

# USMS Committee Reports and Agendas

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## Championship

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### Committee Members

Jeff Roddin, Chair; Kim Crouch, Vice Chair

Jim Clemmons, Barry Fasbender, Don Gilchrist, Mark Moore, Patty Nardozzi, Sandi Rousseau, Ed Saltzman, Jeff Strahota, Pete Tarnapoll, Natalie Taylor, Charlie Tupitza, Jillian Wilkins, Paul Windrath.  
Ex-Officio: Kyle Deery, Donn Livoni, Ed Tsuzuki.

### Introduction

Our mission is to serve in an advisory capacity to national championship hosts and make recommendations and decisions that enhance the quality of championship meets for all registered U.S. Masters Swimming members; to actively solicit and receive bid proposals, review bids and select the sites for national championship meets; and support marketing opportunities for U.S. Masters Swimming Corporate Partners.

### Discussions and Projects Since Last Convention

1. Established Local and Regional Club classifications for 2016 USMS clubs
2. Updated bid application to include clarity on minimum warm-up lane requirements and updated the sample budget template
3. Assigned liaisons for 2017 Nationals
4. Updated Meet Director's Guide
5. Relay entry fees
6. Submitted eleven proposed Rules changes to Article 104
7. Produce NQTs Standards file for meet operations use (can also make available to local meet directors)

### Action Items

1. Update and sign 2017 contracts
2. Update Championship Committee Policy documents
3. Update and publish the Meet Director's Guide for 2017 hosts
4. Assign Order of Events for 2017 Spring & Summer Nationals
5. Approve 2017 meet logos and award designs
6. Assign 2018 liaisons

### Championship Committee Meeting #1 Agenda Thursday 1:45-3:15pm - Courtland

1. Approve Minutes from last meeting(s) as required.
2. Recap/debrief 2016 Nationals
  - A. Spring (Greensboro)
  - B. Summer (Oregon)
3. Review/discuss status and approve Order of Events and Awards for 2017 Nationals:
  - A. Spring (Riverside, April 27-30)
  - B. Summer (Minneapolis, August 2-6)
4. Review/discuss any proposed Legislation/Rules changes that affect Championship Committee (Articles 103/104)
5. NQT's

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### **Championship Committee Meeting #2 Agenda Friday 8:00-9:30am - Greenbriar**

1. 2018/2019 National Championship Bids
  - A. Bid summary
  - B. 2018 Pan Ams
  - C. Selections
  
2. Nationals procedures/activities:
  - A. Meet Program
    - (1) Layout policy
    - (2) Harcopy alternatives
  - B. Past Financial Summaries (Bid Packet)
  - C. Automated Online Entry seed times
  - D. Relays
    - (1) Entry fees (fees vs award cost)
    - (2) Online entries
  - E. Meet Contracts
    - (1) Safety Marshals
    - (2) Officials
    - (3) Pre-event merchandise
    - (4) Blocks and backstroke ledges
  
3. Goals/Tasks for 2017
  - A. Potential Rules Proposals
  - B. USMS 50th Anniversary/2020 Nationals
  - C. Coaches registration

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## Coaches

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### Committee Members

Bob Jennings, Chair; Kenny Brisben Vice Chair

Scott Bay, Wyatt Bradbury, Chris Campbell, David Clark, Matthew Edde, Dean Hawks, Mark Johnston, Andrew Le Vasseur, Jennifer Masquelier, Erin Matthews, Crystie McGrail, Helen Naylor, Kerry O'Brien, Tim Waud, Steve Weatherman

Ex-Officio: Bill Brenner, Skip Thompson

### Introduction

The Coaches Committee continued to provide safety and educational opportunities for swimmers and coaches through their efforts and work with the National Office, High Performance Camp, the National Coaching Clinic, Online Coaching and Nationals.

### Discussions and Projects Since Last Convention

1. High Performance Camp – Greensboro, North Carolina, August 27 to September 1. The camp will be a joint venture from Triangle Sports Commission, Greensboro Aquatic Center, and USMS. The Coaches committee will be involved in providing coaches. Nadine Day will be the head coach. Chris Campbell, Ben Hobbins, and Steve Weatherman have been selected to coach this year.
2. National Coaching Clinic – San Mateo, California, November 11 to 13. USMS, Pacific LMSC, and the Coaches Committee are collaborating on this project. Helen Naylor (Coaches Committee) has been asked to chair the subcommittee. Nadine Day will be working with the international component. Seven speakers will make presentations. Certificates of Participation will be provided for all participants.
3. Certification/Coaches Education – Coaches Certification for Levels 1, 2, and 3 were very successful in the winter and spring. There will be nine Level 1 and 2 classes in the fall and eight Level 3 classes. Level 4 was granted to two coaches this past year. Seven individuals were on the committee evaluating the applications.
4. Awards – There were 11 nominations for the Kerry O'Brien award this year and six Nominations for the Coach of the Year Award. There were five individuals evaluating the nominations.
5. Communication – Kenny Brisbin has been working with LMSC Coaches Chairs and providing minutes from the Coaches Committee meetings. Kerry O'Brien led a Peer to Peer conference call on Coaches Best Practices in May
6. Online Coaching – The selection of Online coaches was completed on time and the workouts continue to be available on the USMS website.
7. On Deck Coaching – Sign Up Genius was used again as our method for coaches to sign up for warm up sessions at Spring and Summer Nationals. Discussions were held on how to improve our coverage of warm ups. The process is being used for coaches to sign up for morning workouts at convention.
8. AED/CPR – There was a discussion of requiring CPR and AED training as part of the coaches' certification. After talking to the National Office, it was learned that requiring the training be part of the certification process would double USMS's insurance and open the coaches and USMS to lawsuits.
9. Meet Entry Times – After a discussion of problems at several meets, coaches were asked to remind their swimmers to use accurate entry times that reflected their ability.

### Action Items

1. Revise the current Level 4 Coaching application.
2. Create a new Level 4 Class. Once current Level 4 coaches complete the new class they will become Level 5 coaches.
3. If approved, select coaches for the 2017 Fina World Masters Championships in Budapest,

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Hungry.

4. Continue to provide Online coaching, on deck coaching for warm ups at Spring and Summer Nationals, and dry land and on deck coaching at convention.

