SWIM Magazine has been asked to publish a disclaimer with any article containing information that may not be generally accepted by the medical community. The disclaimer proposed by President Jim Miller is an additional disclaimer, and does not replace the general disclaimer appearing in the contents section of every magazine.

5. USMS has also revisited the roles of USMS Editor and Webmaster in terms of time commitment and financial compensation. Because the time commitment has increased dramatically during the last three years, USMS is actively discussing how best to secure these positions, while demonstrating a fair and responsible financial commitment to the individuals serving in these roles. This discussion has also included new ideas about capital expenditures such as office equipment and software, and other expenses, such as travel to USMS Nationals.

USMS LIAISON TO USA SWIMMING – Ted Haartz

At the January 26th USA Swimming board of Directors meeting in Colorado Springs, CO, several new publications were provided. The first was a copy of SCIENCE; the Science and Art of Coaching written and produced by USA Sports Science. Secondly, was a series of 5 brochures for including swimmers with a disability COVERING Officials, LSCs, Meet & Safety Directors, Coaches and Parents & Swimmers. All of this material was forwarded to the President for review.

The 5 foot pool depth rule for teaching starting dives is causing problems for pool operators through out the country. Modification, where possible is cost prohibitive and monolith construction impossible to modify.

US OLYMPIC COMMITTEE LIAISON – Hill Carrow

The USOC Liaison has maintained contact with the USOC throughout the year. As many may be aware, it can be somewhat challenging to maintain consistent communications with the USOC due to the fairly frequent and numerous changes in personnel in recent years. (Just this week they announced another major reorganization and nominated a new candidate for President.)

Later this month, I will be meeting with the USOCs sport governing body liaison when he visits the Raleigh-Durham area on other USOC matters. The person in this position is fairly new and I plan to educate him on Masters Swimming at that time and to discuss issues of mutual concern.

US OLYMPIC TRAINING CENTER CAMP LIAISON – Nancy Ridout

The 5th USMS/USA Swimming Training Camp at the Olympic Training Center in Colorado Springs went well. Twelve USMS athletes experienced 5 days at the OTC and were able to use all of its facilities. Coaches Janet Renner, Chris Houchens, Ed Nessel, and Scott Rabalais (representing the USMS Coaches Committee) and Jane Moore (representing the USMS Sports Medicine Committee) gave our athletes a wealth of information and stroke technique. Our athletes were also tested for heart rate/lactate threshold, blood work, stroke efficiency, flexibility and range of motion, and a psychological profile. Presentations were given by USA Swimming experts on physiology as it pertains to swimming, stroke mechanics, nutrition, mental preparation, psychological components of competing, the four competitive strokes for which athlete was also videotaped, and many other fun and interesting activities such as strength training, swimming at world record pace with the pulley system. The next camp will be held in February 2003.

US SENIOR GAMES LIAISON – Scott Rabalais

Coming off of a national competition year, appeals were made to the NSG national headquarters to include both the 100 IM and 200 breaststroke in future NSG national swim meets. Both events were approved and will be offered in the Hampton Roads, Va., competition (SCY) in May-June, 2003. These two events should be included in state qualifying events. I have tentatively agreed to serve as an on-site consultant for the 2003 swim meet in Hampton Roads.

At the request of the NSG, I calculated a formula for determining the qualifying times for the two new events. I

also suggested a more accurate method of determining seed times for bonus events that are entered with no seed time. Also upon request, I offered an order of events for the 2003 national meet.

USMS Rule Books for 2002 were sent from the National Office to the NSG office, and will in turn be sent to the state swimming coordinators.

I continue to answer inquires from USMS members and beyond on various issues relating to the NSG. Usually, I handle the questions myself, but when necessary I pass them along to the NSG.

I do wish to clarify that although my hairline would indicate otherwise, I have not yet reached the eligible age for participation in these esteemed Games.

USA TRIATHLON LIAISON – Cindy Hawkinson

It is a great honor to be appointed to the position of USMS Liaison to USAT. At the end of December, I composed a long 'wish list' of things that I thought could be accomplished, with the help of a great many others, in an effort to benefit both the organizations and the athletes. I have had three meetings so far with USAT representatives and one meeting with some members of the Executive Committee. USAT is excited about the possibilities of our cooperation with them.

The following is a brief summary of accomplishments from January to June, 2002 as well as future projects that have been identified:

1. Links to each other's websites (www.usms.org and www.usatriathlon.org) - DONE
2. Workouts available on the website for USAT members; notification in USAT newsletters that site is available - DONE
3. Begin requesting swimming-related articles from coaches' committee to be published in USAT Newsletter - DONE
4. Begin process of obtaining articles from USAT on topics such as 'Learning to Run 101', 'Your First Triathlon', 'How to Ride a Bike' for publication in SWIM magazine - DONE
5. Begin studying the coaching certifications of both organizations to consider integrating USAT requirements into USMS certification process.
6. Registration process: a) Study USAT on-line registration, see if it is feasible for USMS; b) Investigate the possibility of dual registrations; c) investigate the insurance side of dual registration.
7. Work toward assisting in swim coaching at USAT camps and clinics.
8. Visit and review the training facility that is being run by USAT in Florida as to how it can serve as an added site for USMS evaluations.

