

RECORDS AND TABULATION MINUTES

Date/Time of meeting: Dec 5, 2010, 7pm EST (Conference Call)

Present: Greg Danner, Barbara Dunbar, Laszlo Eger, Cheryl Gettelfinger, Emmett Hines, Donna Hooe, Walt Reid, Chris Stevenson (chair), Mary Sweat, Mary Beth Windrath. Jim Matysek also attended.

MOTIONS PASSED

1. MSA (unanimous) to accept the minutes from the Sept 17, 2010, meeting (Convention).
2. MSA (unanimous) to accept revisions proposed for the Split Notification Form to reflect rule changes passed at Convention.
3. MSA (unanimous) to accept revisions proposed for the Record Application Form to reflect rule changes passed at Convention.
4. MSA (unanimous) to change how USMS Records are tracked and how certificates are awarded.

MEETING MINUTES

The meeting was called to order at 7pm EST.

GUIDE TO OPERATIONS 2011

The Records and Tabulation sections of the USMS Guide to Operations needs to be updated for 2011 to reflect rule changes passed at the 2010 Convention, and for any other corrections necessary for clarify. Chris has been working on the general section to correct for the following rule changes:

- New submission deadline for record applications (90 days after the end of the season)
- New requirements for submission of splits for Top 10 consideration (now accepting splits recorded with two watches/buttons)
- New requirement that the length of pools with movable bulkheads be verified before the meet.

The amended version will be published on the Records and Tabulation Forum and available for review, comment and further amendment. The version that stands on Dec 16 will be sent to Jim Matysek for uploading onto the USMS website. Subsequent correction will be possible if needed.

SPLIT NOTIFICATION FORM

This document is part of the Guide to Operations. Previously initial distances (splits and relay leadoffs) were only submitted for Top 10 consideration if they were recorded with automatic timing equipment, even though the times for complete races can be submitted even if recorded with 2 watches/semi-automatic buttons. The following rule was adopted at Convention:

- 105.2.2** Split times shall be considered for Top 10 times if:
A The time meets the requirements for an official time.

The split notification form stated the following:

Initial split times from an individual or relay event will be accepted as an individual performance and will be considered for a World Record/USMS Record/Top 10 if recorded

by an automatic timing system. In addition, split times for World Records will be accepted if recorded by 3 watches or 3 semi-automatic buttons.

The paragraph was amended as follows

Initial split times from an individual or relay event will be accepted as an individual performance and will be considered for Top 10 if it is deemed an Official Time as outlined in Article 103.12.4. Split times will be considered for a World Record or USMS Record only if recorded by automatic timing, or 3 watches/semi-automatic buttons.

This amendment was MSA by unanimous vote.

RECORD APPLICATION FORM

At Convention, a rule change was approved that imposed a time limit for record applications: 90 days after the end of the season in which the record was set. In addition, it was desired that the record application form be amended to make clear that *copies* of a birth certificate or passport were acceptable as proof-of-age (ie, the originals were not needed, which is what was implied in the form).

Chris posted the following two proposed changes to the R&T Forum on Sept 26.

1. The portion that read "Instructions: Complete the above form in its entirety. (World records are due within 60 days of the swim.)" was changed to "Instructions: Complete the above form in its entirety. World records are due within 60 days of the swim. National records are due within 90 days of the end of the season of the swim."
2. The portion that read "11. Is the swimmer's birth certificate (or passport) attached or on file with the USMS Records Administrator?" was changed to "11. Is a copy of the swimmer's birth certificate (or passport) attached or on file with the USMS Records Administrator?"

No one disputed these changes on the forum, and Walt Reid (National Records Administrator) approved of these changes. They were sent on Dec 1 for inclusion in the 2011 Rule Book.

In an attempt to improve clarity, the following bullet under the "Instructions" section was amended:

- Attach the printout showing event number, heat number, splits, backup from the electronic timing system and/or time card with the signatures of all three timers. Meet results are not a substitute for the timing system printout

The proposed amendment was

- Attach the printout showing event number, heat number, splits, and backup from the electronic timing system. Meet results are not a substitute for the timing system printout.
- If the primary timing system is manual timing, attach the time card with the signatures of all three timers.