### **Coaches Committee Meeting Agenda Thursday 3:30pm – 4:45pm – Fairlie**

1. Chair Welcome- Bob Jennings
2. Review of 2015
3. Goals for 2016
4. Subcommittee and Task Force Summaries
  - a) High Performance Camp
  - b) National Coaching Clinic
  - c) Certification/ Education
  - d) Awards
  - e) Communications-
  - f) Web Workouts-
  - g) On Deck/Convention
5. Old Business
6. New Business

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## Fitness Education

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### Committee Members

Mary Jurey, Chair; Brian Cummings, Vice Chair

Lisa Watson, Robin Smith, Karen Gernert, Skip Thompson (EC), Karen Wegner, Brigid Bunch, Anita Cole, AJ Block, Stacy Broncucia, Aubree Gustafson, Fares Ksebati, Robin Walker, Lisa Ward, Ken Winterberger

Ex-Officio: Kyle Deery

### Introduction

The Fitness Committee continues to define its role within USMS, and how to best serve the fitness swimmer (which is considered to be our entire membership). We are working to better construct and give concrete direction to items and projects that cover such a wide and diverse range of swimmers. Also looking to improve on ways to disseminate fitness ideas and objectives more effectively down to the membership level.

### Discussions and Projects Since Last Convention

1. Go The Distance – how to better recognize achievements in this event. Possible development of a phone app.
2. Check Off Challenge – participation is low. Continue event? How to better market.
3. Half Hour Swim – “30 Minutes Could Save a Life!” Developing this as an event.
4. Social Media Activities – focused on the Fitness Swimmer
5. Fitness Committee Blog
6. Attracting Millennials to USMS
7. Effective communication – chain of command so to speak – of fitness ideas down to the swimmer level.
8. Marketing USMS as a general fitness option

### Action Items

1. Actively develop and plan out the Half Hour Swim
2. Debate the worth and desire to continue the Check Off Challenge
3. Drive membership by marketing to the fitness swimmer
4. Connect w/ the Coaches Committee and Sports Medicine to effectively put in place projects – how exactly to do this.
5. How to tie in to businesses, which promote overall fitness, to have them include USMS as an option.

### Fitness Education Committee Meeting Agenda

Thursday 11:30am – 12:30 pm - Vinings

1. Welcome/Intro
2. Swimmer Jeopardy
3. Half Hour Swim
4. Specific Path for Disseminating Fitness Plans and Ideas
5. Check Off Challenge

## History & Archives

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### Committee Members

Barbara Dunbar, Chair; Meegan Wilson, Vice Chair  
John Bauman, Marcia Benjamin, Jennifer Carlson, Betsy Durrant, Margie Hutinger, Lucy Johnson, Phillip Luebke, Gail Roper, Jayne Saint-Amour, Marie Vellucci  
Ex Officio: Anna Lea Matysek (National Office), Christopher Stevenson (EC, VPLO)

### Introduction

The History and Archives Committee records, collects, and preserves documents, stories, photos, exhibits, oral histories, and other memorabilia in an appropriate repository and in durable formats to ensure that the achievements of USMS and Masters swimmers will be maintained for posterity. The archived information shall be made available. The committee consists of the committee chair and sufficient members to execute the committee function.

Thank you to the History and Archives Committee members for your efforts and accomplishments since last convention.

### Discussions and Projects Since Last Convention

#### 1. **Top 10 Publication (Booklet, List, and Errata) Project**

Original published Top 10 Booklets or Lists and Errata are scanned and converted into a PDF format. The original Top 10s included published errors later corrected via Top 10 Errata. Top 10s and Errata are being posted onto the USMS website at <http://www.usms.org/content/top10print> enabling view of the lists and errata.

- a. All Top 10 lists or booklets and the Top 10 errata from 1971 onward have been located and scanned. Searches continue for more legible versions.
- b. Scanned documents are converted into searchable pdf files whenever possible. Due to the poor quality of the original, some will be posted as non-searchable files. Scanned Top 10 Booklets or Lists and Top 10 Errata files are sent to Anna Lea for posting onto the USMS web site.

#### 2. **USMS National Record Chronology Project**

Dates missing from the National Record Chronology lists are being located, verified, and sent to the USMS Records Recorder Mary Beth Windrath for addition. To date, 134 additional dates have been found and submitted.

#### 3. **SWIM-MASTER Project**

SWIM-MASTER editions are being scanned into pdf format for posting onto the USMS website. Indexing of the issues is being completed.

#### 4. **USMS Top 10 Swimmers Identification (Missing ID) Project**

The project involves identifying swimmers on the 1970-1992 USMS Top 10 lists who have not been assigned an ID and do not have a member swimmer information page because of missing information, typographical errors, name changes, or name identification issues. A list of unidentified swimmers is found at [http://www.usms.org/hist/tt\\_swimmers\\_no\\_id.pdf](http://www.usms.org/hist/tt_swimmers_no_id.pdf). Page 1-11 is an alphabetical listing; pages 12-38 is a listing by LMSC ending with "LMSC Unknown." Anna Lea assigns IDs as swimmers are properly identified.

#### 5. **Open Water and Long Distance National Championship Results Project**

Some official results for 1974 – 1991 Open Water and Long Distance National Championships remain to be located. Located results are being scanned to PDF format for posting onto the USMS website.

#### 6. **Relay Top 10 Project (On-line Posting)**

Pre-1994 Relay Top 10 lists (paper lists and booklets) are being converted for upload into the USMS Top 10 database (IT project EEEM-67) with addition of missing first names and permanent IDs and correction of truncated last names.

