

Month	Day	From	Action	To	Responsibility
Oct-13	1	Respective Committee Chairs	Final copies of changes to Rules, Long Distance, Legislation due to Rule Book Coordinator	Rule Book Coordinator - Susan Ehringer	Rule Book
Oct-13	1	Recognition & Awards Chair	Changes to Appendix F due to Rule Book Coordinator	Rule Book Coordinator - Susan Ehringer	Rule Book
Oct-13	15	Membership Coordinator	Sends Rule Book Appendix E	Rule Book Coordinator - Susan Ehringer	Rule Book
Nov-13	1		2014 Registration year begins		Membership
Nov-13	1	National Office	STREAMLINES sent	USMS Members	Publications
Nov-13	1	Recognition & Awards Chair	Call for Ransom Arthur Award nominations	Communications and Publications Director - Laural Hamel	Recognition & Awards
Nov-13	1	Respective Committee Chairs and Membership Coordinator - Tracy Grilli	Final proofreading of Rule Book	Rule Book Coordinator - Susan Ehringer	Rule Book
Nov-13	9	Records & Tabulation Chair	Sends national and world records	Rule Book Coordinator - Susan Ehringer	Rule Book
Nov-13	9	Long Distance Chair	Sends LD national records	Rule Book Coordinator - Susan Ehringer	Rule Book
Nov-13	15	Respective Committee Chairs	Sends 2014 Guide to Operations section updates	Membership Director - Anna Lea Matysek	Guide to Operations
Nov-13	15	Interested Coaches	Applications for 2014 online coaching positions due	Coaches Committee Chair - Scott Bay	Coaches
Nov-13	15	National Office	Mailing list for 2nd mailing of the Nov/Dec issue of SWIMMER sent	Cummings Printing	Anna Lea
Nov-13	15	National Office	STREAMLINES for Coaches sent	USMS Coaches	Publications
Nov-13	15	Rule Book Coordinator	All camera-ready copy and artwork due	Rule Book Printer - Spotlight Graphics	Rule Book
Nov-13	21	Coaches Chair - Scott Bay	Announcement of selection of online coaches		Coaches
Nov-13	*	National Office	STREAMLINES for Volunteers sent - includes convention recap, 2014 Budget & FOG	USMS & LMSC Volunteers	Publications
Nov-13	*	National Office	Renewal reminders	All 2013 Members	Membership

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Dec-13	1	Long Distance National Championship Event Directors	Signed contracts for Long Distance National Championship events due	Long Distance Committee Chair - Donn Livoni	Long Distance
Dec-13	1	National Swims Administrator	LCM Top 10 list sent for formatting	USMS Formatter - Doug Garcia	Top Ten
Dec-13	1	National Office	STREAMLINES sent	USMS Members	Publications
Dec-13	1	National Office	Mailing list for first mailing of the Jan/Feb issue of SWIMMER sent	Cummings Printing	Anna Lea
Dec-13	1	Rule Book Printer	1st mailing of USMS Rule Book	See December 15th	Rule Book
Dec-13	15	National Office	Mailing list for 2014 Rule Book - BOD, LMSC Registrars & Officials Chairs, members of Finance, Legislation, Officials, Long Distance & Rules Committees, Rule Book Coordinator, clubs, sponsors & individual orders	Rule Book Printer - Spotlight Graphics	Rule Book
Dec-13	15	Membership Coordinator	Sends the last reminder for 2013 Convention reimbursement for processing by December 31st	Chief Financial Officer - Susan Kuhlman	Convention
Dec-13	15	National Office	STREAMLINES for Coaches sent	USMS Coaches	Publications
Dec-13	29		Printing of LCM Record Certificates		National Office
Dec-13	31	Championship Committee	2014 Summer Nationals entry information and forms due	Communications and Publications Director - Laural Hamel	Championship
Dec-13	31		Deadline for submission of IMSHOF candidates	Recognition & Awards Chair - Ray Novitske	Recognition & Awards
Dec-13	31		End of SCM Season		Top Ten
Dec-13	31		End of 2013 fiscal year		Chief Financial Officer
Dec-13	*	National Office	Posting of 2014 USMS Guide to Operations	USMS.org website under Administration	Guide to Operations
Dec-13	*	National Office	Emailing of USMS Directory	Those listed in the Directory	Membership
Dec-13	*	USMS Secretary	Emails Working Calendar and Committee Chair Handbook	All Committee Chairs	Secretary