Both organizations can learn from each other. USAT found it fascinating that most of our organization is run on a volunteer basis; they'd like to learn how to get their membership involved in that regard. Our Discussion Forums are also interesting to them. They found a great deal of knowledge from all over the country and wondered how it can be done on the triathlon level. They are also very interested in the possibility of our coaches being able to coach at camps and clinics if proper certifications are obtained.

I'm excited to see where this relationship can lead. The organizations can benefit both in learning from each other as well as membership growth. The swimming athletes will benefit by cross-training; the triathletes from getting quality swim workouts and proper coaching from swim coaches.

USMS WEBMASTER – Jim Matysek

USMS SPECIAL ASSIGNEMENTS & LIAISON REPORTS

Changes and improvements to our web offerings have continued to be rolled out throughout the year. In addition to regular updates, improvements have been made in the following areas:

Member Services

- In January a new Discussion Forum software package was installed to replace the old forums. The new package is highly customizable and offers many more features than the old package.

- In March, the Coaches Committee began offering free workouts posted in special areas of our Discussion Forums for our members to use. These workouts are a popular destination for web site visitors, particularly those who swim without a coach on deck.

- Several improvements were made to the nationals on line entry system this year. Most of these improvements made the system more reliable and maintainable and didn't result in visible changes to the visitor. There were some visible changes made to the display of the meet roster and psych sheets, with the ability to sort each of these in different ways. This provides new views that were not previously available.

- We are now offering a Fitness Article of the Month on the web site. An easy to use administrative area has been created for the Fitness Committee to create and preview these articles before they are automatically made available to our site visitors on pre-set dates.

LMSC Services

- We are continuing to offer free web hosting to our zones and LMSC's on our dedicated server, and also to registered clubs within LMSC's who are hosted on our server. To date 4 Zones, 15 LMSC's, and 4 clubs have taken advantage of this offer and are hosting their live sites on our server. We also have 6 LMSC's with web sites in various stages of setup and test on the server.

- There is a dedicated Discussion Forum set up for each of our LMSC's with our new forum software. A dedicated URL is available for each of these forums so that the LMSC can link directly to their forum from their own web site.

- A private Newsletter Exchange forum has been set up in the Discussion Forums. This forum is intended for LMSC Newsletter Editors to post articles of general interest that can be re-used in LMSC newsletters across the country. The forum is private so that the articles are not "old news" by the time they are published in the LMSC newsletters.

- The LMSC Handbook is now available on the web site for LMSC officials to reference.

Committee Services

- We now offer mailing list services for all USMS committees. A mailing list provides a single email address for committee members to send mail to reach all committee members. This is intended to enhance committee communications.

- Another committee communications project has created private forums in our Discussion Forums for each USMS committee. These private forums are for committees to conduct their business throughout the year. The use of the Discussion Forums is generally more effective than using email for discussions since the entire thread of a conversation is preserved in context for all committee members to read before replying. It also retains a permanent archive of these committee discussions.

- A new rotating sponsor logo/link has been created in the navigation bar of all USMS web pages. This will display a featured sponsor logo with a link to the sponsor web site on all pages, and will rotate through each sponsor with each page load from our web site. We are also tracking the number of sponsor logo displays and visitor click-throughs to the sponsor site.

- A "News Room" has been created on the web site for the Marketing Committee and its media relations project. This new area contains USMS press releases, and includes an administrative area to allow easy setup and preview of new releases.

USMS SPECIAL ASSIGNEMENTS & LIAISON REPORTS

- As mentioned under Member Services, a facility for creating the Fitness Article of the Month has been created. By the time this report is distributed, a similar Sports Medicine Article of the Month facility will also be available.

- In addition to hosting web sites for LMSC's and Zones, we are also hosting a site for MACA on our web server and have moved the swimgold.org web site to our server.

YMCA LIAISON – Stu Marvin

This year's YMCA Masters National Swimming Meet returned to Fort Lauderdale and the Hall of Fame Complex, April 18-21, 2002. The 2002 edition of the meet attracted 654 swimmers representing 79 teams from around the country and Puerto Rico. The City of Fort Lauderdale and Fort Lauderdale Swim Team served as meet hosts, in conjunction with the YMCA Competitive Swimming & Diving Committee.