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- a. Progress continues on 1976-1979, 1987-1988, and 1992 Relay Top 10s. Others remain to be started. The volunteer time requirement is massive.
  - b. 1989 SCY was uploaded into the USMS Top 10 database in 2015.
  - c. The project may be reevaluated due to the huge work requirement and the Top 10 Publication Project to post published Top Ten Booklets and Errata.
7. **Deceased Member Project**  
The project involves the identification of deceased members and dates of death and update of the registration database. There is a short list of deceased USMS members with no date of death. Members are working to identify additional deceased members. Once deceased swimmers are identified and verified, Anna Lea updates the registration database along with a date of death if available.
8. **Olympian Masters List Project**  
Olympians are identified and added to the “Masters Swimmers who are Olympians” list posted on the USMS web site at <http://www.usms.org/hist/oly/>.
9. **Old Registration Data Project**  
Old paper registration lists and documents are converted into digital format for incorporation into the USMS registration database via IT Project REG-1247. Missing dates of birth have been located and added to the USMS registration database. Conversion updates are sent to Anna Lea.
10. **Identification of Swimmers with Duplicate IDs and ID Consolidation**  
Swimmers with duplicate IDs are identified. Following verification, Anna Lea consolidates information for duplicates into a single ID.
11. **Locate and Scan USMS Documents**  
Missing convention minutes and other AAU Masters and USMS documents, are being located, scanned, and posted onto the USMS web site. Missing convention documents are needed. A proposal to document and archive pre-2012 USMS Committees and Committee members is being reviewed for feasibility (WEB-9 IT project to track volunteer leadership over time and link to member records).
12. **Swimmer Stories Project**  
The ongoing project includes updating, correcting, and link checking of existing stories; finding and fixing navigation and page format or display issues; and the addition and fact checking of new stories.
13. **Factual Review of Recognition & Awards Stories, Bios, and Award Notices.**  
Fact checking of existing award recipient stories, bios, and notices is progressing.
14. **USMS Historical Timeline Project**  
Research, documentation, and verification of the USMS Historical Timeline is ongoing and includes the identification, verification, and archiving of USMS historical documents.
15. **Special Research Requests Project**  
Periodically the H&A Committee chair and vice chair are asked to confidentially research registration database, top ten database, or other issues and/or to verify some statements, data, or other information.

### Action Items

1. Reevaluate continuing with the Relay Top 10 Project (On-line Posting) to convert the pre-1994 Relay Top 10 lists (paper lists and booklets) into electronic files for uploading into the USMS Top 10 database (via IT project EEEM-67) with addition of missing first names and permanent IDs and correction of truncated last names due to the huge work requirement and the Top 10 Publication Project to post published Top Ten Booklets and Errata.

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### **History and Archives Committee Meeting Agenda Thursday 11:30am-12:30 pm – Lenox**

1. Call History & Archives Meeting to Order, Roll Call – Barbara Dunbar, Meegan Wilson, John Bauman, Marcia Benjamin, Jennifer Carlson, Betsy Durrant, Margie Hutinger, Lucy Johnson, Phillip Luebke, Gail Roper, Jayne Saint-Amour, Marie Vellucci; Ex Officio: Anna Lea Matysek (National Office), Christopher Stevenson (EC, VPLO).
2. Introduce and welcome new delegates
3. Current status of History & Archives projects.
4. Action Item – Reevaluate continuing with the labor intensive Relay Top 10 Project to convert pre-1994 Relay Top 10 lists into electronic format for uploading into the USMS Top 10 database.
5. Discuss communications, web projects, timelines, and priorities.
6. Other
7. Adjourn

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## Legislation

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### Committee Members

Meg Smath, Chair; Richard Garza, Vice Chair

Joan Campbell, Chris Colburn, Rob Copeland, Sean Fitzgerald, Heather Hagadorn, Michael Heather, Cathy Kohn, Jane Moore, Teddy Palmer, Steve Peterson, Heather Stevenson, Erin Sullivan, Kris Wingenroth

Ex-Officio: Charles Cockrell, Maria Elias-Williams, Tracy Grilli, Ed Tsuzuki

### Introduction

This committee considers amendments to Parts 2, 4, 5, and 6 of the rule book, plus the glossary.

### Discussions and Projects Since Last Convention

1. Because we would normally be coming off a “Legislation Year” and in recovery mode, the committee has been quiet all year. The chair has been contacted periodically to answer questions about sanctioning procedures, but there have been no requests for an interpretation and no movement to revise Parts 2, 4, 5, or 6. Since the deadline for submission of amendments, the committee has held preliminary discussion of those proposals received.

### Action Items

1. Consider legislation proposals.

### Legislation Committee Meeting Agenda

**Meeting #1 – Thursday 11:30am – 12:30pm – Inman**

**Meeting #2 – Friday 9:30am – 10:30am –Piedmont**

1. Introductions.
2. Consider proposals.
3. Discuss plans for upcoming year.

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## LMSC Development

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### Committee Members

Paige Buehler, Chair; Michael Moore, Vice Chair;

Marcia Anziano, Lisa Brown, Linda Chapman, Jerry Clark, Sally Dillon, Viki Hill, Matt Hooper, Mary Hull, Tim Lecrone, Anna Lea Matysek, Hugh Moore, Lori Payne, Bruce Rollins, C.J. Rushman, Natalie Taylor

Ex-Officio: Chris Stevenson, VPLO; Leianne Crittenden, Governance

### Introduction

The LMSC Development Committee is responsible for managing LMSC and zone boundaries, managing the LMSC standards policy and publishing an annual standards scorecard for each LMSC. The committee fosters communication across all LMSCs and LMSC volunteer roles by providing

- peer-to-peer teleconferences for interactive discussion of issues
- outreach and mentoring through the zone chairs
- educational seminars and workshops on selected topics
- online discussion forums for posting questions
- recommended “best” practices.

### Discussions and Projects Since Last Convention

1. LMSC Standards Policy Revisions – Much of the year was focused on the process of revising the LMSC Standards policy. The LMSC Standards policy is a distillation of those USMS rules and policies that fall within the jurisdiction and responsibility of the LMSC with the intent to provide a clear and measureable standard for levels of service to our membership and governance of our organization. Hugh Moore took on this Herculean project. There were three major parts to the policy revision:

A. Significant rework of the Remediation section. The current remediation process is supposed to be invoked for failure to meet any standard. Many of the standards will never reach 100% compliance. In 2014, only six LMSCs were fully compliant. However, the remediation process has never been invoked. Proposed changes split standards into Mandatory and Target. The preamble explains the division: Mandatory Standards are the most critical standards. All LMSCs are expected to be fully compliant with Mandatory Standards. These are subject to a remediation procedure if they are not met. All LMSCs are expected to strive to be compliant with all Target Standards. However, it is realized that even a highly functioning LMSC may occasionally miss one or more of these standards. It is anticipated that such shortfalls will be quickly resolved.

