

**Times and Recognition Committee
Conference Call
January 8, 2007
2 p.m. EST**

Present: Larry Herr, Susan Woessner, Suzanne Heath, Terry Randolph, Bea Hartigan, Marvin Lanphere, Ellaine Cox, Matt Hooper, and Jim Holcomb

Unable to be on the call: Isabelle Fraser, Gina Mayer, Caroline Maxvill, George Breen, Pat Lunsford, Jay Thomas

Welcome

Larry Herr welcomed all committee members to the first meeting of the new committee. Larry believes that the formation of this committee from various existing coordinators and committees will redefine a group dedicated to working with all areas of time and recognition into an efficient model. He thanked all for their previous service to USA Swimming and expressed appreciation that committee members are willing to continue in this new group.

Suzanne Heath also welcomed all to the first meeting and gave a brief history of how the concept of the new committee was brought forward by the Governance Committee and the USA Swimming Board of Directors. She thanked members for their willingness to serve the athletes, coaches and parents who are members of USA Swimming and asked each to consider the opportunities that are available for our new group. Over the next few months, Suzanne asked that each of us look at several key issues for the success of the committee and be prepared to respond:

- What do you see the role of the committee to be?
- How will we manage the jobs performed in the past by individual coordinators and make these committee functions through the use of task forces and sub-committees?

Introduction of Members, Status Reports and Activities for 1st Quarter 2007

Several of the committee members had sent out job descriptions for the duties performed by them as coordinators or committee chairs. Each member now introduced their duties and reviewed activities since the 2006 convention and those planned for the first quarter of 2007.

Ellaine Cox – Awards Coordinator

- Ellaine expressed uncertainty that her area needs to be included on this new committee. She reports to the Administrative Vice President and works closely with staff members Mike Unger and Dean Eckeren. Her previous committee met at convention to decide on awards presented there and to approve the design of medals and trophies presented at USA Swimming championship meets.
- Members of the committee agreed that for Ellaine to continue to work effectively for USA Swimming in this area, she did not need the support or oversight of our group. There would no sensible reason for her to also report to the Program

Operations Vice President and utilize Larry and Susan as staff liaisons. The committee will make the recommendation that this position be deleted from the T & R Committee structure and reassigned under Administration.

Marvin Lanphere – Scholastic All American

- Marvin asked that the “All American Committee” nomenclature be eliminated from use. As part of the T & R Committee, he requests that a Task Force be formed and entitled “Scholastic All America”. His recommendation is that the SAA Task Force be comprised of members of the AA Committee. The following are recommended for the task force to be chaired by Marvin:
 - Joyce Lanphere,Carolynn Burt, Bern Ebersole, Isabelle Fraser, Jackie Groiss, Ron Johns, Betty Kooy, Dianne Limerick, Louise Limerick, Charles Swanson, and Chris Thompson.
- Heather Hass, USA Swimming staff member, has replaced the former AA committee liaison and she is happy to assist the Task Force with development and posting/distribution of the SAA application.
- In addition to posting the application on the USA Swimming website, the four Sports Coordinators assist by distributing the applications in athlete/team packets at the Spring Sectional and Championship meets.
- The work to develop the SAA listing for recognition goes on after the academic year is over. Some issues always arise over misspelled names. Susan Woessner said she would glad to help using SWIMS to check names.
- Marvin explained the criteria for SAA status:
 - 100 points is available for GPA (i.e. 3.5=50 points; 4.0=100 points)
 - 150 points is available for swimming meet places
 - This year there were two perfect scores: Chip Peterson, NC, and Kate Ziegler, PV. Kate is the first swimmer to place first in SAA three years in a row.
- Matt Hooper asked if SWIMS has SAA as a category. Larry responded that it does not. Marvin reminded the group that SAA uses places and not times for determination of status.
- SAA utilizes only meets sanctioned by USA Swimming. Meets run by US Paralympics were used if observed. Questions arose over the relationship between USPC and IPC. In the past IPC has sanctioned 2-3 meets held by USPC. Bea suggested that if the BOD is satisfied with the observed status, then the organizations would likely be willing to submit requests for this status. Larry will find out the current relationship of the organizations and report back to the committee.