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Dec-13	*	Gateway Printing & Graphics	LCM Top 10 issue sent	To Top 10 Subscribers	Top Ten
Dec-13	*	National Office	Renewal reminders	All 2013 Members who have not renewed	Membership
Jan-13	1		Full RB posted on the USMS.org website		National Office
Jan-14	1	Election Committee	Posting of election announcement	USMS.org website under Administration	Secretary
Jan-14	1	National Office	STREAMLINES sent	USMS Members	Publications
Jan-14	1	LMSC Development Chair	Call for changes to Appendix D	Communications and Publications Director - Laural Hamel	LMSC Development Committee
Jan-14	15	All Cost Center Heads	Deadline for submission of fiscal 2013 reimbursements or payments	Chief Financial Officer - Susan Kuhlman	Chief Financial Officer
Jan-14	15	National Office	Mailing list for 2nd mailing of the Jan/Feb issue of SWIMMER sent	Cummings Printing	Anna Lea
Jan-14	15	National Office	STREAMLINES for Coaches sent	USMS Coaches	Publications
Jan-14	25	Long Distance Committee	Submit listings of individual and relay All Americans from prior year LD National Championships	Membership Coordinator - Tracy Grilli	Long Distance
Jan-14	26	LMSC Top 10 Recorders	LMSC SCM Top 10 report due	National Swims Administrator - Mary Beth Windrath	Top Ten
Jan-14	*	Long Distance Committee	Bid packets sent for 2016 USMS LD National Championships	Interested Bidders	Long Distance
Jan-14	*	National Office	STREAMLINES for Volunteers sent	USMS & LMSC Volunteers	Publications
Jan-14	*	Membership Coordinator	Sends out preliminary room set-up, AV and reimbursement guidelines requirement information for 2014 convention - Jacksonville, FL	All committee chairs	Convention
Jan-14	1-31		Speedo USMS One Hour Postal Championship - Indy Aquatic Masters		Long Distance

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Feb-14	1	Chief Financial Officer	Fourth quarter financial reports prepared		Chief Financial Officer
Feb-14	1	Coaches Chair	Announcement on ASCA Masters Track and Speakers for World Clinic, Las Vegas, NV	USMS Coaches	Coaches
Feb-14	1	National Office	Mailing list for first mailing of the Mar/Apr issue of SWIMMER sent	Cummings Printing	Anna Lea
Feb-14	1	National Office	STREAMLINES sent	USMS Members	Publications
Feb-14	15	Championship Committee	Posting of Regional and Local Club lists for 2014 Spring & Summer Nationals	USMS Nationals Discussion Forums	Championship
Feb-14	15	National Swims Administrator	Preliminary SCM Top 10 emailed for proofreading	LMSC Top 10 Chairs and members of Records & Tabulation committee	Top Ten
Feb-14	15	National Office	STREAMLINES for Coaches sent	USMS Coaches	Publications
Feb-14	25	LMSC Top 10 Chairs and members of Records & Tabulation committee	Responses due from SCM Top 10 proofreading	National Swims Administrator - Mary Beth Windrath	Top Ten
Feb-14	27		Postmark deadline for "early" 2014 Spring Nationals, Santa Clara, CA		Championship
Feb-14	28	Long Distance Committee	LD Individual and Relay All Americans posted	USMS.org website under Competition	Long Distance
Feb-14	28	Committee Chairs	Deadline for convention meeting extra meeting time, AV requests, and room set up requirements	Membership Coordinator - Tracy Grilli	Convention
Feb-14	28	USMS Secretary	Sends 1st draft of 2014 Convention meeting schedule	Membership Coordinator - Tracy Grilli	Convention
Feb-14	7-9		USMS BOD meeting - Woodlands, TX		Secretary
Feb-14	20	Championship Committee Liaison	Pre meet visit to 2014 Spring Nationals - Santa Clara, CA		Championship
Mar-14	1	Membership Coordinator	Proposed 2014 Convention meeting schedule, AV requests and room set ups due	USAS Coordinator - Penny Taylor	Convention
Mar-14	1	National Swims Administrator	SCM Top 10 list sent for formatting	USMS Formatter - Doug Garcia	Top Ten