Some of the highlights of the meet included 92 individual and 26 relay National YMCA Records coming from 4,234 individual and 395 relay entries. Several USMS National Records were also set, setting the stage for the USMS Nationals in Hawaii. The team championships in all three categories were swept by Arthur Jordan-IN (large) and Orlando Aquatic-FL (small). A new event format was offered to spread the distance events over all four days of competition, versus having the traditional "distance day". It was well received however as with anything new, it had its share of detractors. The distance events (1650-1000-500 free and the 400 IM) were contested in 3 separate courses, totaling 26 lanes of racing. This moved the timeline along well and provided for ample socializing along Fort Lauderdale Beach.

Due to the outstanding job done by the folks in Sarasota the previous year, the meet hosts were forced to go "all out" when planning this year's Athlete Social. The result was over 700 folks descending on the Broward County Convention Center for a night of good food, dancing, and one heck of a good time. It truly was an evening to remember.

For complete results from this year's meet go to [www.ymcaswimminganddiving.org].
Next year's YMCA National Masters Swim Meet will return to Sarasota, Florida, on April 24-27, 2002. Preliminary meet information will be available in September both on-line and at the USAS Convention in Dallas/Fort Worth.

DATABASE TASK FORCE
Thursday, September 12th 4:15-4:45 pm
Meeting Room - NOVA

Committee Chair: Jim Miller
Vice Chair: Lynn Hazlewood

Committee members: Hugh Moore, Carl House, Pieter Cath, Anna Lea Roof, Betsy Durrant, Leo Letendre, Patty Powis, and Tracy Grilli.

ANNUAL REPORT

The USMS Database Project was formed to create a comprehensive database system that will maintain the data we use to support our organization and the swimmers it serves. Beginning in June, the committee met numerous times in conference calls and discussed issues by email between calls. Please see the Progress Report below for a more complete explanation. Minutes of meetings with attached reports can be reviewed at http://www.usms.org/admin/excom/.

ACTION ITEMS

1. The committee discussed whether we should go forward with the project and the consensus was that we should (5/2/02).

2. The committee formulated the goals of the project and agreed that the purpose of the task force shall be to define an approach to developing, maintaining, and updating all major USMS databases (5/2/02).

3. The committee developed and approved a mission statement and mission objectives (5/30/02). The mission statement was subsequently amended (6/19/02).

4. The committee formed two subcommittees to investigate a) the creation of a permanent swimmer ID and b) issues related to protecting the privacy of members and users of the database and security of the server (6/2/02).

5. The committee decided to ask the Board of Directors for input as to what they will need from this project prior to creating an RFP and putting it out for bids (6/2/02).

6. The committee decided to send a survey to the Board of Directors, Special Assignments, and various database administrators to identify the contents of USMS databases and to offer suggestions as to what information they would like to see incorporated in the USMS database (6/12/02).

7. The committee approved a budget request for the year 2003 (7/18/02).

8. The committee approved the report to the HOD to be printed in the convention packet (7/18/02).

9. The committee agreed to allow Hugh Moore to begin the process of organizing technical volunteers to assist with the project (7/18/02).

Note: Action items from the July 31 conference call on can be found in the posted meeting minutes.

AGENDA

1. Overview of Database Project—5 minutes

2. Open Discussion—25 minutes

Database Task Force Project Report

Introduction

On March 19, 2002, USMS President Jim Miller invited a group of USMS leaders to participate in what he called an "exciting concept for USMS." That concept was called the Database Project. In his introductory letter, he explained that:

> "For years, each committee got their work done with whatever skills they had. The result has been a divergent database that is incapable of cross-linking. Each committee and project is an island unto itself. This makes communication difficult and time consuming. Yes, each committee is recreating the wheel!
>
> It is my contention that USMS will serve its members much more efficiently if we are all speaking the same language and freely sharing data. All of USMS should be interconnected. This saves a world of work on the national and local levels. It is easy to see how the linking of the databases and communications between the History and Archives, Registration, Records and Tabulation, Championship, Communications, and Recognition and Awards Committees would better serve our corporation. I am sure there are other links that you can foresee, as well.
>
> Some of the links will be easy. As an example, we are long overdue in establishing an athlete identification number which would be used throughout our data. This will be the only way that we can easily solve the quandary that J. Miller, J. W. Miller, Jim Miller, James W. Miller, Jim W. Miller, etc. are all the

same person wherever he swims. Other concepts, such as establishing the best format and language, will not be so simple.

Communication is the life's blood of any corporation. A corporation such as ours that is spread all over the country and run by a volunteer force, must embrace every opportunity to make the jobs that we ask of our members easier. We have that capability within our grasp conceptually. Is this a realistic dream? Let's find out!"

