

# National Office Streamlines

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Fall 2008



## Greetings from the National Office...

So... what do you think of the "green"? As you will see in Ashley's message from the Charlotte Office the administration of USMS is making every attempt to reduce waste and conserve. It was very apparent at convention that we generated a huge amount of paper waste that did not have to be. You

will see a number of changes, specifically the USMS Directory and USMS Guide to Operations (formally called the LMSC Handbook) will only be sent electronically and we will work toward reducing the number of printed copies of the Convention Packet and convention meeting minutes. We have listed a number of "tips" later in this



newsletter we are using at the USMS offices and hopefully you can use these tips to assist your LMSC to become "greener" too!

Another successful convention has taken place, this year in Atlanta! Congratulations to our newly elected BOD Members (at large) – Don Mehl (South Central) and Anthony Thomp-

## USMS GOING GREEN

son (Breadbasket). Thank you Carolyn Boak and Anna Lea Roof for your service. Newly appointed International Committee Chair – Wayne McCauley, Thank you Anthony Thompson for your service. Newly appointed Breadbasket Zone Rep - Lori Payne and Northwest Zone Rep - Wes Edwards. Thank you Anthony Thompson and Jane Moore for your service. Our award winners are listed in the Nov/Dec issue of USMS Swimmer. Our 2009 National Championship and Open Water/Long Distance bid winners are listed later in this newsletter. You will find the minutes from all the meetings on the USMS web site at [www.usms.org/admin/conv08](http://www.usms.org/admin/conv08).

Registration - As you know, we are into a new registration year as of November 1st. This will be the first time we've had on line registration for the start of the registration year. Please note that in order for a member to register for a club, the club MUST be registered. If a member registers on line, Clubs that are not registered for 2009 will not be listed on the drop down list and they will not be able to register for that club. As you can imagine, this will cause quite a bit

of confusion for members (and stress for registrars, Club Assistant and the National Office). Please get the word out to those clubs in your LMSC that have not registered requesting them to send their 2009 club registrations in.

Wearing both my National Office Administrator and LMSC Registrar hats I am thrilled with the on line registration program and would like to give a big THANKS to George Simon, Leo Letendre, Jim Matysek as well as Dan Wegner and Julie Austin from Club Assistant for all their time and effort in continuing to make this program user friendly for members, registrars and the National Office.

I think that is about it for now. I hope all is well with you and your LMSC and Happy Holidays to you!

*Happy Swimming!  
Tracy*

## Greetings from Charlotte,

Thanks to so many of you at the 2008 convention that helped us in our crash course of USMS history and provided us with a deeper understanding of the organization's culture. We've learned that "everyone has a story." It seems as though no one comes from the same background, each member has his or her own reason for swimming and each and every athlete, coach and volunteer is an inspiration.

Since convention, we have balanced our USMS education with work. With our three core initiatives in mind—membership services, club and coach services and marketing and promotion—we are transitioning some of the volunteer-intensive projects to USMS staff. We are tackling new projects such as the brand development task, and we are communicating with and visiting USMS members, coaches and teams to better understand what we can do for you.

As we all move (swim) forward, we find you making some terrific recommendations that will improve USMS and how we operate. In an effort to remain current, move with the tide, jump on the bandwagon, contribute to the future and all of the other cliché phrases we hear in the media, USMS will begin to go green. What does this mean? As we continue to provide information, updates, guides, manuals, reports and records, we will begin making more of this information available in an electronic format rather than hard copies. USMS is proud that we are taking this step and encourage you to ask yourselves: "What can I do?" Take a reusable water bottle to the pool. Carpool to practice. Make sure protein bar wrappers make it into the trashcan. These are simple efforts that each of us can make in our daily lives to be a positive example and part of the



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solution. USMS is making the commitment to think and act green because each of us has a responsibility to the swimmers of the future.

As for the Charlotte office? Because not all of our initiatives and projects are as transparent as those that might appear on the website, in the member magazine or in a regular email, we will provide you with information and updates along our journey of health and fitness, growth and change.