Terry Randolph – Top 16 Coordinator

- Terry asked that the 59 LSC tabulators be considered a sub-committee of the T & R Committee. All members agreed.
- The Top 16 year for 2005-06 closed on August 31, 2006. The busy time of the year for Top 16 is in the September-November window. Top times lists are posted and updated every two weeks by Susan Woessner on the web site. Once the lists are finalized, they are posted for public perusal and communication is

sent to all tabulators to check the lists for possible omissions/errors. A final list is posted no later than November 15th. The certificates and pins are presently being readied for mailing by USA Swimming. Susan Woessner estimated that they would be shipped around the 12th of January.

- Top 16 times are published in issues of *Splash* Magazine. Due to the length of the lists and publication constraints, the lists will be published in four issues of *Splash*. The next four issues will contain LCM recognition, SCY recognition, LCM Relay recognition and SCY Relay recognition. The committee recommends that communication be sent to Top 16 tabulators and posted on the USA Swimming website as to the schedule of publication.
- Terry suggested that a portion at the end of the Top 16-NTV Workshop be devoted to addressing of potential changes for the Top 16 program. This will be part of the workshop structure for the 2007 convention.

Suzanne Heath – National Times

- Post convention Suzanne sent minutes and handouts from the Top 16/NTV Workshop and the Times/Registration Workshop to all attendees and all Times Officers. Additionally, she has communicated with Times Officers, updated the listing of LSC officers as needed, worked with Bruce Stratton and members of the YMCA to develop a policy for adding times from YMCA approved meets into SWIMS, worked with Pat Lunsford and staff members on the new T & R committee, and communicated with committee members.
- An additional duty has been to revise the SWIMS Times Module Policy Manual that was adopted by the BOD last January. The revisions include the Rules Committee recommendations for observed swims and the policy adopted jointly by the YMCA organization and USA Swimming for approved meet status. Suzanne will send this revised policy, with a letter of request, to Pat Lunsford for submission to the BOD at the January meeting or a later meeting.
- Bea asked about procedure for submitting items to Pat and/or the BOD and a schedule of meetings. The next meeting is January 20-21 and the following one will be in late April. Larry or Susan will get us a schedule of meetings.
- Suzanne stated that before each meeting Pat asks for a summary of committee activities for BOD information and that she would be preparing this list and will send it to the committee for additions/suggestions before submission to Pat.
- First Quarter activities for National Times will focus on setting up an Enhancements Task for SWIMS/Times. Suzanne will ask Jay Thomas to chair this task force. Interest in task force membership has been expressed by the following:
 - John Hirshmann, Terry Randolph, Bob Matlack (all previously served on this task force), Nan Cooper (CT), Pam Lowenthal (IL), Linda Seckinger (CO), and Lyle Campbell (PN) would like to be involved in the Times Recon Phase II work. Suzanne is willing to serve as an ex officio member and recorder.
- Other first quarter activities include maintaining a list of authorized meets for observed swims and insuring that LSCs load meets in a timely manner.

Bea Hartigan – Disability Records

- Bea stated that she has operated in some confusion over the past months. She has questions as to who will do the actual production of certificates for Disability Records since Wendy Ethridge (Dean Eckerens' office) left the staff. In the past she has sent updates for the website directly to Jim Rusnak and asked if this would continue. Larry said that these items would need to be addressed in a separate call. He and Susan will ask for guidance from staff resources and come up with a plan and discuss this with Bea and Suzanne. Susan W will set up the call and let Bea and Suzanne know.
- Currently Bea has 45 records that are eligible for recognition and award. She recommends that recognition and posting take place three times a year.
- As far as first quarter activities are concerned, Bea checks her mailbox for new record applications. The applications are posted on the website; USPC referees and meet directors also have the forms.
- An area for improvement is in the handling of meet results. Hard copy results are sent to Bea. USA Swimming does not post these results (Can this be addressed in the future?).
- Discussion continued regarding the IPC and the USPC and the relationship of Julie O'Neill, Swimming Director of the Paralympics Division for the USOC. Bea stated that she does have a relationship with Julie. Her impression is that Julie is interested in promoting records immediately; they may not have been researched thoroughly according to our standards.
- Bea would like to secure education for meet directors and referees as to the necessity of pool measurements for pools with bulkheads and recommendations for procedures.

Note: During this discussion Terry Randolph mentioned that NAG Records have no mandate for a requirement of pool measurement. She believes this is a deviation that should be corrected to provide consistency and validity of all records. The committee agreed this is an area that should be addressed.

