

Committee Name:	Records & Tabulations	Session#:	Report#:
Committee Chair:	MJ Caswell	Vice Chair:	N/A
Minutes recorded by:	MJ Caswell	Date/Time of meeting:	Nov 19, 2023 5PM PST

Roll Call

Number of committee members present: 8	Absent: 1
Committee Members present: MJ Caswell (Chair), Cheryl Gettelfinger, Chris Ottati, Walt Reid, Jeanne Seidler, Mary Sweat, Mary Beth Windrath, Crystie McGrail.	
Not present: Mike Abegg	

Minutes

The meeting was called to order at 5:02pm Pacific Standard Time.

- 1) MJ expressed her thanks and appreciation to the committee for the completion of the new pool measurement form. It is much improved and the input that everyone shared made it a much better form. MJ also expressed her appreciation for Mary Beth and Meg Smath, who spent hours getting the forms correct in the rulebook and proof reading everything.
- 2) Task Force update. The Meet Results task force is meeting every 3 to 5 weeks and we are working through the list of items that Peter asked us to consider. The next item we will be discussing is future software enhancements that would make the job of TTRs and the national Top 10 coordinators job easier.
- 3) We briefly discussed the Relay event and Crystie was the only member present who attended. She thought that it was a very positive event, with many good presentations which you can watch here <https://www.usms.org/volunteer-central/lmscs/lmsc-leadership-summit/relay-2023> and suggested that we look online to see the Relay section of the USMS forums here: <https://community.usms.org/swimming/relay-conference/f/relay-2023-forum>
- 4) CCS meets combined with USMS
 - a) Mary Beth reported that there was a dual sanctioned meet with CCS and USMS and we don't have rules to allow us to do this. If it had been a recognized meet, our existing rules would be sufficient.
 - b) Chris reported that there are many unanswered questions regarding CCS and USMS, special memberships, when swims can count for USMS and when they don't, insurance, officials, whose rules apply to the meet and how meet results are processed.
 - c) MJ agreed to summarize the list of issues on our forum so that we may then collaborate and come up with a list of items for the Rules committee to address.
- 5) We discussed what the responsibilities of the LMSC Top Ten recorders should be, as it's an issue that has come up in the Meet Results Task Force meetings. Is it simply uploading meet results? Helping to verify that the results are correct? Acting as a liaison between the meet host and the national Top Ten Coordinator? Crystie suggest we check the LMSC development committee's role description to see if it needs to be updated. Please review this description and at our next meeting we will discuss whether it needs to be updated. <https://www-usms-hhgdcfafa6hr.z01.azurefd.net/-/media/usms/pdfs/guide%20to%20operations%20->

[%20gto/lmsc%20management/role%20descriptions/role_descrip_tt.pdf?rev=e6adaeb189d745268c6f289f727a615f&hash=11472E7CB872419C88FF7B62E0D4BB4B](#)

- 6) Change in procedure for TTRs – when a meet requires a bulkhead measurement or pool measurement or meet observer report, upload results and UNCHECK the box that says the pool is okay. Once the paperwork has been submitted and reviewed, check that box if it meets our requirements.
- 7) We have had rules changes and need to update our documentation. MJ will meet with the documentation subcommittee before the end of the year to get those documents updated.
- 8) Meeting was adjourned at 6:02 PM PST.