*Ashley*

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## Endowment Fund News

Thanks to every USMS member who chose to add the extra dollar to their dues in support of your USMS Endowment Fund. We continue to “grow” the Endowment with each new dollar contributed. Special thanks to those of you who have made extraordinary contributions! I’d like to single out two in particular:

A special thanks to Katie Cooper. Every year since the Endowment Fund was created, Katie has made an unrestricted gift to the Fund to support its work. Her unselfishness and thoughtfulness has resulted in generating grants for worthy projects that would not have been possible without her generosity.

Secondly, a special thanks to Greater Indiana Masters Swimmers (GRIN) for making a gift to the Endowment Fund of a portion of the net proceeds from the first ever 25K National Championship held in Noblesville this past summer! The gift from GRIN was in particular to recognize the efforts of Dick and Lisa Sidner who did such a great job hosting the event.

It is gifts like these, along with others that memorialize a departed friend or other event, that is making the Endowment grow faster and stronger!

During this year’s annual meeting of the Board of Governors of the Endowment Fund, our largest grant to date was made to Arcadia University to help fund a study that will be significant to swimmers of all ages. Under the leadership of Dr. Angela Tate, the study is titled, “Modifiable Risk Factors for Shoulder Pain in Swimmers.” The objective of the study is to determine how to help coaches and swimmers identify the ways and means of avoiding chronic shoulder pain. It is this type of project that your dollars are helping to fund and the more dollars available, the more opportunities to encourage and support grants to benefit the entire swimming community!

Thanks for what you have done, and, more importantly, what you will do!! If you have any questions, feel free to contact Doug Church, Endowment Fund Chair by email: DChurch at cchalaw dot com

## For a Greener USMS

Below are tips for helping USMS and its members to become more environmentally friendly. If you have ideas for additional tips please send them to Tracy Grilli in care of the National Office for inclusion of the next issue of *Streamlines*.

### Office Waste

In the United States, pulp and paper production is the third largest producer of air, water, and land pollution. By reducing paper waste, we can drastically lessen environmental impact.

- Recycle paper
- Program printer to print on both sides of the paper
- Use a computer program to convert faxes to electronic attachments
- Eliminate fax cover sheets whenever possible
- Reuse file folders
- Distribute documents via email not hard copy

### Ways USMS will reduce paper waste

- *Streamlines* is only being sent via e-mail and posted on the USMS website
- The 2009 USMS Directory will not be printed, an electronic file with contact information/positions will be sent to those listed.
- The 2009 USMS Guide to Operations will be distributed electronically as well as being posted on the USMS Web site
- Instead of sending a hard copy of the Club Certificate to registered clubs, an official receipt will automatically be sent via e-mail from Club Assistant to the club.
- Shredding paper trash and using for packaging material.

### Green Meetings and Conventions

In addition to the greenhouse gasses emitted from long distance travel, meetings generate 730,000 tons of waste per year. Below tips to “greening up” convention.

- USMS will not be sending out a hard copy of the pre-convention packet unless specifically requested. The goal is for delegates to download the packet from the USMS website and bring their lap top to convention.
- We are working on the ability to e-mail committee reports to delegates while at convention, cutting down the number of copied reports.
- We will label and place recycle bins in prominent places
- USAS provides reusable canvas bags for event materials and promotional items
- Provide drinking water in pitchers or coolers instead of individual water bottles
- Promote our efforts at convention by announcing how we limited the environmental impact

## Calendar/Things to do

Listed are all deadlines from the USMS Working Calendar. Please read this and use as a reminder. This 2008/2009 Working Calendar is posted in its entirety on the USMS web site at: [www.usms.org](http://www.usms.org) under Administration

