

<b>Committee Name:</b>	<b>Records and Tabulation</b>		
<b>Committee Chair:</b>	Chris McGiffin	<b>Vice Chair:</b>	MJ Caswell
<b>Minutes recorded by:</b> MJ Caswell		<b>Date/time of meeting:</b>	May 20, 2026 8:30pm ET / 5:30pm PT

**Motions Passed:**

1. **MSA to move the content of 104.5.8 Results into Championship Meet policy, including the removal of the last sentence under B Publication of meet results (Chris moved, Jerry seconded)**
2. **MSA to delete existing rule and move the content of 105.1.2 Deadlines into R&T or USMS Policy (Chris moved, Jerry seconded)**
3. **MSA to delete existing rule and move the content of 105.4 All-American and All-Star into R&T or USMS policy (Chris moved, Jerry seconded)**
4. **MSA to approve 507.1.10 committee definition as amended (Chris moved, Jerry seconded)**

<b>Number of committee members present:</b> 8	<b>Absent:</b> 0	<b>Ex-Officio:</b> 3
<b>Committee members Present:</b> Chris McGiffin (Chair), MJ Caswell (Vice Chair), Cheryl Gettelfinger, Robert Mitchell, Alina Perez de Armas, Gerald Treiman, Ed Tsuzuki		
<b>Absent:</b> Tim Sinnenberg		
<b>Ex Officio Present:</b> Bethany Burchill, Mollie Grover		<b>Absent:</b> Walt Reid
<b>Executive Committee</b>		<b>Absent:</b> Julie Dussliere, VP of Administration
<b>Guest(s):</b> Mary Beth Windrath		

**Action Items:**

1. **Walt** will present information to the committee regarding World top 10 requirements, which are different from USMS top 10 requirements.
2. **Committee members** to review the files Dawson shared and submit feedback or questions via Slack or committee email.
3. **MJ, Chris and Mollie** are working with the MN Top 10 recorder and meet director to resolve outstanding issues, which are preventing the tabulation of 2025 All Americans and All Stars
4. **MJ** will partner up with MN LMSC TTR, Scott Nimke, for mentoring
5. **Chris** will contact the Championship Committee chair and others to share the recommendation about Article 104.5.8 and confirm next steps
6. **Chris** will create formal Rules and Legislation amendment packages for submission by June 10th

**Minutes**

The meeting was called to order at 8:31 PM EST.

Agenda

I. Check-in

- Reminders:
  - Stay muted when not speaking
  - Avoid interruptions - let speaker finish their thought
  - Recordings, transcripts
  - Guests are listen only, until called upon by the Chair
  - Robert's Rules will be followed
- Guest introductions
  - Mary Beth Windrath joined the call

- Updates
  - [Sanction process](#) now includes a “modernized” [USMS Measured Pools Database](#)
  - To access the measured pools Database, Go to the Sanction a meet page and there is a link to the Measured Pools Database in the middle of the page.
  - SCM Top Ten delays - **MJ, Chris and Mollie** are working with the MN Top 10 recorder and meet director to resolve outstanding issues, which are preventing the tabulation of 2025 All Americans and All Stars
- Review any open action items
  - **MJ** will partner up with MN LMSC TTR, Scott Nimke, for mentoring

## II. Event Results Processing Redesign (Dawson)

- Dawson was unable to attend - he did post some files to share a National Office update
  - A [video demo](#) of some UI design concepts and a [Powerpoint](#) summarizing some result upload improvements
  - **Committee members**, please review the UI design and the powerpoint slides and give feedback via Slack or email your feedback to Chris
  - A spirited discussion was held about the best way to enter splits, either through the Top 10 tools or through meet manager
    - Meet managers can enter the splits, but that causes issues with placing and a lack of referring swim