Current members of the committee are Jim Miller (Chair), Lynn Hazlewood (Executive Committee liaison to Communications and Planning), Hugh Moore (Communications Chair), Carl House (History & Archives Chair) Pieter Cath (Records and Tabulations Chair), Anna Lea Roof (Registration Chair), Betsy Durrant (Planning Chair), Leo Letendre (Registration database software administrator), Patty Powis (Legal Counselors Committee), and Tracy Grilli. The minutes of all the committee meetings to date and accompanying reports can be reviewed at http://www.usms.org/admin/excom/.

Mission

Mission Statement:

The purpose of the USMS database project is to create a comprehensive database system that will maintain the data we use to support our organization and the swimmers it serves.
Mission Objectives:

- o The database shall support our needs as we grow
- o The software should be maintainable with reasonable costs to the corporation.
- o The system should be designed in a manner that will allow us to maintain the software and documentation with a minimum of disruption should a change in vendor be necessary.
- o The system should be designed to minimize our dependence on specific individuals for maintenance of the data.
- o The system should be designed so that portions of the database, such as Top Ten, will be available for search and display on the USMS web site.
- o The system should be designed so that portions of the database will be available for viewing and/or maintenance by authorized users.
- o The system should be easy to use so that updates can be done in a timely manner.
- o All swimmers should be identified in the database by a permanent swimmer id that will be common throughout the corporation.
- o The system should minimize the possibility of one swimmer being assigned multiple swimmer IDs
- o The system shall be designed to protect the privacy of members and users.
- o The system shall be designed so that it will be interactive with swim meet management software.
- o The system shall be designed so it contains features to maintain the security of the information maintained in the databases.

Scope of USMS Databases

USMS has a large number of databases that are used for informational purposes and administrative support of our organization. Some of them reside totally on the USMS web site, some are maintained on local computers and are uploaded for display, some are totally local databases, and some databases are both local and server resident.
During the design portion of the project, the committee will be separating these databases into the following categories: a) Major databases that will be an integral part of a unified database and will be maintained on the USMS web server, and b) Ancillary databases not included in the project, but will be developed and/or maintained under the guidelines and principles of the project and will be maintained on the USMS web server.
USMS Web Server Databases:

The data on the usms.org web server is stored in a total of 68 database tables and 10 flat text files. They are divided into web applications, USMS utilities, general swimming utilities, and general utilities. The databases of interest for this survey are the web applications that use database tables to store and retrieve information.
Those web applications are: Places to Swim, Aliases, Articles for Fitness and Sports Medicine Committees, Spokesperson Bios, LMSC Registration Summary, Pool and Long Distance records, On Line Entry for national championships, Meet Heat Sheets, Rosters, and Results for national championship meets, News Releases,

ISHOF Nominating Committee record history database, Web Sites and Users on the USMS web site, MACA Web Sites of the Year, and Discussion Forums.

There are also databases which reside on local computers, but are uploaded for display on the USMS web server. Those are Calendar of Events and History & Archives database. The History & Archives database is a multi-faceted database which includes historical information such as Top Ten, All-Americans, All-Stars, History, Stories about Swimmers, Oral History, and a Photo Gallery.

USMS Databases Maintained Locally

The major USMS databases that are maintained locally are Registration database, History & Archives database, Records & Top Ten database. Additional locally maintained databases are Calendar of Events, ISHOF Nominating Committee All-Time Records (1972 to present), All-Time Relay Records, Convention Delegates, LMSC Officers, Top Ten Subscriptions, All-Time Top Ten, and National Championships Database.

Special Issues

Privacy Issue:

While creating proposals for a comprehensive database system, the USMS Database Project Committee recognized that issues of user privacy and system security needed specific attention. A Privacy/Security Subcommittee was formed and the subcommittee created a proposal that addresses access to and security of USMS databases.

The proposal: a) Defines the data that is or may be maintained in USMS databases; b) Sets forth proposed access categories; c) Makes specific recommendations about to whom access should be granted; d) Proposes business rules governing access to data; e) Proposes basic needs for system security; and f) Raises additional special considerations related to privacy issues.

The full Privacy/Security Subcommittee Report can be reviewed at http://www.usms.org/admin/excom/.

Swimmer ID Issue:

While considering the structure and process of a proposed comprehensive database system, the committee determined it would be necessary to develop a permanent Swimmer ID. A Swimmer ID Subcommittee was formed and the subcommittee created a proposal that addresses the permanent ID issue.

The proposal recommends a registration number containing two portions. One portion, which is invariant from year to year, is the individual's permanent ID. The second portion contains the LMSC number, the last digit of the current registration year and a checksum character that will be used to verify the authenticity of the registration number and to catch some data entry errors. The checksum will vary from year to year in a non-obvious manner.

The full Swimmer ID Subcommittee Report can be reviewed at http://www.usms.org/admin/excom/.