### NOVEMBER 2008

- 1 2009 registration year begins
  - Minutes of House of Delegates, 2009 Budget and FOG e-mailed to all who attended 2008 convention
- 2 Final copies of Rules, Open Water & Long Distance and Legislation changes due to Rule Book Coordinator (Susan Ehringer—RuleBook at [usms dot org](mailto:usms dot org)) from appropriate committee chair (Rules: Kathy Casey—Rules at [usms dot org](mailto:usms dot org), Open Water and Long Distance: Marcia Cleveland—LongDistance at [usms dot org](mailto:usms dot org), Legislation: Sean Fitzgerald—Legislation at [usms dot org](mailto:usms dot org))
- 9 Records and Tabulation Chair (Ed Tsuzuki—TopTen at [usms dot org](mailto:usms dot org)) sends national and world records to Rule Book Coordinator (Susan Ehringer—RuleBook at [usms dot org](mailto:usms dot org))
- 15 2009 USMS Guide to Operations (USMS GTO - formally called the LMSC Handbook) section updates due to National Office Administrator (Tracy Grilli—USMS at [usms dot org](mailto:usms dot org))
  - National Office Administrator (Tracy Grilli—USMS at [usms dot org](mailto:usms dot org)) sends rule book Appendix E: Committees and Chairs to Rule Book Coordinator (Susan Ehringer—RuleBook at [usms dot org](mailto:usms dot org))
- 16 Final proofreading of rule book due to Rule Book Coordinator (Susan Ehringer—RuleBook at [usms dot org](mailto:usms dot org))
- 23 All camera-ready copy and artwork due to rule book printer
- 30 National registration transmittal sent to National Office electronically from online registration site
  - All registrations received as of today's date will be included in the mailing of the Jan/Feb issue of SWIMMER

### DECEMBER 2008

- 1 Signed contracts for Open Water & Long Distance National Championship events due to Open Water & Long Distance Committee Chair (Marcia Cleveland—LongDistance at [usms dot org](mailto:usms dot org))
- 8 Zone Reps submit list of events for USMS Swimmer calendar for the March/April issue to VP Local Operations (Julie Heather—VPLocalOperations at [usms dot org](mailto:usms dot org))
- 15 Mailing labels for 2009 rule books due to printer (Board of Directors, LMSC registrars, LMSC Officials Chairs (mini), members of Finance, Legislation, Officials, Open Water/Long Distance and Rules Committees, Rule Book Coordinator, registered clubs, sponsors and individual orders)
  - Convention Coordinator (Victor Buehler—Convention at [usms dot org](mailto:usms dot org)) sends out preliminary room set-up requirement information for 2008 convention to all committee chairs

- Editorial information/copy due to USMS Editor for March/April issue of USMS Swimmer (Bill Volckening—Editor at [usms dot org](mailto:usms dot org))
  - 31 National registration transmittal sent to National Office electronically from online registration site
    - Deadline for Convention reimbursements for travel and lodging to Convention Coordinator (Victor Buehler—Convention at [usms dot org](mailto:usms dot org))
    - Deadline for submission of ISHOF candidates
    - End of SCM season
    - End of 2008 fiscal year
- Other deadlines this month
- E-mailing of 2009 USMS Guide to Operations. USMS GTO is posted on the USMS website under Administration.
  - E-mailing of USMS Directory to those in the Directory (Members of the EC, BOD, Liaisons, Special Assignments, Committee Chairs and Members and LMSC Chairmen)
  - First mailing of 2009 rule books. Full 2009 rule book is posted on the USMS website.
  - USMS Secretary (Meg Smath—Secretary at [usms dot org](mailto:usms dot org)) e-mails Working Calendar and Committee Chair Handbook to all committee chairs
  - LCM Top 10 issue sent out

### JANUARY 2008

- 1 HAPPY NEW YEAR!
  - Election Committee posts election announcement on website
- 15 Room set-up requirements for 2009 convention due from committee chairs to Convention Coordinator (Victor Buehler—Convention at [usms dot org](mailto:usms dot org))
  - Deadline for submission of fiscal 2008 reimbursements or payments to Controller (Margaret Bayless—Controller at [usms dot org](mailto:usms dot org)) from all cost-center heads
  - Call for Ransom Arthur nominations sent to LMSCs and USMS Swimmer from USMS Recognition and Awards Chair (Sally Ann Dillon—Awards at [usms dot org](mailto:usms dot org))
  - Open Water and Long Distance All-Star listing due from Open Water and Long Distance Chair (Marcia Cleveland—LongDistance at [usms dot org](mailto:usms dot org)) to USMS Editor (Bill Volckening—editor at [usms dot org](mailto:usms dot org)) for May/June issue of USMS Swimmer
  - Open Water & Long Distance Postal Series participants copy/information due to USMS Editor for May/June issue of USMS Swimmer (Bill Volckening—Editor at [usms dot org](mailto:usms dot org))
- 25 Deadline for submission of information to be included in the winter issue of Streamlines ... from the National Office
  - Open Water & Long Distance Committee to submit listings of the individual and relay All-Americans
- 26 LMSC SCM Top 10 reports due to National Swims Administrator (Mary Beth Windrath—[mbwswims at stny dot rr dot com](mailto:mbwswims at stny dot rr dot com))