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Mar-14	1	National Office	STREAMLINES sent	USMS Members	Publications
Mar-14	1	Recognition & Awards Chair	Call for Nominations for inclusion in future publications - Dorothy Donnelly USMS Service Award, USMS Club of the Year, June Krauser Communications Award	Communications and Publications Director - Laural Hamel	Recognition & Awards
Mar-14	1	Coaches Chair	Call for Nominations for inclusion in future publications - USMS Coach of the Year, Kerry O'Brien Coaches Award	Communications and Publications Director - Laural Hamel	Coaches
Mar-14	1	Fitness Chair	Call for Nominations for inclusion in future publications - USMS Fitness Award	Communications and Publications Director - Laural Hamel	Fitness
Mar-14	1		Call for Nominations National Championship Award	North Carolina Masters - George Simon	Recognition & Awards and Championship Committee
Mar-14	6		Received by/on line entry deadline for "early" 2014 Spring Nationals, Santa Clara, CA		Championship
Mar-14	15		USMS Ransom J Arthur Award Nominations Due	Recognition & Awards Chair - Ray Novitske	Recognition & Awards
Mar-14	15	National Office	Mailing list for 2nd mailing of the Mar/Apr issue of SWIMMER sent	Cummings Printing	Anna Lea
Mar-14	15	National Office	STREAMLINES for Coaches sent	USMS Coaches	Publications
Mar-14	27		Received by/on line entry deadline for 2014 Spring Nationals, Santa Clara, CA		Championship
Mar-14	31	Membership Coordinator	LMSC delegate entitlements for convention	USMS Secretary - Chris Colburn	Convention
Mar-14	31		Printing of SCM Record Certificates		National Office
Mar-14	*	Gateway Printing & Graphics	SCM Top 10 issue sent	To Top 10 Subscribers	Top Ten
Mar-14	*	National Office	STREAMLINES for Volunteers sent - includes BOD election call for nominations	USMS & LMSC Volunteers	Publications

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Mar-14	*	Membership Coordinator	LD All American congratulations sent	USMS Long Distance All Americans	Tracy
Mar-14	TBD		Pre-meet site visit by Championship Committee liaison to Summer Nationals host, College Park, MD		Championship
Apr-14	1	National Office	Mailing list for first mailing of the May/June issue of SWIMMER sent	Cummings Printing	Anna Lea
Apr-14	1	National Office	STREAMLINES sent	USMS Members	Publications
Apr-14	15	USMS Secretary	Notifies LMSC Delegate entitlements for 2014 Convention, Jacksonville, FL	LMSC Chairs	Convention
Apr-14	15	USMS Secretary	First call request for Delegate-At-Large appointments	USMS President - Nadine Day & Secretary - Chris Colburn	Convention
Apr-14	15	National Office	STREAMLINES for Coaches sent	USMS Coaches	Publications
Aug-14	23		3-6 Mile Open Water National Championship, Central Oregon Masters, Elk Lake, Bend, OR		Long Distance
Apr-14	30	LMSC Secretary	LMSC minutes of 2013 Annual Meeting due	Membership Director - Anna Lea Matysek	Anna Lea
Apr-14	30	LMSC Treasurer	LMSC 2013 Financial Statement due	Membership Director - Anna Lea Matysek	Anna Lea
Apr-14	30	Interested members	Deadline for nominations for USMS Officer positions	USMS Nominating Committee	Secretary
Apr-14	*	Coaches Committee	Solicits for On Deck coaching help at 2014 Spring Nationals, Santa Clara, CA	USMS Coaches	Coaches
Apr-14	*	National Swims Administrator	Pool All American rosters posted	USMS.org website under Competition	Top Ten
Apr-14	*	Membership Coordinator	Pool All American congratulations sent	Pool All Americans	Tracy
Apr-14	*	National Swims Administrator	Relay All American rosters posted	USMS.org website under Competition	Top Ten
Apr-14	*	Membership Coordinator	Relay All American rosters emailed	Club Contacts	Tracy
Apr-14	*		Pre Convention meeting, Jacksonville, FL		Convention
May-14	1	National Office	STREAMLINES sent	USMS Members	Publications
May-14	15		LMSC filing deadline with IRS for Form 990, 990-N, or 990-EZ (all LMSCs must file)		Anna Lea