Future Considerations

Now that the committee has defined it's mission, identified the databases involved, and addressed some special issues such as Swimmer ID and Privacy, we are ready to move forward. To that end, we have requested a budget to provide seed money for the committee.

With this budget, and the approval of the Board of Directors and House of Delegates, the committee will begin to address the detailed analysis of the current databases and design of the proposed database system. The decision will also be made whether to outsource the project or implement with in house talent. Above all, the committee will be building an in house management team to oversee the administration of the project.

The budget request is as follows:

Expense	Amount	Explanation
Consultation with Webmaster	10,000	We need to consider how the Webmaster/IT Director will be involved in the Database Project. His workload will certainly be increased if we go forward with the Database Project. The committee believes that we should include a budget of $10,000 to cover the workload of the Webmaster/IT Director. The funds will be allocated on a per task basis. It is possible we can accomplish as much with a combination of our volunteers and the Webmaster as we can spending $100,000 with a for-profit software company.
Conference Calls	3,000	The committee will conduct email discussions to work through the details of an issue. However, it will be necessary to conduct business with everyone communicating simultaneously. Calls that are organized well normally can be completed in one hour.
Other Expenses	2,500	This amount will cover additional expenses such as printing, mailing, phone calls outside of conference calls, travel expenses, if necessary, and possible software purchases.
H&A RFP Funds (From 2002 Budget)	18,000	The $18,000 was approved for use by the H&A Committee for 2002, but at this point in time has not yet been spent. The History & Archives Database RFP has been put on hold until the committee does more groundwork on designing the unified database. This money will be used for the H&A Database with any overage going into the DB project.
Totals		
Total New Budget Requests for 2003	15,500	
H&A Archives Funding brought forward from 2002	18,000	Less any amount spent during FY 2002
Total Budget Request	33,500	Less any amount spent during FY 2002 from the H&A RFP funds

PROFESSIONAL MANAGEMENT GUIDELINES (PMG) TASK FORCE

Chair – Lynn Hazlewood

Committee Members: Rich Burns, Doug Church, Hugh Moore, Patty Powis

ANNUAL REPORT

The Professional Management Guidelines (PMG) Task Force was formed to update the USMS PMG to ensure that they include all the categories of employees and independent contractors that USMS might need in the future and that the process of hiring and reviewing employees and independent contractors is fully defined. The proposed amendments represent the result of that effort.

ACTION ITEMS

Below are proposed amendments to the Professional Management Guidelines. The proposed amendments represent the entirety of the current guidelines.

USMS SPECIAL ASSIGNEMENTS & LIAISON REPORTS

Professional Management Guidelines Amendments

PMG-1
I.   Purpose

A. The purpose of the Professional Management Guidelines manual is to list and maintain in one place all of the operating policies and procedures used by USMS to manage its ~~professional staff~~ <u>employees and independent contractors</u>. USMS intends to continue to use its volunteer base as much as possible and practical. However, certain positions <u>and tasks</u> involve a time commitment and expertise well beyond what can be expected of a volunteer. These positions <u>and tasks</u> may be subject to compensation based on the following guidelines.

B. Amendments to these guidelines shall be proposed by the Executive Committee or Board of Directors and approved by the House of Delegates.

Rationale: Substitutes "employees" and "independent contractors" for "professional staff," since professional staff is an imprecise term that blends employees and independent contractors. Adds reference to "tasks", since not all things that independent contractors do involve a "position" and position implies employment.

PMG-2
II.   Definitions

A. **Employee**: An employee is a person who performs services for USMS, where USMS can control what services will be performed and how the services will be performed.

B. **Independent Contractor**: An independent contractor is a person or entity that performs services for USMS, where USMS can control the result of the services but not the means and methods of accomplishing the result. Independent contractors may be hired for a one-time project or service, or may have a renewable contract for the ongoing provision of services.

Rationale: Adds definitions of independent contractors and employees to the guidelines. Renumber sections that follow as well as all references to section numbers throughout the guidelines.

PMG-3
II.   ~~Identification~~ <u>Approval</u> of Professional Positions <u>and Projects</u>

A. ~~Positions to be compensated, whether as employees or independent contractors, shall be approved in advance by the USMS House of Delegates.~~ <u>Compensated employee positions and independent contractor tasks shall be approved in advance by the USMS House of Delegates.</u>

Rationale: Change the title of this section to match what the section represents. Other changes made for the same reasons expressed in the rationale for PMG-1.

