

<b>Committee Name:</b> <b>Records and Tabulations</b>	<b>Session #:</b>
<b>Committee Chair: MJ Caswell</b>	<b>Vice Chair:N/A</b>
<b>Minutes recorded by: Cheryl Gettelfinger</b>	<b>Date/time of meeting: March 10, 2024 4:00PM PDT</b>

<b>Number of committee members present: 7</b>	<b>Absent: 1</b>	<b>Ex-Officio:2</b>
<b>Committee members present (list all, including chair and vice chair): MJ Caswell, Jeanne Seidler, Jerry Treiman, Mary Sweat, Walt Reid, Denise Wetzel and Cheryl Gettelfinger. Ex-Officio Present: Mary Beth Windrath and Julie Dusliere.</b>		
<b>Committee Members Absent: Chris Ottati</b>		

---

## Minutes

The meeting was called to order at 4:03 PM PDT.

1. The meeting began with discussion of the Meet Observer Report form (MOR) and whether we wanted to set any time limits for the Top Ten Recorder to return that report because it had missing or conflicting information. There was also discussion of who should be eligible to be a meet observer because that person needs to know all of the rules. The meet director assigns the task and in some situations with very few USMS swimmers, it may need to be one of the swimmers. However, with a large number of USMS swimmers in that recognized event, the meet host should complete the form. This form is not required for USA meets which are automatically considered recognized meets. Also, as of this time, no time limits will be required; however, it is best practice to complete these forms ASAP while it's still fresh in their minds and even preferably before leaving the pool. A carefully completed form is more important than when it is submitted to the National Swims Administrator, although it must be submitted by the deadline.
2. The second discussion was about the extension of the Short Course Yard (SCY) season for this year due to the late date of Nationals (June 20-24) at the I.U. Indianapolis Natatorium (formerly known as I.U.P.U.I). Mary Sweat inquired of MJ if Julie Dusliere (Julie, VP Administration) can be our contact with the National Office to ensure that our tools will work when including the meets between June 1 and Nationals, which need to be included with this year's Top 10, instead of next year's Top 10 where they would normally be. MJ will update us on the forums once she hears back from Julie.
3. LMSC Development Committee Member, Linda Chapman has been trying to help with a template for sanctioning. She would like feedback from our committee and MJ asked for a volunteer to help by reviewing meet announcements. Jeanne offered to help with this so MJ will pass her name along to Linda. MJ inquired how Mary Beth and Mary maintain their meet announcements. Mary Beth keeps the Club Assistant link if applicable or otherwise makes a copy. Mary Sweat has a table where she inputs information. MJ would like to see this integrated into the new sanctioning system so nobody has to take these extra steps.
4. The next discussion was about Rule 103.18.1 c; meeting the requirements to achieve a valid relay split when a subsequent swimmer(s) is disqualified. MJ reviewed that other than swimmer number 2 not being able to start in the water, step on the touchpad if starting from the deck, and the requirement that the relay must have 4 eligible relay members, the rule does not cover other situations. The question had to do with a subsequent swimmer not completing the distance rather than a disqualification due to an improper stroke or touch. The committee felt that this was a violation because the relay did not complete the sanctioned event which is a requirement when taking splits from individual events. However, MJ will contact the Rules Committee for their interpretation of this rule and depending upon the interpretation, the Records and Tab Committee will likely propose a rule to address this.

5. MJ stated that Julie Dussliere had to leave the meeting early due to a flight and she will update the committee on Board of Director's (BOD) activities next meeting.
6. MJ discussed that the Meet Processing Task Force (MPTF) has completed about 80% but is now waiting for a BOD response. The MPTF wants to know if the Records and Tab Committee will be doing software design and testing in the future or if the National Office has plans to do that work itself.
7. There is now a document uploaded at the Forum for all committee members to review. It was updated after a review from MJ, Mary Beth and Cheryl. Mary Beth was given some more historical information from Meegan Wilson, a former member of the History and Archives Committee. While the information is interesting, the objective is to only include updates that pertain to the duty of TTRs. MJ asked that people look at the document and that since the newest historical information is in a different color, please recommend what is not relevant (e.g. long-distance changes since TTRs don't handle long distance events). She also recommended that committee members ask for daily alerts from the forum.
8. MJ is working on updates to the FAQ document and Policy and Procedures document.
9. The committee also discussed non-conforming relays and the best way to handle them because of the current Top Ten tools limitations. Jeanne suggested just deleting them before you upload; however, some TTRs don't have that ability due to their version of meet manager. MJ asked if instead of deleting, could we just change to a DQ because the program will not revert to a valid relay when doing the audit. Mary Beth noted that the Rules Committee says explicitly that the TTR are not to ever DQ any swims. Another work around is to audit first and then mark as EXH. A different but similar issue is that relays that are marked as Workout Groups that are subsequently changed to the valid club, lose their identifier that distinguishes between two or more groups in the same age group (e.g., 25-34 A, 25-34 B). The consensus was that updating the tools instead of trying to work around these situations would be much faster and give accurate results.

The meeting was adjourned at 5:07 PM PDT. MJ will email a poll to schedule the next meeting.

---