B. General reorganization and updating of “required” standards. Current standards often had multiple requirements combined into one standard. This led to ambiguous results in the annual survey (e.g. if an LMSC did not comply with F2, it could be because they did not have an annual reconciliation by a person not authorized to sign checks or that they did not have a dual signature requirement for checks over \$5,000 or both). Some standards have become obsolete or responsibility has shifted from LMSCs to the national office (esp. in Registration standards) and those have been removed.

C. Removing “suggested” standards from the policy. Suggested standards are typically “best practices” rather than standards. In February, Zone Chairs were asked to gather input from their respective LMSCs by the end of March. Upon review we found that most LMSCs favored the new remediation process and agreed with the standards that would trigger it. Finance Committee

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recommended that “creating an annual LMSC budget” be moved from suggested to target standards and many LMSCs were in favor of that change. There was continued pushback on LMSCs’ requirements in two areas: 1) printing and mailing cards for paper registrations and for all those members who request it during online registration, and 2) ensuring that meet results from sanctioned pool meets are uploaded to the USMS meet database within 14 days. On the first item, the Registration Committee has helped by updating its policies to allow LMSCs to have an “opt-out of mailed card” check box on their paper registration forms. That allows the standard requirement to be that LMSCs only print and send cards to members who request them at the time of registration. The national office has a mechanism in place to take care of printing/ mailing cards for \$2.00 each if an LMSC would like to transfer that responsibility. Pertaining to the second item, education and training are seen as the best solutions to helping LMSCs understand their responsibility, create workable processes and use their points of leverage with meet hosts on various requirements such as ensuring participants are USMS members for sanctioned events and providing meets results for timely upload.

The other committees and national coordinators included in the review process were Legislation, Long Distance, Officials, Open Water, Rules, Finance, Records and Tabulation, Registration, Anna Lea Matysek (national office), Susan Kuhlman (national office), and Mary Beth Windrath (National Swims Coordinator).

A full proposal of policy revisions with side-by-side comparisons was presented to the Board of Directors for the June meeting. Discussion around sanctioned events, recognized events and LMSC responsibility led to tabling the item, modifying the standard to better reflect the requirement on LMSCs, and voting at the July face-to-face board meeting where the revised policy passed.

The LMSC Development Committee was planning to measure LMSCs using the new standards this summer in order to have a baseline of information for use in mentoring and education soon. However, with the stretching out of the approval cycle, there was not enough time to survey, collate results and distribute the information prior to convention. Surveying the LMSCs will be the committee’s first project following convention.

2. Webinars – Patty and Jim Miller reprised their “Conflict of Interest” webinar from 2013 with two presentations of it in May. Approximately 20 people attended each one.
3. Peer-to-Peer Teleconferences – Many thanks to Jerry Clark who has kept up the momentum on holding monthly LMSC Peer-to-Peer teleconferences. The mentoring subcommittee is on track to meet (actually exceed) our goal of providing 10 opportunities each year for various LMSC volunteers to chat in a facilitated call about hot topics, areas of concern or best known methods for getting LMSC work done. Since last convention we have held P2Ps for the following roles: Registrars, Treasurers, Top Ten Recorders, Coaches Chairs, Fitness Chairs, Officials Chairs, LMSC Chairs/Vice Chairs, Open Water Chairs, and planned over the summer are Communications/Editors/Webmasters. The LMSC Development Committee will also hold a “Role Roundtable” during the lunch hour on Saturday at the annual meeting in which volunteers in similar roles can chat face-to-face about the challenges and solutions within their jobs.

A related project has been to publish the notes from the peer-to-peer teleconferences. The committee is now able to use the “Meeting Minutes” area of usms.org for posting the notes under the group name “Peer-to-Peer Teleconference Notes.” Almost all of the notes taken from peer-to-peer conversations since begun in 2013 are posted. These are notes from conversations that are not reviewed or approved by the attendees and the information in them is not intended to override guidelines, policies and procedures listed elsewhere.

### **Action Items**

1. None

**LMSC Development Committee Meeting Agenda**  
**Thursday 2:00pm – 3:15pm - Piedmont**

1. Introductions
2. Approve July meeting minutes and/or review offline decisions
3. LMSC Standards policy – review changes approved by Board of Directors
4. Define scope of LMSC Standards Performance Evaluation for 2016
5. 2016 goals/objectives review & scoring
6. Review action items
7. Adjourn

# USMS Committee Reports and Agendas

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## Long Distance Committee

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### Committee Members

Donn Livoni, Chair; Ali Hall, Vice Chair

Jim Davidson, Melinda Greig-Walker, Phyllis Quinn, Mike Fanelli, James Biles, Greta van Meeeteren, Jill Wright, Laurie Hug, Allison Ware, Colleen Driscoll

Ex-Officio: Chris McGiffin, Tracy Grilli, Bob Bruce, Elaine Howley, Bill Roach, Karin Wegner

### Introduction

The Long Distance Committee has held conference call meetings on the last Sunday of each month. The attendance on these calls has been outstanding with a maximum of two members absent on any call. At this time the LDC is highly functioning and meeting and/or exceeding all the metrics charged under the rules. For 2016 we added four very high quality individuals who have made significant contributions to the committee.