PMG-4
III.   Budgeting

A. ~~The amount of compensation shall be subject to the budget and over-budget processes of sections II. and V. of FOG. For the purpose of these guidelines, compensation is defined as payment in amounts beyond the reimbursement provisions of section IV. of FOG. Anyone receiving compensation may still be reimbursed per section IV. of FOG, provided such reimbursement does not violate the express terms of their contract (see Section V below).~~

A. <u>The amount of compensation for employees and independent contractors shall be subject to the budget and over-budget processes of sections II. And V. of FOG.</u>

B. <u>Compensation for employees is defined as payment in amounts beyond the reimbursement provisions of section IV. of FOG.</u>

C. <u>Compensation for independent contractors is defined as the total amount specified in their contract.</u>

D. <u>Anyone receiving compensation may still be reimbursed per section IV. of FOG, provided such reimbursement does not conflict with the express terms of their contract (see Section V below).</u>

Rationale: More clearly defines the method of compensation for the two types of personnel.

USMS SPECIAL ASSIGNEMENTS & LIAISON REPORTS

PMG-5   **IV.   Selection Process**

A. The <u>selection</u> process ~~used~~ for ~~selecting the person (or persons) to fill compensated positions~~ <u>employees</u> shall be determined by the USMS Executive Committee. The method used for selecting ~~the person (or persons) to fill compensated positions receiving~~ <u>employees who will receive compensation</u> greater than ~~$5000~~ <u>$10,000</u> annually shall include an application and interview process unless an alternate process is approved in advance by the House of Delegates.

B. <u>The selection process for independent contractors shall be determined by the USMS Executive Committee. Unless an alternate process is approved in advance by the House of Delegates, the method used for selecting independent contractors who will receive compensation greater than $10,000 annually shall include</u>

   1. <u>An application and interview process.</u>

   <u>Or</u>

   2. <u>A Request for Proposal (RFP) and bidding process.</u>

~~B~~<u>C</u>. When an application process is used<u>, pursuant to paragraphs A or B.1 above,</u> an announcement, including job description and application deadline, shall be published in the USMS official publication and in the National Office Newsletter. The USMS Executive Committee shall determine the interview process used.

D. <u>When an RFP and bid process is used pursuant to paragraph B.2 above, an announcement, including methods for obtaining the RFP, a brief description of the project, and a bid deadline shall be published in the USMS official publication and in the National Office Newsletter. The USMS Executive Committee shall determine the bid evaluation process used.</u>

E. <u>Notwithstanding the provisions in paragraph B above, the application and RFP processes need not be used when a previously-selected independent contractor's contract is being renewed for a new period for the same tasks or projects that are the subject of the original contract.</u>

Rationale: Defines separate selection methods for employees and independent contractors, including compensation thresholds to trigger various methods of selection. The threshold was changed to $10,000 as the bid and application process is time consuming and shouldn't be required for lesser amounts.

PMG-6   **V.   Contracts**

The method used to document the terms of agreement ~~regarding compensated positions~~ <u>with employees and independent contractors</u> shall be determined by the <u>USMS</u> Legal Counsel and approved by the Executive Committee.

Rationale: Housekeeping to make the wording in this section conform to the changed definitions from previous sections.

PMG-7   **VI.   Job Descriptions**

A. The USMS Executive Committee, or its designee, shall develop and maintain job descriptions for all ~~compensated~~ <u>employee</u> positions. These descriptions shall be used during the selection process and during performance reviews.

B. <u>The USMS Executive Committee, or its designee, shall develop and maintain descriptions of responsibilities and work to be performed by independent contractors. Such descriptions may be contained in the independent contractors' contracts with USMS. The descriptions shall be used during the selection process and during performance reviews.</u>

Rationale: Limits true job descriptions to employees and requires descriptions of responsibilities for independent contractors.

USMS SPECIAL ASSIGNEMENTS & LIAISON REPORTS

VII. Performance Review

For the purposes of these guidelines, there are two types of performance review. The review process outlined in Section A is to be used for employees (e.g. Executive Secretary). The review process outlined in section B is to be used for independent contractors (e.g. Controller, National Sponsor Liaison).

Rationale: *The definition of employees and independent contractors is contained in Section II. Examples do not need to be specified here.*

A. ~~The review process for employees is as follows:~~ Employees: An initial performance review generally will be conducted for each employee between 90 and 120 days following the start of the first period of employment. Performance reviews shall be conducted annually for each employee. Employees may request an interim performance review at any time.

Performance reviews should involve conversations between the employee and direct supervisor and should be documented on a Performance Review Form. Prior to the review, the supervisor should solicit comments from people who work directly with the employee. The employee shall receive a copy of the completed Performance Review Form. The USMS Corporate Secretary shall keep copies of all completed Performance Review Forms.

