

To: All Michigan Swimming Members:

From: John Loria,

Michigan Swimming Office

Operations Administrative Coordinator

Core Values: Integrity, Inclusion, Education, Excellence

Mission Statement: **Michigan Swimming inspires excellence through education and develops integrity in a fun, inclusive environment.**

Pure Excellence! Made in Michigan Swimming**!**

* Meets and Sanctioning: Attached you will find the list of currently assigned numbers for all Sanctioned, Approved, and Observed meets. As of this writing there are three meets in the December queue, four meets in the January queue and two in the February queue. In many cases, meets that are On the Published Schedule are coming in just before the sixty-day deadline but are often delayed in the sanctioning process by Off the Published Scheduled meets. The Off the Published Scheduled Meets are required to be submitted thirty days before the first day of competition. Approved meets also can delay the sanctioning of On the Published Scheduled meets as there is no time frame required in our R&P other than to have Form E, with the required Meet Information Packet, filled out and signed off by the NTV Chair and the designee of Program Operations at USA Swimming.
* Observed High School Championship Meets have also been a challenge again this year. Michigan Swimming has a Procedure Manual for Observed Meets that is woefully out of date and will require considerable work to be redone. Several people had contacted Suzanne Heath concerning the High School State Championship meets who were not aware that this procedure manual existed and what it contained. Last updated in January 2008, very similarly as our Rules and Procedures, there are numerous contradictions within this document itself and also with the way we have allowed meets to be observed in the past. I had cited sections of this document in my report at the July 2015 BOD meeting. After making Suzanne aware that this procedure manual existed she asked me to request a task force be formed to systematically go through and update this document. We discussed various areas of major concern and agreed that this document was written at a point in time when USA Swimming did not have a good working relationship with the High School NGB.
* The quality of Meet Information Packets and Meet Manager files submitted for sanctioning have also caused delays. In many cases, it still appears that the Meet Referees have not taken ownership or even reviewed the documents that have been submitted for sanctioning. It becomes a real conundrum because to reject the documents that have so many errors or even explain the errors found creates a situation where I am going through the sanctioning process twice for the same meet. It also creates delays in sanctioning those particular meets and the meets that follow them in the queue.
* Since the September BOD meeting we have had one Meet Host submit their paperwork for sanctioning one day late and another Meet Host not have a seeded backup file submitted within the time required by Michigan Swimming Rules & Procedures. The seeded back up file was finally submitted two days late but only after a request was made by the Office informing them that they were late. I am only reporting this to make the BOD aware of the occurrences.
* As of today results for all meets conducted so far have been loaded into SWIMS and posted to the website. There are no results waiting the resolution of errors in the holding tank of the SWIMS database. Again, there seems to be confusion concerning what comprises mixed relays. Mixed relays are only deemed legal if they are comprised of two female and two male athletes. If there is any other configuration of athletes in a mixed relay event the Meet Referee and Administrative Official need to disqualify the relay in Meet Manager. The lead leg in these relays does not count as a legal swim as the relay itself is not legal to begin with.
* The website continues to be a work in progress, which is a good thing. The intent from the beginning was that this website should be a living site and not the static site it had been in the past. I have recommended that a committee be formed to decide on a new skin design for the homepage of the website. We have been waiting to use the free design element offered by TeamUnify for when the new logo was approved. The direction to TeamUnify must be done on their worksheet and be very specific in nature because once the initial design work is completed and we wish to make changes the meter starts running. I have asked Joe McBratnie to bring the new logo into our current homepage so that we can start making our logo more visible and recognizable. Joe and I have also been working on a new design for the Meet Info and Results sub tab on the website to make it more readable and user friendly. Joe has been working on a new icon to be used for the new “save the date” meet announcement document, launched this fall, which will be placed under the Invitation column and then replaced with the PDF icon once the meet has been sanctioned.

Respectfully submitted,

John Loria

Operations Administrative Coordinator

Michigan Swimming Office

Meet and Sanctioning Chair

Times Officer/TSO Coordinator

Webmaster