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May-14	15	Convention Coordinator	Last call equipment requirements for Convention	Committee Chairs	Convention
May-14	15	National Office	STREAMLINES for Coaches sent	USMS Coaches	Publications
May-14	15	Chief Financial Officer	First Quarter financial reports and annual projection prepared		Chief Financial Officer
May-14	15	USMS Secretary	Sends reminders for names of delegates to 2014 Convention, Jacksonville, FL	LMSC Chairs	Secretary
May-14	15	Thru September 15	Speedo USMS 5K and 10K Postal Championship - Rogue Valley Masters		Long Distance
May-14	19		6+ Mile Open Water National Championship - Green Leaf Racing, Lake George, Hague, NY		Long Distance
May-14	31		End of SCY season		Top Ten
May-14	*	National Office	STREAMLINES for Volunteers sent - Convention Information and Registration	USMS & LMSC Volunteers	Publications
May-14	1-15		Election Committee reviews applications, slates board candidates, notifies candidates and publishes candidate information		Election Committee Chair - Cheryl Gettelfinger
May-14	1-4		Spring Nationals, Santa Clara, CA		Championship
May-14	15	National Office	Mailing list for 2nd mailing of the May/June issue of SWIMMER sent	Cummings Printing	Anna Lea
May-14	15-31		Election Committee accepts nominations for any positions without candidates		Election Committee Chair - Cheryl Gettelfinger
Jun-14	1	Chief Financial Officer	2015 Budget Forms for budgets over \$500	USMS Budget Control Heads	Chief Financial Officer
Jun-14	1		Publication of candidate information on the election page of the USMS.org website		Election Committee Chair - Cheryl Gettelfinger

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Jun-14	1	Long Distance Committee	Long Distance National Championship packets distributed	Hosts of 2015 events	Long Distance
Jun-14	1		Deadline for submission of an in-cycle grant application for the USMS "Swimming Saves Lives" Fund		SSL
Jun-14	1	National Office	Mailing list for first mailing of the Jul/Aug issue of SWIMMER sent	Cummings Printing	Anna Lea
Jun-14	1	National Office	STREAMLINES sent	USMS Members	Publications
Jun-14	7		1-Mile Open Water National Championship - Davis Aquatic Masters, Lake Berryessa, Lake Berryessa, CA		Long Distance
Jun-14	11		Postmark deadline for "early" 2014 Summer Nationals, College Park, MD		Championship
Jun-14	15	Membership Coordinator	Cut off date for computation of LMSC delegate entitlements for the 2014 Convention	USMS Secretary - Chris Colburn	Tracy
Jun-14	15	USMS Secretary	Notifies and additional LMSC Delegate entitlements for 2014 Convention, Jacksonville, FL	LMSC Chairs	Secretary
Jun-14	15	National Office	STREAMLINES for Coaches sent	USMS Coaches	Publications
Jun-14	15	Committee Chairs	Committee budgets due	Respective Vice President	Chief Financial Officer
Jun-14	30	LMSC Top 10 Recorders	LMSC SCY Top 10 reports due	National Swims Administrator - Mary Beth Windrath	Top Ten
Jun-14	30	USMS Secretary	Last call for requests for Delegate at Large appointments due in writing	LMSCs	Secretary
Jun-14	30	Membership Coordinator	Final schedule sent regarding room set up and equipment requirements for Convention	Committee Chairs	Convention
Jun-14	*		Members of Audit Committee meet in Sarasota for annual meeting with external auditors		Chief Financial Officer