Task Force/Sub-Committee Development

The following task forces or sub-committees are recommended by the committee:

- SWIMS Times Enhancements (Jay Thomas, chair)
- Scholastic All America (Marvin Lanphere, chair)
- Top 16 (sub-committee-Terry Randolph, chair)

Joint Workshop for Registration and Times/T & R Committee Meeting

Larry identified a problem with the plan for a T & R Committee meeting in conjunction with the joint workshop planned for Registration and Times. While funding was provided for the workshop, there is no funding for the committee meeting. He suggested that the committee consider using a small amount of money (approximately \$5,000) from the \$95,000 budgeted for Times enhancements this year. The committee agreed to look

into this possibility. (Note: Larry received confirmation from Mike Unger that if the committee wishes to use money from this budget item, no further action is necessary.)

- The committee meeting will be Thursday and Friday, April 19th and 20th, in Tucson, AZ. The hotel has not been finalized, but it is likely to be the Embassy Suites. The hotel has an airport shuttle. Expenses for airfare, hotel and meals will be covered by committee funds. Cathy Durance has the lead role in the set up of this meeting and the workshop. Information will be sent to committee members when it is available. There will be a dinner planned for Friday evening with the members of the Registration/Membership Committee.
- The Joint Workshop for Times and Registration will be Friday, April 20th to Sunday, April 22nd. Each LSC may send one representative from Registration and one from Times with USA Swimming providing the hotel room and meals. Each LSC will be asked to provide airfare for these attendees. Three vans will be available for transport to the computer lab sites, but it is a walking distance from the hotel as well.
- Additional LSC Times or Registration representatives may be able to attend the workshop on a space available and LSC funding for hotel and airfare basis. Details will be included in the application information.
- A tentative agenda for the T & R meeting has been developed and sent to committee members. In the next few weeks staff and Suzanne will be looking at this in more detail. Committee members are encouraged to send suggestions for our meetings to Suzanne, Larry or Susan.

Communication System Review

Currently staff members and Suzanne send out information to individual volunteer components that are under the T & R umbrella. These include:

- Staff Times Update every two weeks (during enhancement development period)
- NT update as needed to Times Officers re policy issues, new procedures, etc.
- Committee email updates as necessary by both staff and chair

A suggested schedule for committee conference calls is once a month to 6 weeks. A tentative day and time for the next call is: **Tuesday, February 20th, 8 p.m. EST.**

Convention Workshop Determination

The following workshops/meetings were designated for the 2007 convention. Suzanne will communicate these times/dates to Cathy Durance.

- Top 16 and NTV Workshop - Wednesday from 3-4:50 pm (we will make arrangements with Bruce Stratton should we have legislation to present)(100 people, screen, LCD projector, microphone)
- Scholastic All America Task Force - 10:50 - 12 noon on Thursday morning (12 people on the task force; additional seating to be determined by task force)
- T & R Business Meeting - 3-4:50 pm on Thursday afternoon (large table, seating for 15-20 and side seating for spectators)

Top Five Goals for the Year

Based on the mission and responsibilities set forth by the Governance Committee for the Times and Recognition Committee, the following goals were set forth by Larry, Susan and Suzanne. Please note these are a starting point for discussion. Committee members are asked to review and brainstorm and to be prepared to discuss and set goals at our next conference call/meeting:

- Develop the committee into a workable group without loss of functionality of previous coordinator and committee work.
- Maintain communication with all volunteers who work within committee areas.
- Work with USA Swimming staff members to verify and recognize new records, Top 16 achievements, and Scholastic All America status.
- Lead task forces established to perform ongoing work of the committee.
- Provide training for volunteers and conduct annual business meeting of committee at 2007 convention.
- Support the expansion of the Online Meet Entry system (OME) to use for more swimming meets in LSCs.
- Expand the opportunities for communication of enhancements for the SWIMS Times Module.
- Collaborate with outside swimming organizations such as the YMCA and the NCAA to provide database assistance.

All members of the committee agreed that involving our athletes in the work of the group is very important. We recognize that they are heavily involved in school, swimming and family activities, but hope that we will be able to offer them opportunities to contribute to the committee work.

Respectfully submitted,

Suzanne Heath, Chair

January 9, 2007