The amendment was MSA unanimously.

USMS RECORD PROGRESSION AND CERTIFICATES

Currently the situation is this: USMS Records as of Nov 1 are published each year in the Rule Book. In meets, a record application is submitted whenever one of those records is broken. As those applications are validated, the dated records are added to the appropriate portion of the USMS website. The fastest record as of Nov 1 is published in the next Rule Book. All swimmers who broke the records published in the previous Rule Book are awarded certificates.

Walt presented his vision of how this could change, made possible by the new deadline for record submissions. As records applications arrive and are validated by the National Records Administrator, a tentative record progression will be tracked over the course of a season, according to the date that the potential record-breaking swim occurred. A web-based tool would be available that would generate the Hy-Tek file of valid records for a particular date. When the results are generated for a particular meet, the Top 10 Recorder would use the records file for the first day of the meet to generate a list of potential record-breaking swims. Record applications would be generated for these swims and sent to be validated.

Ninety days after the end of the season, all record applications are due. The National Records Administrator can then generate a true progression of validated records for each event over the course of the season, according to the date of the swim. The swimmer of each of these swims will receive a certificate from the national office.

Jim Matysek reported that the tools do not yet exist to generate the Hy-Tek records file “on the fly” for any particular date, although he has been working on it. But even without the tool, the plan can be mostly implemented—a true record progression generated after the season—except that meet directors will have to send more record applications than they eventually will have to do.

The “record progression plan” as described was MSA unanimously.

E2EEM MEET UPLOADING AND TOP TEN REPORT GENERATION

Currently the Top 10 Recorders from about 50% of the LMSCs have access to the web-based (E2EEM) tools to upload meet results into the Meet Results Database (MRDB) and to generate reports for submitting swims for Top 10 consideration to the National Swims Administrator. There was a brief discussion, both on the phone and online (before the meeting), when and how fast to expand that base of users.

The advantages of expanding the user base of the uploading the web tools to include all or most of the LMSCs include the following:

- More meets will be likely submitted to the MRDB, and much of the burden for doing so will be shared among the Top 10 Recorders instead of falling largely on the shoulders of Jeanne Seidler. More meets in the MRDB means that the “current event rankings” will be more complete.
- Support and training of Top 10 Recorders will be easier since they will all be using the same system of generating their submissions.
- The jobs of Top 10 Recorders will probably be easier, potentially improving retention and decreasing training time.
- Progress will be made for eventual full integration into the E2EEM system and the eventual goal of a “Top N” times listing.

But several committee members expressed the concern that further expansion of the user group was premature. The primary objection is that new Recorders might have too much confidence in the web tools, not realizing that, in their current iteration, they do not produce Top 10 submissions that are error-free.

The relay processing tools were a particular concern, since the following errors (among others) are currently not checked:

- Mixed relays that contain more than 2 men or more than 2 women

- Incorrect age group for the relay
- Relays that do not contain members from the same club.

The concern was that expansion might essentially shift too much of the burden of error-checking from the LMSC Top 10 Recorders to the National Swims Administrator.

Jim Matysek gave a status report on open projects from the results-processing portion of E2EEM. Some projects have been completed, most notably the ability to “preview” the Relay submission in a user-friendly format. Projects that address the concerns of some committee members are currently in progress.

Chris suggested that the committee identify the projects(s) that are truly necessary before giving wider access to the web tools, and then proceed once those projects are completed.

Emmett and Jeanne will work on reviewing and updating the instructions for uploading meet results into the DB. The current instructions were last revised in 2008, and assume that the user already has a proper CL2/SDIF file. Emmett wondered if they should start “earlier” in the process than that, with instructions on how to use Meet Manager to create that file. Jim confirmed that some would be in need of such assistance. Chris thought that once Emmett and Jeanne finished their work, it could be tested with some neophyte Top 10 Recorders.

Mary Beth and Chris will work on creating a post-processing checklist for Recorders to create a more error-free submission. Mary Beth noted that most of the items are in the Guide To Operations already but might be a little hard to find.

The meeting ended at 8:20pm EST.