- 29 Deadline to submit copy to DMC for a newsletter to be inserted in USMS Swimmer for the March/April issue
  - 30 Open water clinic application distributed to clubs and LMSCs (Chris Colburn—Coaches at usms dot org)
  - 31 National registration transmittal sent to National Office electronically from online registration site
    - Winter issue of Streamlines ... from the National Office sent out via email
    - All registrations received as of today's date will be included in the mailing of the Mar/Apr issue of SWIMMER
- Other deadlines this month
- Bid packets sent to interested bidders for USMS 2011 SCY and LCM National Championships and Open Water & Long Distance Championships from appropriate committee chairs (Championship: Mark Moore—Championship at usms dot org, Open Water & Long Distance: Marcia Cleveland—LongDistance at usms dot org)
  - Solicitation of information for 2009 Open Water & Long Distance Calendar

## CONTACT UPDATES...

- Victor Buehler – USMS Convention Coordinator, Florida Secretary – new e-mail is pigasus at windstream dot net
- Nick Burley – Maryland Treasurer – new e-mail is nicholas dot burley at carefirst dot com
- Toby Coenen – Pacific Northwest Treasurer – new e-mail is toby-coenen at comcast dot net
- Randy Crutchfield – Indiana Treasurer – new e-mail is randy\_crutchfield\_818 at comcast dot net
- Cathy Dawkins – Arkansas Treasurer – new address is 1009 South 46th St, Ft Smith, AR 72903
- Doug Garcia – USMS Graphic Designer – doug at douggarciadesign dot com
- Darek Hahn – New Jersey Safety and Sanctions – darekhahn at verizon dot net
- Nancy Kirkpatrick-Reno – Southern Pacific – new e-mail is nancy at cnkinvestments dot com
- John Kopsky – Oklahoma Treasurer, Sanctions, Webmaster – new e-mail address is okmstrswim at aol dot com
- Ted Haartz – USMS BOD – new zip code is 85622-5433
- Michael Laux - USMS BOD and Connecticut Chairman – new e-mail is swimast2004 at aol dot com
- Kim Locatis – Nebraska Treasurer – new e-mail is klocatis at gmail dot com
- Stu Marvin – Delaware Valley – new address is Bloomsburg University – NFH 207, 400 East Second St, Bloomsburg, PA 17815, e-mails are (H) sjmarvin at ptd dot net, (W) smarvin at bloomu dot edu, Phones (C&H) 570-594-4086, (W) 570-389-4362
- Jeff Moxie – USMS Treasurer – new e-mail is jmoxie at psionline dot com

- Mark Oliphant – Maryland Webmaster – new e-mail is marko at usms dot org
- Robin Paine – North Dakota Registrar – new last name is Tracy
- Ann Svenson – Potomac Valley – new e-mail is annsvenson at gmail dot com

### New LMSC Officers

- A full list of LMSC Officers can be found at [www.usms.org/lmsc/lmscofficers.php](http://www.usms.org/lmsc/lmscofficers.php)
- Illinois—Registrar – Erik VanEtten – evkv01 at yahoo dot com
- Maryland—Sanctions & Top Ten – Jill Springer springerjc at comcast dot net
- Michigan—Top Ten – Ken Cooper – cooper dot kj at gmail dot com
- Ohio—Coaches – Ann Brewer – abrewer5 at woh dot rr dot com
- Southern—Registrar – Randy Patton – yai at cmaaccess dot com
- Utah—Chairman - Kimberly Hunter kimberly AT hunterchamplin DOT com
- Coaches - Tim Shumate tim DOT shumate AT atk DOT com
- Editor - Erin Darboven erindarboven AT yahoo DOT com
- Registrar - Malaika Homo trimalaika AT yahoo DOT com
- Sanctions - Tony Nissen tnissen AT cal DOT berkeley DOT edu
- Treasurer - Kim Howe kvhowe AT gmail DOT com
- Triathlete Rep - Andrew Bird birdpottery AT msn DOT com
- Webmaster - Craig Paller ratthedog AT earthlink DOT net

