

# USMS Convention — Jacksonville, Florida. 2011

<b>Task Force Name:</b>	<b>End-to-End Event Management Task Force</b>	<b>Session #:</b> 1	<b>Report #:</b> Unassigned
<b>Task Force Chair:</b>	<b>Ed Tsuzuki</b>	<b>Vice Chair:</b> None	
<b>Minutes recorded by:</b>	<b>Ed Tsuzuki</b>	<b>Date/time of meeting:</b>	September 14, 2011 5:15pm

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## Actions Requiring Approval by the HOD:

1. None

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## Motions Passed:

1. None

<b>Number of task force members present: 10</b>	<b>Absent: 2</b>	<b>Number of other delegates present: 8+</b>
<b>Task force members present (list all, including chair and vice chair):</b>		
Lynn Hazlewood, Open Water Committee Chair		
Richard Hess, Colorado		
Emmett Hines, Gulf		
Jim Matysek, National Office, IT		
Steve Peterson, Pacific Northwest		
Jeanne Seidler, Wisconsin		
Luke Shaheen, National Office, IT		
Chris Stevenson, Records and Tabulation Committee Chair		
Ed Tsuzuki (Chair), New Jersey		
Mary Beth Windrath, Adirondack		

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## Minutes

The meeting was called to order at 5:15pm.

Ed walked the attendees through the latest version of the (new) sanction/calendar request process as well as the reviewer's (administration) role and process steps. Feedback was received:

- Provide a phone number to call (Anna Lea?) for support (along with the proposed "Need help? Contact us!" link)
- Provide a "Save Draft" capability to allow user to save form prior to submission. Perhaps generate an e-mail to user with a link to take them back to draft form
- Remove the "**Paper** Entries URL" (since the proposed entry form will be attached and the actual paper entry cannot have been posted yet – with sanction number printed on it)
- Create the ability to print out a document
  - After the sanction request has been submitted. This should be similar to the sanction request form, which would be signed and submitted to the sanction chair along with the sanction fee (as designated by the LMSC). Similar to: [http://www.usms.org/admin/lmschb/gto\\_sanc\\_pool\\_application.pdf](http://www.usms.org/admin/lmschb/gto_sanc_pool_application.pdf)
  - After the sanction has been approved. This should be similar to the sanction form. Similar to: [http://www.usms.org/admin/lmschb/gto\\_sanc\\_official\\_pool\\_sanction.pdf](http://www.usms.org/admin/lmschb/gto_sanc_official_pool_sanction.pdf)
  - It should be noted that we should also continue to challenge the need to provide for the existing forms, since the on-line process will include appropriate approvals and records of approval steps.
- When the sanction is approved, the requester will receive an e-mail with a URL to direct them to upload the final entry form (with the sanction number on it)

Benefits to LMSC for using the new on-line process:

- For many, the on-line form will be seen as much easier to fill out and submit than a paper form
- Increased exposure to events, via the usms.org events calendar. There is a significantly higher traffic level on the usms.org website in comparison to any Zone or LMSC website
- By adding all events through the on-line sanctions request process, and ensuring its tracking from “end-to-end,” the entire records and tabulation process becomes much easier
- Having all events listed on the usms.org calendar gives full visibility to all events allowing better support from the National Office (e.g. to respond to questions about insurance)
- Adoption of the new process will allow for the LMSC to take advantage of additional future enhancements, such as the ability to link to a pool certification database or the ability to connect incident reports to meets

The task force will continue to test the tool, both as a requester and as a reviewer (e.g. LMSC Sanctions Chair) and provide additional feedback to Ed (and Luke) for an additional 2 weeks.

Suggestions were made with respect to training and adoption:

- Provide the tool with a catchy name, perhaps reflecting its ease of use
- Should provide training documentation and training “webinars” for
  - Meet directors
  - Sanctions chairs (sanction chairs should be able to train their meet directors as well as learn how to review requests)
  - LMSC chairs (notification and awareness – may not need training on how to use the tool)
- Provide access to test site to allow new users to create test requests before using the production tool
- It has been recommended to establish a firm cutover date after which all events will be required to be submitted via the on-line tool
- It was also suggested that a(n additional) sanction fee be charged, that would be waived or reduced if the on-line tool was used. This suggestion was strongly opposed.

Next steps

- 1) Will need to check whether there are any insurance concerns related to having an “e” form and process (if we try to replace paper form/signatures)
- 2) Anna Lea will prepare training documentation, similar to what she has created for the meet results and top ten process.
- 3) Task force members are asked to continue to test the tool and provide feedback to Luke and Ed.
- 4) Task force will reconvene to establish a training and implementation approach and timeline.
- 5) Luke to review feedback listed above and comment on feasibility

The meeting was adjourned at 6:30pm.

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