### Discussions and Projects Since Last Convention

1. Discussed and resolved appropriate consequences to a USMS member who had submitted a series of unverifiable entries for ePostal NC events.
2. Coordinated marketing and promotion plans with event hosts, event liaisons, and USMS Marketing personnel.
3. Received a rule interpretation request from an LMSC regarding whether or not the ISM could swim in an open water event in which they were serving as ISM. The LDC voted unanimously to allow the ISM to swim. This interpretation was forwarded to the USMS BOD/EC and legal counsel. The LDC decision was overruled by the BOD/EC/legal counsel; therefore ISM's were not allowed to swim during their event in 2016 – rationale: liability risk.
4. Phyllis Quinn volunteered to be the note taker and rules/legislation assistant at convention,
5. Bob Bruce was appointed to serve as Chair of the Open Water Committee; therefore, according to USMS policy became a non-voting LDC member. He is chairing the joint working group between the LDC and OWC regarding rules and legislation.
6. Approved four goals for the LDC for 2016.
  - Increase total participation/entries in 2016 ePostal NCs by 10% over 2015, identifying specific strategies that correlate to success
  - Receive, for 2018, a minimum of 1 qualified, in-area, bid per event, and at least 1 West two-event festival bid.
  - Explore possibilities for collaborative strategies with other USMS stakeholders for increasing LDNC participation, such as 2-4 LDC members reaching out to 2 different committees such as Coaches', Fitness and/or Governance Committees
  - Explore continuing development of a 3-5 year pool of unselected, qualified bidders; this would allow a bidder to reconfirm interest, capacity, leadership and commitment while by-passing the detailed bid process for a period of years.
7. Updated Championship Packet and Timelines for 2016 ePostal and Open Water National Championship events.
8. Split sheets for ePostal NC swims were updated.
9. Waived the requirement that the OW Safety Plan be submitted on the template on a case-by-case basis.
10. Approved the change of the OHeP ending date from 1/31 to the last day of Feb. This will begin with the 2017 OHeP. All procedures, records, age groups, etc., would follow the protocols of the other ePostal events.
11. Reviewed a request to conduct a joint webinar or P2P workshop with the Pool Champs Committee regarding the bidding process for National Championship events. It was determined that there was not enough time to conduct a quality presentation by the date the bids are due.

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12. Dr. Jim Miller presented an overview of the new FINA water temp rules.
13. Began the process of reviewing and updating the LD Operation Guidelines.
14. Received a report from VP McGiffin as to which BOD/EC/NO personnel will be in attendance at the 2016 OW NC events.
15. Ali Hall, James Biles and the Bid Selection working group updated the forms for 2018 as well as reached out to former bidders. The LDC and Champs Committee continue to communicate to avoid date conflicts in 2108.
16. The Rules and Legislation working group and the LDC, as a committee of the whole, are finishing rule proposals.
17. The LDC is within budget at this time.
18. Entry numbers: OHeP 2015 -- 2293, 2016 – 2335 increase of 2%; 2-mile cable 2015 – 85, 2016 – 213 increase of 150% ; 10K, 2015 – 110. 2016 – 63 decrease of 42%; 10 miles 2015 – 75, 2016 – 53 decrease of 29%; the 1-mile and 5K at Lake Lure, NC were canceled because of high water temperatures.

### **Action Items**

1. Rule and Legislation proposals.
2. Others as needed

### **Long Distance Committee Meeting Agenda** **Meeting #1 – Thursday 2:00pm – 3:15pm – Fairlie** **Meeting #2 – Friday 8:00am – 9:15am – Piedmont**

1. Approval of minutes from final summer conference call.
2. Presentation of bids for 2018 ePostal and OW NC events. OHeP – Indy Aquatic Masters; 5K/10K – Chicago Smelts; 3000/6000 MEMO, Oakland, CA 2017 OW NC dates and locations
3. Discussion and possible action on changes to the LDC budget.
4. Discussion and action on 2016 All Stars
5. Discussion and action on rules and legislation proposals.
6. Reports from Chair, Vice Chair and working group leaders.
7. Reports from event liaisons.
8. Discussion of possible goals for 2017.
9. Review of Draft LD Guidelines
10. Review of year - What went well and where can we improve our performance.
11. Committee changes for 2017
12. Other business as needed.

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## Officials

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### Committee Members

Brian Albright, Chair; Ed Saltzman, Vice Chair

Pat Baker, Dave Coddington, Alina de Armas, Omar de Armas, Marilyn Fink, Judy Gillies, Steve Goldman, Michael Moore, Al Ness, Mary Pohlmann, Herb Schwab, Teri White

Ex-Officio: Jim Holcomb-USA Swimming, Chris McGiffin-EC, Laura Hamel-USMS Staff

### Introduction

The goal of the USMS Officials Committee is to offer training and education opportunities for officials so ensure that competitive meets offered by USMS are officiated according to the highest standards.

### Discussions and Projects Since Last Convention

1. Officials Certification task force appointed to create a framework to
2. Worked with USMS Rules committee to come up with proposal for timing corrections.
3. Discussed appointment of both lead and line officials and involvement of the USMS Officials committee in that process.
4. After receiving approval from USMS BOD, the committee finalized the details and began to certify officials.
5. Discussion about the creation of a USMS Officials Service Award. This was put off until next year.
6. Worked with USMS Rules Committee to reiterate USMS rules interpretations
7. Worked with USMS Rules Committee to have a dialogue about the instructions given to officials working USMS Nationals during the officials briefings.

### Action Items

1. Proposal from Officials Certification Task Force creating a framework for a USMS Officials certification passed by the full committee and sent to the USMS BOD for approval.

### Officials Committee Meeting Agenda Thursday 11:30am – 12:30pm - Piedmont

1. Approve minutes from last conference call.
2. Update on USMS Officials Certification program.
3. Discuss potential projects for the committee in 2017.
4. Review of rules regarding officials, do we want to recommend changes?
5. Officials working nationals
6. USMS Officials Service Award

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## Open Water Committee

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### Committee Membership:

Chair: Bob Bruce

Voting Members: Sherry Brooks, Denise Brown, Charlotte Brynn, Rob Copeland, Suzi Green, Lynn Hazelwood, Jenny Hodges, Bob Kolonkowski, Sue Nutty, Rendy Opdycke, Will Reeves, Ally Sega, Joanne Wainwright (scribe), & Jim Wheeler.

Ex-Officio/Associate Members: Donn Livoni, Elaine Howley, Chris McGiffin, Bill Roach.

### Overview:

The Open Water Committee (OWC) is charged under 507.1.9. The OWC meets monthly by phone conference (eight meetings since this version of the OWC was convened) to pursue that charge, with good participation and success moving forward this year.