## News Briefs

### On line Registration Update

Any member who have “misplaced or lost” their card can print their own card now without registrar intervention by clicking on the link [https://www.clubassistant.com/club/usms\\_member\\_card\\_request.cfm](https://www.clubassistant.com/club/usms_member_card_request.cfm)

### USMS Video

We thought you'd like to see this video. It was created by Ashley working with FloSwimming and is what USAS had for the banquet at convention but inadvertently didn't play when the skit went on stage. The video can be found by searching masters swimming on Youtube.com. We will be posting this video with a link to the Clovis sign up page as well on USMS.org; <http://www.youtube.com/watch?v=S6kH5SpO4HU>

### CONVENTION NEWS

#### 2010 Open Water Championships

- >6 Mile OW: Noblesville, IN (date TBA)
- 3-6 Mile OW: Colorado Springs, CO (date TBA)
- 1 Mile OW: Charlotte, NC (date TBA)
- 2 Mile Cable OW: Lake Placid, NY (date TBA)
- 1-3 Mile: VM Del Valle Open Water Swim (date TBA)

### 2010 Postal Championships

One Hour: Tamalpais Aquatics  
3000/6000: Masters of South Texas  
5/10K: Twin Rivers YMCA Masters (TRYM), New Bern, NC  
2009 Pool National Championships  
Short Course Nationals – Atlanta, GA, May 20-23rd  
Long Course Nationals – San Juan, PR, August 9-12th

### Attention LMSC Sanction Chairs

Please submit all sanctioned events to the USMS Calendar of Events at <http://www.usms.org/comp/eventform.php>. As a service to our members, USMS would like to have all Sanctioned events listed in the calendar.

### Attention LMSC Chairs

Please note – 501.2 Mandatory Memberships (Rule Book page 77) – All members of the House of Delegates and Board of Directors and all members of any committee of the corporation (which includes LMSC officers) shall hold an individual membership of the corporation. Please be sure all LMSC Officers are currently registered! Check [www.usms.org/lmsc/lmscofficers.php](http://www.usms.org/lmsc/lmscofficers.php) to see if the officers for your LMSC is correct. Send updates to usms at [usms dot org](mailto:usms dot org)

### USMS Guide to Operations

The “USMS Guide to Operations” (formally called the LMSC Handbook) is in the process of being updated. Once completed it will be posted up on the USMS web site at [www.usms.org/admin/lmschb](http://www.usms.org/admin/lmschb) and an e-mail will be sent to all with the link when it is available. Hard copies WILL NOT be sent (remember – USMS is going GREEN). Individual sections will be e-mailed to the appropriate LMSC Officer or to anyone who would prefer a “word” file rather than the PDF that is posted.

### Rule Books

Each LMSC receives one complimentary Rule Book which is sent to the Registrar. If your LMSC would like to order one or more Rule Books or Mini Rule Books, please send your order to the National Office before December 15. Note there is a price increase. Full Rule Books are \$10 and Mini Rule Books are \$6.

### USMS Brochures

*Could I Be A Masters Swimmer?* and *Add Value to your Aquatic Facility* are available from the USMS National Office. The brochures are free, you pay for postage (100 fit in a flat rate, USPS Priority Mail Envelope for \$4.80). Contact the National Office for postage rates on larger quantities.

### USMS Planners

USMS Planners will soon be available from the USMS National Office. Members of the USMS Marketing Committee are revamping the planner and it will be better than ever! The Planner is an invaluable resource for keeping track of your swimming activities and progress, as well as a calendar for recording workouts and schedules. Valuable coupons from our sponsors, found in the back of this planner will save you money on your swimming necessities. The

Planner is free, you just have to send a self addressed stamped (\$.59) envelope (5 x 7) and upon receipt, a planner will be sent to you.

Are you a coach or hosting a meet? Order in quantity provide them to all participants. Contact Tracy Grilli for postage fees.

### 2009 Check-Off Challenge

Will be hosted by Hamerhead Aquatics. Entry information will be available soon. Contact John Grzeszczak at [swimjohnswim@bellsouth dot net](mailto:swimjohnswim@bellsouth dot net) for an entry form or go to [www.usms.org/fitness/content/fitnessevents](http://www.usms.org/fitness/content/fitnessevents)

### Insurance Certificates Online

A location your club is swimming at might ask you to be added as additional insured to your policy or for a proof of insurance. You are responsible for processing these requests yourself directly over the Internet 24 hours a day, 7 days a week. Please call 1-800-777-4930 # 10 or 13 with any questions or for assistance.