1. ~~An initial performance review generally will be conducted for each employee between 90 and 120 days following the start of the first period of employment.~~

2. ~~Performance reviews shall be conducted annually for each employee. Employees may request an interim performance review at any time.~~

3. ~~Performance reviews should involve conversations between the employee and direct supervisor and should be documented on a Performance Review Form.~~

4. ~~Prior to the review, the supervisor should solicit comments from people who work directly with the employee. The employee shall receive a copy of the completed Performance Review Form.~~

5. ~~The USMS Corporate Secretary shall keep copies of all completed Performance Review Forms.~~

Rationale: *Housekeeping to make section A read the same as the rest of the document.*

B. ~~The review process for independent contractors is as follows:~~ Independent Contractors: The USMS Executive Committee, or its designee, shall evaluate each independent contractor according to benchmarks and/or time intervals specified in the independent contractor's contract. If there are no such benchmarks or time periods in the contract, ~~T~~the USMS Executive Committee, or its designee, should evaluate each independent contractor annually. The substance of the evaluation should be based upon the terms of the agreement that USMS has entered into with the contractor. The evaluation should be presented verbally by the Executive Committee (or members of that Committee as designated by the President). After this discussion, a brief summary of the issues that were addressed will be prepared and maintained by the USMS Corporate Secretary.

Rationale: *Expands the method for evaluating independent contractors to account for the fact that some will be working under contract with benchmarks.*

VIII. Emergency Waiving of Guidelines

If circumstances develop in which compliance with these guidelines would not be in the best interest of USMS (e.g. sudden, unexpected resignation of a member of the USMS professional staff), the Executive Committee may waive these guidelines if the majority of the members of the Board of Directors approve.

Rationale: *The Board of Directors approval will control the conditions under which the waiving of the guidelines can occur. The example is not necessary and could confuse the issues.*

USMS SPECIAL ASSIGNEMENTS & LIAISON REPORTS

SEARCH COMMITTEE

Chair: Scott Rabalais

Committee members: Rich Burns, Tom Boak, Hugh Moore, Nancy Ridout, Lynn Hazlewood

ANNUAL REPORT

In April 2002, President Jim Miller formed a Search Committee to study the workload and compensation of the USMS webmaster and SWIM editor positions. The Search Committee consists of Scott Rabalais (chair), Nancy Ridout, Lynn Hazlewood, Rich Burns, Tom Boak and Hugh Moore.

In recent months, the workload for both positions has increased dramatically, far beyond the original expectations of the positions. Also, new duties have been added to each position's responsibilities. With such drastic changes in the requirements of the positions, it was deemed appropriate to institute an application process for the jobs.
The first action of the committee was to review ideas from the current webmaster and editor with regard to job descriptions. Primarily through committee email, the job descriptions were developed, with a final version approved during a July conference call.

During the same conference call and subsequent e-mails, 2003 compensation levels for the two positions were discussed and agreed upon. The proposed annual compensation for the webmaster is $35,000, while the proposed annual compensation for the SWIM editor is $20,000. These figures were submitted in a timely manner to the Finance Committee.

It was suggested and generally agreed upon in the July conference call that the House of Delegates should be offered the option to give the current workers a raise rather than open the job for applicants. If this option is rejected, the Search Committee would then proceed to advertise the jobs. In such a case and pending budget approval, the job descriptions and compensations will be publicized with interviews most likely to take place early in 2003.

Subsequent to the July conference call, it was agreed via e-mail tha the title of "Webmaster" should be formally changed to "Webmaster/Information Technology Director".

The Search Committee disscussed other issues relating to these positions, including authority over positions, webmaster's role in database project, and employee status of the positions.

ACTION ITEMS

1. MSA - Motion to set the Webmaster salary at $35,000.
2. MSA - Motion to set the Swim Editor salary at $20,000.
3. Agree to offer the HOD the option to either give the current position holders a raise or put these positions out for bids.

USMS Editor for SWIM Magazine
Job Description

Position Summary

The USMS Swim Magazine Editor ("editor") represents USMS in its associations with SWIM Magazine, a bi-monthly publication and the official publication of USMS. The editor solicits and edits material relating to USMS and submits the material to SWIM Magazine. The editor also reviews the material offered by the editorial staff of SWIM Magazine.

Position Responsibilities

- Solicit articles, illustrations or other material from USMS members and committees and submit this material in a timely manner to SWIM Magazine for publication.
- Research and write articles for publication.
- Edit proposed articles for publication before they are submitted to the Executive Committee and SWIM. Editing may involve working with authors, USMS proofreaders, and SWIM Magazine as necessary.
- Review all editorial proofs from SWIM Magazine before printing.
- Show capability of learning and using software necessary for the position
- Represent USMS when cover photos are selected.
- Work with SWIM Magazine, the USMS Communications Committee and the USMS Executive Committee or its designee to prepare an annual Editorial Calendar.
- Work with the USMS Championship Committee to format the USMS National Championship Entry Forms, and generate electronic files of the Nationals entry forms for Internet distribution.
- Distribute editorial deadlines to the National Office, the USMS Secretary and any other designee as necessary.
- Annually review the balance of editorial content and propose new ideas.
- Share feedback from USMS and its members with the Editors and Publishers of SWIM Magazine.
- Review unsolicited story ideas, and communicate with the individuals generating these ideas.
- Submit a monthly report (verbal and written) to the USMS Executive Committee liaison
- Prepare an annual budget.
- Attend the annual USMS Convention.
- Carry out any further actions as directed by the USMS leadership.