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Jun-14	*	Coaches Committee	Solicits for On Deck coaching help at 2014 Summer Nationals, College Park, MD	USMS Coaches	Coaches
Jun-14	1	USMS Budget Control Heads	2015 budgets less than \$500 whose budget will vary substantially from the previous year, otherwise budget will be renewed using the last 12 month spending history	USMS Chief Financial Officer - Susan Kuhlman	
Jun-14	18		Received by/on line entry deadline for "early" 2014 Summer Nationals, College Park, MD		Championship
Jul-14	1	Vice President	Committee budgets due	USMS Chief Financial Officer - Susan Kuhlman	Chief Financial Officer
Jul-14	1	National Office	STREAMLINES sent	USMS Members	Publications
Jul-14	1		Nomination deadline for Dorothy Donnelly USMS Service Award, USMS Club of the Year, June Krauser Communications Award	Recognition & Awards Chair - Ray Novitske	Recognition & Awards
Jul-14	1		Nomination deadline for USMS Coach of the Year, Kerry O'Brien Coaches Award	Coaches Committee Chair - Scott Bay	Coaches
Jul-14	1		Nomination deadline for USMS Fitness Award	Fitness Chair - Marcia Anziano	Fitness
Jul-14	1		Nomination deadline for USMS National Championship Meets Award	Championship Committee Chair - Jeff Roddin & Raleigh group	Championship
Jul-14	9		Received by/on line entry deadline for 2014 Summer Nationals, College Park, MD		Championship
Jul-14	10		Proposed amendments for Legislation, LMSC Development due	Legislation Chair - Meg Smath	Legislation
Jul-14	10		Proposed amendments for Long Distance due	Long Distance Committee Chair - Donn Livoni	Long Distance
Jul-14	10		Proposed amendments for Rules due	Rules Chair - Kathy Casey	Rules

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Jul-14	10	USMS Committees and LMSCs	Proposed amendments for LMSC Standards Policy due	LMSC Developmentt Committee Chair - Paige Buehler	LMSC Development Committee
Jul-14	15	Committee Chairs, Special Appointments & Coordinators	Annual Reports and Meeting Agendas sent	Respective Vice President	Convention
Jul-14	15		Final cut off for requesting Delegate-at-Large appointments for Convention	USMS President - Nadine Day & Secretary - Chris Colburn	Secretary
Jul-14	15	National Office	Mailing list for 2nd mailing of the Jul/Aug issue of SWIMMER sent	Cummings Printing	Anna Lea
Jul-14	15	National Office	STREAMLINES for Coaches sent	USMS Coaches	Publications
Jul-14	15	National Swims Administrator	Preliminary SCY Top 10 emailed for proofreading	LMSC Top 10 Chairs and members of Records & Tabulation committee	Top Ten
Jul-14	16		Coach of the Year and Kerry O'Brien award recipients selected by Coaches Committee		Coaches
Jul-14	20		President appoints Delegates-at-Large for Convention		Secretary
Jul-14	24		Corrections for SCY Top 10 due	National Swims Administrator - Mary Beth Windrath	Top Ten
Jul-14	26		9+ Mile Open Water - Genesis Aquatics/Hopkins Masters, Lake Minnetonka, Wayzata, MN		Long Distance
Jul-14	31	Vice President	Send committees annual reports and agendas for inclusion in Convention packet	Membership Coordinator - Tracy Grilli	Convention
Jul-14	*	National Office	STREAMLINES for Volunteers sent - Convention Special	USMS & LMSC Volunteers	Publications
Jul-14	*	Host LMSC Convention designee	Sends Convention swim workout transportation and pool contract with reimbursement forms	Membership Coordinator - Tracy Grilli	Convention
Jul-14	TBD		BOD Meeting Sarasota, Florida		Secretary