To obtain a certificate online go to [www.certificatesnow.com](http://www.certificatesnow.com)

Enter your User ID and Password in CAPITAL LETTERS:

USER ID: 2 digit LMSC number, a dash (-), plus your 3 digit club number. (Example: 01-XXX)

PASSWORD: MASTERS (do not change this password)

Click on “Deliver Certificates” in the middle of your screen.

Select the “2008 Swim Certificate” and hit Continue.

Now you can either:

- Select a Recipient (Certificate Holder) and hit “Continue”. Add New Recipient if none showing.
- Change a Recipient (Certificate Holder) by clicking on the blue name. The field will open and you can edit the information. Make sure to save the information, select the Holder and hit “Continue”
- Add a new Recipient (Certificate Holder). Click on “New Recipient”, a window opens. Enter Name, Address, City, State, ZIP, Country of the location that asked you for this Certificate. Choose a delivery method. You have the option to e-mail, fax, US-Mail, or save only. Depending on the method you choose you need to enter the information in the appropriate field. E.g. if you choose e-mail you will need to enter the e-mail address. Click “Save”, Select the Recipient and hit “Continue”

*Please do not add your own swim club name or any individual person as recipient, it has to be the facility or company that asked you for this Certificate and you always need the facilities address, no matter which delivery method you choose.*

- Review Information and hit continue.
- Review Delivery Method and hit continue.
- This is the last screen. For a copy of the Certificates for your files check the box: Send yourself an e-mail of this certificate. A copy will be sent to the main e-mail address that is registered with USMS.
- Hit Deliver Now.
- You will be kicked back to the beginning; this means that your certificate was sent out.
- The system may take up to 48 hours to deliver the certificate.

## Rules Corner

by Kathy Casey, USMS Rules Chair

### Questions & Clarifications

Major Changes or clarifications affecting swimming rules as passed at Convention (rule changes are effective January 1, 2009):



1. **Deliberate Delay of the Start or Misconduct:** Only the referee may disqualify a swimmer for delaying the start, for willfully disobeying an order or for any other misconduct taking place at the start. (Article 103.8.8A)
2. **Recording Disqualifications:** The swimmer's name is no longer required on a disqualification slip. (Articles 103.10.2 and 103.10.3)
3. **Official Time from an Initial Distance of the IM:** An official time for butterfly can be achieved from the first one-fourth of the individual medley (butterfly). (Article 103.13.2)
4. **Bids for National Championship Meets:** Bids for national championship meets shall be submitted no later than 60 days prior to the annual meeting of the House of Delegates, and if no timely, certifiable bid is received, the Championship Committee shall continue to solicit bids. (Article 104.3.1D)
5. **Scoring for National Championship Meets:** Club scoring will be tabulated in two categories; Regional Club and Local Club. A Regional Club is a club made up of swimmers who represent the club at nationals, but at competitions in the LMSC, represent an entity or subgroup (such as a workout group) that is different than the one they compete with at nationals. (Article 104.5.6)

6. **Personnel Required to Run National Championship Meets:**
  - A meet referee and administrative referee who meet qualification standards established by the Officials Committee;
  - One deck referee, one starter, and one chief judge for each course;
  - Sufficient stroke and turn judges to provide fair and equitable jurisdictions; and
  - Sufficient administrative officials (including timing equipment operators) to ensure that rules and procedures are followed for seeding, determining official times, preparing results, and documenting records.
  - The meet referee may modify or combine assignments except that the deck referee and starter may not be the same person, and lane timers may not operate two similar timing devices simultaneously.
  - All officials shall be certified in the capacity to which they are assigned.
  - (Article 104.5.10)
7. **Guidelines for Officiating Swimmers with a Disability:** Reference to the use of an ID card for swimmers who have an International Paralympic Committee-authorized classification has been deleted, and the language of the guidelines has been updated. (Article 108)

For any questions about rules contact Kathy Casey, USMS Rules Chair, rules at usms dot org.