Required Skills

- writing and editing experience
- strong communications skills, particularly related to e-mail correspondence and telephone
- ability to establish and meet deadlines
- strong familiarity with United States Masters Swimming
- general knowledge and familiarity about other swimming organizations
- experience common word processing software such as Word and WordPerfect, along with graphics software such as PageMaker, Illustrator and Photo Shop
- ability to work on a Mac or interface with Mac users (SWIM is edited on a Mac)

USMS Webmaster/Information Technology Director
Job Description

Position Summary

The USMS Webmaster/IT Director ("Webmaster") coordinates all activities required for the creation and maintenance of the usms.org web site. Additionally, the Webmaster is tasked with the configuration and operation of all servers and network operations associated with USMS and providing direction to ensure that USMS implements consistent enterprise-wide software and database systems

Position Responsibilities

The position of USMS Webmaster includes tasks that are sometimes associated with three positions. Since there is overlap in the required skills and the overall job can currently be filled by one person, USMS has elected to combine the tasks into one position.

It is anticipated that as USMS grows and information technology evolves, the position requirements will also change. The descriptions included in this document represent the current responsibilities. USMS may direct changes to the position in the future or the Webmaster may recommend changes that USMS adopts.

- ## Webmaster

The webmaster coordinates all activities required for the creation and maintenance of the usms.org web site. While many of these activities are accomplished by the webmaster, others tasks may be developed by others in the organization or contracted to outside firms.

- Coordinate all content development for the usms.org web site.
- Create or manage the development of the overall page layout and menu/navigation system for the usms.org web site.
- Create or manage the development of all graphics required for use on the usms.org web site.
- Manage usms.org web site pages with consideration to aesthetics as well as download time for users.
- Investigate software tool requirements for the usms.org web site. Purchase, install, and configure required tools (e.g. discussion forums) as approved by USMS.
- Create custom scripts/programs integrated with USMS databases as required to meet the needs of the web site (e.g. on line entry system, places to swim, etc.).
- Monitor usms.org web site use and address any performance or misuse issues.
- Support USMS members by answering emails/phone questions about USMS in general or the web site in particular.
- Prepare an annual budget.

- ## System Administrator

The Webmaster is tasked with the configuration and operation of all servers and network operations associated with USMS. This includes the USMS web server and any other servers and associated network configuration required (e.g. database server, mail server).

- Specify server requirements for the organization.
- Manage the purchases/contracts for our servers and their network connectivity needs.
- Specify, purchase, install, and configure all software tools required for the servers (e.g. database tools, scripting languages, etc.).
- Perform security audits and install/update software as needed to maintain a secure environment for key USMS and member data.
- Define and implement the backup strategy for the USMS servers.
- Provide account creation and maintenance services for zones and LMSC's on the USMS web server. There are currently approximately 20 zones and LMSCs maintaining their web sites on the USMS server. The number of sites is expected to gradually grow in the future.
- Maintain server policies and documentation.

- ## Information Technology (IT) Director

The Webmaster coordinates all IT activities for USMS to ensure that USMS implements consistent enterprise-wide software and database systems.

- Coordinate the activities of the other users of the website, including the National Office staff and members of USMS Board of Directors from an IT perspective. The goal is to ensure that all systems work together and to avoid duplication of data or effort.
- Consult with all USMS Committees to determine database and software tools requirements of the organization.
- Develop and maintain the information architecture for the organization's databases.

Required Skills

Following are the minimum technical skills required of applicants for the initial position that would fill all three roles shown above. In addition, the applicant should be familiar with USMS or other swimming organizations, and must have good communications skills in order to provide quality support for the USMS members and administration.

- Expert knowledge of HTML.
- Strong knowledge of server-side and client-side scripting languages. Must be proficient in using JavaScript, Perl, and PHP. Experience with ASP and other scripting languages is a plus. Must be comfortable learning and using new scripting languages as technology evolves and new situations may be better served by a new language.
- Strong database development background required. Experience with configuration and use of the mySql database server required.
- Must be experienced in using Linux or other *nix operating system. Must be comfortable installing/configuring tools, creating/modifying shell scripts.
- Must be comfortable configuring/maintaining an Apache web server installation.
- Must be comfortable using and configuring Sendmail and the Majordomo mailing list manager
- Experience required in securing a web server to protect it from unwanted intrusions.