## III. [Report](#) from Rules, Policies, Guidelines work group

- Chris facilitated a review of the Rule Book items being considered
- Deadline to submit Rules and Legislation changes is Wed., June 10th
- The work group was tasked with making recommendations associated with the updated [USMS Guidelines for Rules, Policies and Guidelines](#) policy
- The work group considered Article 103 and recommended leaving in the USMS Rule Book
- The work group considered Article 104 and recommended that it could be a candidate to move to a Championship policy
  - **MSA to move the content of 104.5.8 Results into Championship Meet policy, including the removal of the last sentence under B Publication of meet results (Chris moved, Jerry seconded)**
  - **Chris** will contact the Championship Committee chair and others to share the recommendation about Article 104.5.8 and confirm next steps
- The work group considered Article 105 and made recommendations to move some content into R&T or USMS Policy
  - **MSA to delete existing rule and move the content of 105.1.2 Deadlines into R&T or USMS Policy (Chris moved, Jerry seconded)**
  - **MSA to delete existing rule and move the content of 105.4 All-American and All-Star into R&T or USMS policy (Chris moved, Jerry seconded)**
- The work group considered ARTICLE 507: Committees and Appointments, specifically the current Records and Tabulation committee description (507.1.10).
  - We discussed how the R&T responsibilities have evolved
  - We discussed a suggestion from Ed Coates that we consider whether the R&T committee should have oversight of the pool meet sanctions process
    - No committee oversight of the sanctions process today and it connects well with an “end-to-end” event management support mission
    - Concern that committee membership will require additional people with sufficient meet sanctioning experience
  - **MSA to approve 507.1.10 committee definition as amended (Chris moved, Jerry seconded)**  
**507.1.10 Meet Event Management Committee** - The [Meet Event Management](#) Committee shall establish and maintain standardized procedures to [sanction](#), verify and record results of *pool meets*. This shall include ~~maintaining the list of certified pool measurements and supporting the processes and coordination related to~~ [sanction](#), pool measurement, and event results databases. The committee shall ~~maintain~~ [be consulted for the verification of](#) USMS

records, All-American and All-Star rosters, and USMS [and World Aquatic Masters](#) Top 10 times for each [applicable](#) course, ~~and shall publish all of the above at least annually~~. The committee shall consist of the committee chair and sufficient members to execute the committee function.

- **Chris** will create formal Rules and Legislation amendment packages for submission by June 10th

#### IV. Committee Focus Area Updates

- *Rules, Policies, Guidelines* - review USMS Rule Book R&T-related items and recommend what can be moved to Policy or to Guidelines (Chris, MJ, Alina)
  - Reference information
    - [USMS Guidelines for Rules, Polices, and Guidelines](#)
    - [Rules, Polices, and Guidelines Chart](#)
  - Chris and MJ met on 4/29 - notes are [posted](#).
- *Documents* - review and recommend changes/improvements to existing R&T-related documents (MJ, Cheryl, Ed, Tim, Chris)
  - MJ, Chris, Ed, Cheryl, Tim met on 5/10 - notes are [posted](#).
- *LMSC TTR training* - design/produce TTR best practice playbook - what issues do we want TTRs to prevent? (Chris, Jerry, Robert)
  - Chris and Jerry met on 4/14 - notes are [posted](#) on the new USMS Google Drive location in Slack
  - Chris met with Mary Beth Windrath on 4/30
  - Ed offered to help with presentation and materials
  - Next steps:
    - Outline webinar content/messaging
    - Training format - 1 hour webinar with Q&A
    - Draft TTR webinar communication - scheduling (Jul/Aug?), agenda, brief survey to inquire about current needs/challenges
- Event Results Processing working group (Chris - Lead, MJ, Ed)
  - On HOLD until the national office is ready to start work
  - Chris shared the current [prioritized list](#) of changes requested started last year
- Lessons Learned archive
  - Chris created a simple [document](#) to help track recent R&T issues reported

V. Next Meeting date - June 7, 2026 at 6:30pm ET/3:30pm PT

The meeting adjourned at 9:31 pm ET