### Discussion and Projects since the 2015 Convention:

- Rules & Legislation: Subcommittee Chair (jointly with the Long Distance Committee) Bob Bruce
  - Although the Long Distance Committee (LDC) has the task of considering rules proposals to part 3 of the rule book and preparing proposals to the House of Delegates under 507.1.7, the OWC with the consent of the LDC reviews rules proposals relating to open water swimming before the LDC formally considers them. This partnership assures that both committees fully discuss pertinent issues and craft strong proposals before Convention.
  - At this point, The OWC has considered 68 rules proposals. It has recommended 65 proposals to the LDC as written and/or amended, not recommended 1 proposal, and withdrawn 2 proposals. The Chair notes that this is a *de facto* 'rules year', as under previous legislation most rules were not considered last year. Thus the OWC has spent much time and energy considering rules, a commitment which hopefully will be reduced in the future in favor of other projects.
- Open Water Guide to Operations: Subcommittee Chair Rob Copeland
  - The OWC has continually updated the OWGTO on the USMS website as needed.
  - To make the OWGTO a more streamlined and user-friendly construct, the OWC Subcommittee has met to consider a major overhaul in the structure of the OWGTO. This project is in its infancy and will be a major priority going forward.
- Education: Subcommittee Chair Jim Wheeler
  - Independent Safety Monitor: The OWC has developed a job description, Powerpoint training program, and test for prospective ISMs. The training and testing programs are being run by USMS Safety Compliance officer Bill Roach as a part of the sanction process.
  - Safety Director: The OWC has developed a Powerpoint training program for prospective event safety directors, along with a test currently in the beta stage. Like the ISM training, the training and testing programs will be run by USMS Safety Compliance officer Bill Roach as a part of the sanction process.
  - Event Director: The OWC is continuing to develop this comprehensive training, a portion of which was piloted at the 2015 Convention. Budget was allotted for this training, but this project will not be ready for roll-out this year, requiring that the budget for this project be forwarded to the next fiscal year.

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- Referee: The OWC is considering this training, proposed recently to parallel the Safety Director and ISM training, and is planning to develop and roll it by the next open water season.
- Open Water Clinics for Swimmers: This project is currently stalled, but will be put back on the OWC agenda now that the rules torrent has receded.
- Awards: Subcommittee Chair Sue Nutty
  - Open Water Service Award: The OWC has improved its evaluation matrix, and is now considering the nominations of six people for this award.
  - Open Water Pioneers: The OWC has discussed briefly methods of honoring those individuals who have served as pioneers in USMS open water swimming, but has taken no action yet. This might be a long term project.
- Administration:
  - Minutes: Approved OWC meeting minutes—very capably compiled by scribe Joanne Wainwright—have all been submitted to the USMS Secretary in a timely manner.
  - Action items: All action items have been dutifully noted in each set of minutes.
  - Budget: Other than the expense of committee calls, the OWC has not incurred any expenses.

### **Open Water Committee Meeting Agenda Thursday 3:30pm – 4:45pm – Piedmont**

1. Opening: Attendance, review of previous minutes
2. Standard business:
  - a) Rules & legislation review, as needed
  - b) OW Guide to Operations update
  - c) Education program update
  - d) Awards update
  - e) Safety & sanction update
3. Open discussion: Promotion of open water events for the 2017 season
4. Other/New Business
5. Closing

# USMS Committee Reports and Agendas

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## Recognition and Awards

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### Committee Members

Ray Novitske, Chair; Sally Dillon, Vice Chair

Rich Burns, Chris Campbell, MJ Caswell, Colleen Driscoll, Carolyn Boak, Cheryl Gettelfinger, F.H. Ted Hartz, Heather Howland, Megan Lassen, Nancy Ridout, Laura Val

Ex-Officio: Tracy Grilli, Chris Stevenson

### Introduction

The Recognition and Awards Committee oversees all U.S. Masters Swimming volunteer service awards, even though some awards are selected by other committees. The committee receives nominations and selects recipients for the Ransom J. Arthur MD, Dorothy Donnelly Service, June Krauser Communications, and the Club of the Year awards. The committee membership includes representation from the Coaches, History & Archives, Long Distance, and Records & Tabulation committees.

### Discussions and Projects Since Last Convention

1. The committee held conference calls in November and March to discuss projects, assign tasks and selection committees, and report progress on promotion of award nominations. A third conference call is scheduled for August to plan for award presentations, announcements, and ongoing projects in time for the convention.
2. Local media releases announcing the committee's service award recipients were prepared by committee members and sent to local swim organizations after presentations at the 2015 convention. This was done to encourage recognition of the recipients at the local level, and was accomplished with the help of the National Office communications
3. The committee continued in its effort to encouraging national service award nominations. The themed "Give Credit" campaign began at the Spring National Championship and later utilized the National Office's *Streamlines*, *Swimmer* magazine, and social media outlets to reach members. 16 nominations were received for the Dorothy Donnelly Service Award, three for the Club of the Year award, and three for the June Krauser Communications Award.
4. The 2016 Ransom J. Arthur MD Award was presented to Nadine Day of Indiana LMSC. USMS President Patty Miller presented the award at the Spring National Championship in Greensboro, NC. Four other nominations were received this year: Ralph Davis, Michael Heather, Michael Moore, and Skip Thompson. The formal presentation will take place at the 2016 USAS convention.
5. A subcommittee reviewed potential USMS nominees for the International Swimming Hall of Fame Honor Contributor category. The committee recommended Tom Boak and the entire committee voted to submit his name for nomination. IMSHOF has selected Tom as this year and will hold the induction ceremony during the USAS convention in Atlanta.
6. To help promote recognition and appreciation for service on the local level, "USMS volunteer" branded merchandise will be available for purchase from an online store beginning this year. The intent is to provide LMSCs a variety of merchandise that can be used to show appreciation of service or recognize local volunteers.
7. The committee considered possible changes to the bylaws that stipulate that certain USMS committees be represented on the Recognition and Awards Committee. It is becoming increasingly difficult and unnecessary to assign committee members also serving on other standing committees. A legislative proposal is being put forth to eliminate the mandatory representation.
8. A subcommittee began work to develop and post highlights of service for all past recipients of USMS national service awards on individual award pages at usms.org. With the assistance from the History and Archives committee, Ransom J. Arthur MD Award recipients were completed this year. Work continues on developing the award pages for the remaining service award recipients.