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Aug-14	1		Approximate deadline for USAS early Convention registration and inclusion in USAS Directory		Convention
Aug-14	1	Interested events	Bids for 2015 Fitness events due	Fitness Chair - Marcia Anziano	Fitness
Aug-14	1	Respective Committee Chairs	All proposed rule/code changes from Legislation, Long Distance & Rules due for inclusion in Convention packet	Membership Coordinator - Tracy Grilli	Convention
Aug-14	1	Election Committee	Sends election information for inclusion in the Convention Packet	Membership Coordinator - Tracy Grilli	Convention
Aug-14	1	National Swims Administrator	Final SCY Top 10 list sent for formatting	USMS Formatter - Doug Garcia	Top Ten
Aug-14	1		Second quarter financial reports and annual projection prepared		Chief Financial Officer
Aug-14	1	Interested hosts	Bids for 2016 Long Distance National Championships	Long Distance Committee Chair - Donn Livoni	Long Distance
Aug-14	1	National Office	Mailing list for first mailing of the Sep/Oct issue of SWIMMER sent	Cummings Printing	Anna Lea
Aug-14	1	National Office	STREAMLINES sent	USMS Members	Publications
May-14	17		1-3 Mile Open Water National Championship - Outdoor Chattanooga, Tennessee River, Chattanooga, TN		Long Distance
Aug-14	15	National Office	STREAMLINES for Coaches sent	USMS Coaches	Publications
Aug-14	15	Coaches Committee	Solicits coaches to help with workouts at Convention		Coaches
Aug-14	16		2-Mile Cable National Championship - Adirondack Masters, Mirror Lake, Lake Placid, NY		Long Distance
Aug-14	22	Executive Director/ Chief Financial Officer	Distributes 2015 detailed annual budget	Members of USMS Finance Committee	Chief Financial Officer
Aug-14	29		Printing of SCY Record Certificates		National Office
Aug-14	*	USAS Registrars	Sends USMS Registration list	Membership Coordinator - Tracy Grilli	Convention

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Aug-14	*	Membership Coordinator	Convention Packet posted on USMS.org website and emailed	Automatic and registered convention delegates	Convention
Aug-14	*	Gateway Printing & Graphics	SCY Top 10 issue sent	To Top 10 Subscribers	Top Ten
Aug-14	*	Membership Coordinator	New Delegate information emailed	New Delegates	Convention
Aug-14	*	Host LMSC Convention designee	Sends list of volunteer names and hospitality room schedule	Membership Coordinator - Tracy Grilli	Convention
Aug-14	*	Chief Financial Officer	Sends 2015 preliminary budget for inclusion in the Convention Packet	Membership Coordinator - Tracy Grilli	Chief Financial Officer
Aug-14	13-17		USMS Summer Nationals, College Park, MD		Championship
Sep-14	1		Rule Book Cover submissions due	Rule Book Coordinator - Susan Ehringer	Rule Book
Sep-14	1		Period for 2014 "end of year/reduced fee" begins		Membership
Sep-14	1	LMSC Registrars	Send 2015 Membership Card requirements	Membership Director - Anna Lea Matysek	Membership
Sep-14	1	National Office	STREAMLINES sent	USMS Members	Publications
Sep-14	15	National Office	STREAMLINES for Coaches sent	USMS Coaches	Publications
Sep-14	15	Thru November 15th	Speedo USMS 3000/6000 Postal Championship - Central Oregon Masters		Long Distance
Sep-14	30		End of LCM Season		Top Ten
Sep-14	30	Meet Host	Draft information and entry forms for 2015 Spring Nationals due	Communications and Publications Director - Laural Hamel	Championship
Sep-14	*	National Office	Finalizes design of Membership Card		Membership
Sep-14	*	National Office	STREAMLINES for Volunteers sent	USMS & LMSC Volunteers	Publications
Sep-14	*	Chief Financial Officer	Group Exemption 501 (C) (3) status report due	IRS	Chief Financial Officer
Sep-14	17-21		National Convention, Jacksonville, FL		Convention
Sep-14	15	National Office	Mailing list for 2nd mailing of the Sep/Oct issue of SWIMMER sent	Cummings Printing	Anna Lea

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Oct-14	1		Registration period opens for registration of 2015 Clubs		Membership
Oct-14	1	Membership Coordinator	Sends Committee Request file	USMS President - Nadine Day	
Oct-14	1	National Office	Mailing list for first mailing of the Nov/Dec issue of SWIMMER sent	Cummings Printing	Anna Lea
Oct-14	1	National Office	STREAMLINES sent	USMS Members	Publications
Oct-14	15	National Office	STREAMLINES for Coaches sent	USMS Coaches	Publications
Oct-14	20	LMSC Top 10 Recorders	LMSC LCM Top 10 reports due.	National Swims Administrator - Mary Beth Windrath	Top Ten
Oct-14	31	Committee Chairs	Changes for 2015 Working Calendar Due	Membership Coordinator - Tracy Grilli	Working Calendar
Oct-14	31		End of 2014 Registration Year		Membership
Oct-14	*		President appoints committee chairs and committee members		President