### Action Items

None

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### **Recognition and Awards Committee Meeting Agenda Thursday 3:30pm – 4:45pm – Greenbriar**

1. Chair's Report.
2. Budget review for past year and for 2017.
3. Reports on annual projects.
  - a. Ransom J Arthur Award
  - b. Dorothy Donnelly Service Award
  - c. June Krauser Communications Award
  - d. Club of the Year Award
4. Reports of 2016 projects.
  - a. Increasing of award nominations
  - b. International Master Hall of Fame nomination
  - c. Promotion of service awards at the local level.
  - d. International Master Hall of Fame nomination
5. Review and discussion of possible updates to the committee's Operating Rules.
6. Review of possible new service award honoring officials.
7. Projects for the upcoming year

# USMS Committee Reports and Agendas

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## Records and Tabulation

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### Committee Members

Jeanne Seidler, Chair; MJ Caswell, Vice Chair

Michael Abegg, Cheryl Gettelfinger, Tait Michael, Ginger Pierson, Walt Reid, Erin Shields, Mary Sweat, Kim Thornton, Hans Van Meeteren

Ex-Officio: James Matysek (USMS Office), Mary Beth Windrath (National Swims Administrator),

EC: Chris Stevenson (VP of Local Operations)

### Introduction

The Records and Tabulation Committee is responsible for the process of recording and verifying Top 10 times, All-American and All-Star rosters, and USMS national records for all three courses. In addition to a chair and vice-chair, the committee includes the National Swims Administrator, who collects, verifies and compiles Top 10 submissions from the LMSCs, and also receives and verifies record applications and maintains the USMS records. The pool measurement process is within the domain of the committee. The committee maintains the USMS List of Measured Pools. The committee works with the LMSC Top Ten Recorders.

The committee works closely with the USMS Webmaster & IT Director for the online publication of lists, rosters and records, and to simplify and automate the compilation and verification of all swim performances in pools measured as per USMS pool measurement rules.

### Discussions and Projects Since Last Convention

1. For the past year, the National Swims Administrator continued the customary roles of verifying, compiling and publishing USMS Records and Top 10 Swims along with maintaining the USMS List of Measured Pools. The committee chair published the list of Top 10 swims and All-Americans on the USMS website.
2. Committee business was taken up during three conference calls and electronically through email and the secured Records and Tabulation USMS Administrative Forum defined for this business purpose.
3. The following documents were updated for clarity and accuracy: the Application for USMS and/or World Record and the Pool Length Certification form.
4. The USMS List of Measured Pools has been kept up to date with pool measurement documents provided by LMSC Top Ten Recorders. The USMS List is a comprehensive reference of all pools which have been measured for competition. This effort continues as an on-going process.
5. Numerous inquiries were made to the committee, mostly to the Chair and National Top Ten Administrator regarding various questions related to Top Ten, pool measurement, availability of Top Ten times, and split request listings in the Event Results Database (ERDB). The bulk of the work of this committee actually goes on behind the scenes without a lot of committee interaction.
6. Proposals have been submitted to the Rules and Legislation Committees as noted below:
  - a. **104.5.8 Results** (from USMS Nationals): This is a joint submission by both the RT Committee and the Championship Committee. Purpose is to delete phrase requiring delivery of printed results to the RT Committee.
  - b. **105.1.8** To eliminate the rule requiring that “USMS Records shall be published ... in <the Rule Book>.”
  - c. **105.1.7 C-E** For bulkhead pools, align measurement requirement for Top 10 and USMS records with FINA Masters pool measurement requirements.
  - d. **202.1.1 H** Delete legislation allowing override of 202.1.1 A.
  - e. **505.1.11** Adds reference to pool measurement as area of responsibility
  - f. **105.3.8 and 105.3.9** Add a records documentation requirements exemption for USMS Nationals and FINA Masters World Championships.

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- g. **105.3.5 (new) and renumber 105.3.5-105.3.9** Add the rule to match FINA Masters requirement that records can only be set in fresh water.
- 7. Two members, Walt Reid and Mary Beth Windrath, participated in a joint project with the Rules Committee to review the differences in determining final time based on USA switching from adjusted backup times back to averaged backup times.

### Action Items

None

### **Records and Tabulation Committee Meeting Agenda Friday 8:00am – 9:15am - Fairlie**

1. Introductions.
2. Summarize changes in the past year, new information for Top Ten Recorders published in the Guide to Operations, various issues resolved during the year.
3. Summarize remaining projects in E2EEM. Summarize legislation proposals for the 2016 Convention.
4. Open Discussion on RT projects for 2016-2017, potential rules, legislation and policy changes for 2017.
5. Open Feedback Session ... members and audience to discuss the topic of supporting needs of Top Ten Recorders on the LMSC level. (Access to Sanction Information, Publishing local records & other topics from the floor.)

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## Registration

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### Committee Members

Leo Letendre, Chair; George Simon, Vice Chair

Marcia Anziano, J Scott Campbell, Susan Ehringer, Douglas Handler, Tim Lecrone, Arni Litt, Charlene O'Brien, Kim Thornton, Ex Officio: Anna Lea Matysek

### Introduction

The registration committee focused on documenting procedures, providing support for other registrars and providing feedback to the National Office on registration issues.

### Discussions and Projects Since Last Convention

1. The policies of the registration committee as well as USMS were discussed and reviewed. The committee policies were formally documented.
  - a. Due to confusion about the wording of the policy permitting the National Office to print and deliver printed cards should an LMSC fail to do so, it will be presented again to the House again.
2. Several members developed the concept and volunteered to provide mentoring to new registrars.
3. The committee provided feedback to the LMSC development committee concerning the content of the LMSC Guidelines.
4. The committee provided feedback to the National Office with respect to software issues and improvements.

### Action Items

1. Present a restated policy concerning the printing of registration cards for members.

### Registration Committee Meeting Agenda Thursday 2:00pm – 3:15pm - Lenox

1. Introductions
2. USMS Policy concerning providing printed cards to members
3. Discussion of registrar's issues
4. AOB
5. Adjourn

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## Rules

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### Committee Members

Charles Cockrell, Chair; Kathy Casey, Vice Chair

Carolyn Boak, Barry Fasbender, Marilyn Fink, Laura Groselle, Mollie Grover, Karen Harris, Matt Hooper, Brian Hoyt, Lucy Johnson, Claire Letendre, Barbara Protzman, Jessica Seaton, Ginny Trimble, Steve Unruh, Rand Vaillancourt.

Ex-Officio: Brian Albright, Tracy Grilli, Meg Smath, Jay Thomas, Ed Tsuzuki.

### Introduction

Since the 2015 convention, the rules committee has been reviewing specific sections of the swimming rules in part one and the glossary based on issues identified by committee members, questions received from USMS members, and situations arising from USMS sanctioned meets. Throughout the year, the chair routinely answers questions received from USMS members and provides rulings on interpretations of part one rules.

### Discussions and Projects Since Last Convention

1. The committee proposed changes to FINA rules for consideration at the 2017 FINA Congress. The USMS Board of Directors approved the submission of a proposed change to lower the minimum age for masters competition at FINA meets.
2. The committee reviewed and proposed revisions to the the rules covering timing system adjustments and requirements for official recognition (records and top 10). This project was in response to USA Swimming rule changes and the need for conformance with FINA rules and interpretations.
3. The committee reviewed and proposed revisions to the rules covering meet formats, time trials, and other administrative provisions.
4. The chair issued additional guidance on implementation of the FINA interpretation regarding individual medley and medley relay events.
5. The chair issued an interpretation regarding the use of therapeutic elastic tape in USMS competition.
6. The chair issued an interpretation regarding continuous warm-up/warm-down requirements at dual-sanctioned meets held with USA-Swimming.
7. The committee reviewed and considered additional proposed changes to the USMS rules of competition proposed by the rules committee and other standing committees per USMS article 601.
8. A task force considered and presented recommendations to revise the USMS policy regarding eligibility of transgender athletes to compete in USMS sanctioned and recognized meets and achieve recognition for records and top 10.
9. The chair attended the USA Swimming Rules and Regulations Committee Meeting in June 2016.
10. The chair considered and issued rulings for swimwear medical exemptions per USMS rule 102.12.1C.
11. The chair considered and issued two rulings on protests of interpretation of part one rules arising from USMS sanctioned meets per rule 102.14.4.
12. The chair answered numerous questions received from USMS members throughout the year and initiated a USMS Rules Committee blog on the USMS website to address rules questions and provide a resource for USMS coaches, swimmers, and officials.

### Action Items

1. Consider and recommend proposed changes to USMS part one (swimming rules and glossary) to the USMS House of Delegates.
2. Consider and recommend changes to the USMS guidelines dealing with eligibility of transgender athletes in USMS competition to the USMS House of Delegates.

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### **Rules Committee Meeting Agenda**

**Meeting #1 – Thursday 3:30pm – 4:45pm – Courtland**

**Meeting #2 – Friday 8:00am – 9:15am – Spring**

**Meeting #3 – Friday 10:45am – 11:45am – Spring**

**Meeting #4 (USA Swimming) – Saturday 1:00pm – 1:30pm – Hanover A/B**

1. Approval of minutes from rules committee conference calls.
2. Proposed changes to the Glossary and Part One of the USMS rules.
3. Transgender eligibility guidelines.
4. Review progress on situations and resolutions project.
5. Consider action plan following convention for review of additional committee policies (automatic splits, disability, national championship liaisons).
6. New business.

# USMS Committee Reports and Agendas

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## Sports Medicine and Science

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### Committee Members

Meg Carlson, Chair; Sally Berry, Vice Chair

Cathy Fedako, Melinda Grieg-Walker, Sally Guthrie, Jane Katz, Jim Miller, Jane Moore, Mary Pohlmann, Jessica Seaton, Robin Tracy, Tait Michael, Clare Rudd

Ex-Officio: Laura Hamel

### Introduction

The Sports Medicine Committee met routinely, every other month this year. Our focuses included the Sports Medicine blog, research studies pertinent to swimmers, the booth at Nationals, the presentation for Convention, a possible public service announcement (PSA) and a requested rule change of Article 106. Overall it was a productive year.

### Discussions and Projects Since Last Convention

1. Sports Medicine worked with Dr. Tanaka and his team to approve a research study entitled “*To determine age-related declines in functional capacity as assessed by swimming performance times*”. Dr. Tanaka combined “Go the Distance” data and a committee approved survey to determine how yardage training relates to performance and recovery. The Survey will be available online for US Masters’ swimmers.
2. Dr. Tanaka agreed to present at the USAS Convention this year. He will be presenting on a few of his swimming-related research topics.
3. The Sports Medicine Blog has been a continuation from last year. Jessica Seaton is highly involved with the blog, posting a variety of topics related to swimming, health and nutrition. The blog is updated regularly with a focus on current topics in research and the media.
4. Dave Samuelson has partnered with Sports Medicine to develop a public service announcement related to the benefits of master’s swimming and the importance of preventative heart care. Dave has media/photography connections in Miami, Florida who are providing pro-bono work on the project. The project is still currently underway, pending final approval from the Sports Medicine Committee.
5. Sports Medicine held a booth at Nationals in Greensboro, this was a repeated but highly liked booth from 2015 LCM Nationals. Andrew Catlin, an athletic trainer from Indianapolis provide hands-on education regarding proper use of PT equipment along with proper mechanics for stretching and working on sore or painful muscles. For 2016 LCM Nationals in Oregon, SM has partnered with the Fitness Committee to provide a Yoga Instructor. Lisa Ward will be on hand to offer 20 minute sessions focusing on spine release, hip opening, shoulders and legs with relaxation breathing. Lisa is a registered Yoga Teacher on the Fitness Committee.
6. Article 106 rule change was requested, also a continuation from last year. A paraphrased formal request was sent to the Rules Committee to be discussed at USAS this year.

### Action Items

1. None

### Sports Medicine and Science Committee Meeting Agenda Thursday 2:00pm – 3:15pm - Greenbriar

1. Review of current year achievements/accomplishments.
2. Discussion of any incomplete/ongoing projects (PSA, Article 106, etc.)
3. Ideas for topics of future National Booths, how to better promote etc.
4. Goals for Sports Medicine Committee moving forward, what else can we do?
5. Open Discussion