

Committee Name:	Records and Tabulation		
Committee Chair:	Chris McGiffin	Vice Chair:	MJ Caswell
Minutes recorded by:	MJ Caswell	Date/time of meeting:	July 19, 2026 6:30pm ET/3:30pm PT

Motions Passed:

1. **MSA to approve the revised R&T documents submitted by the Documents work group (Ed moved, Tim seconded)**

Number of committee members present:	8	Absent:	0	Ex-Officio:	4
Committee members Present: Chris McGiffin (Chair), MJ Caswell (Vice Chair), Cheryl Gettelfinger, Gerald Treiman, Ed Tsuzuki, Tim Sinnenberg					
Absent: Robert Mitchell, Alina Perez de Armas					
Ex Officio Present: Bethany Burchill, Mollie Grover, Walt Reid			Absent:		
Executive Committee Absent: Julie Dussliere, Vice President of Administration					
Guest(s): Mary Beth Windrath					

Action Items:

1. **Mollie** to confirm how USA Swimming handles a bad measurement when a record is set.
2. **Chris** will provide Bethany the list of revised and approved documents/instructions to update current online versions
3. **Chris** will send out an email with a motion to approve the revised Legislation proposal language for committee approval

Minutes

The meeting was called to order at 6:31 pm EDT.

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
- TTR USMS Meet Result system change on 7/9 - split requests processing improvement implemented
- [Housekeeping updates](#) from Kathy Casey were shared.
- Who is attending 2026 Volunteer Relay, 9/25-27 in Denver? Chris, Tim and Bethany will be there
 - Volunteer Relay session "Sanctions & Results Best Practices": Overview of Sanction Requirements, results reporting/processing and how the interim eligibility policy and optional member event license affect competition categories and recognition eligibility.
 - Chris, Jerry, Robert and Ed are the work group who have been working on a presentation for TTRs and some of that content will be used at the Volunteer Relay.
- Review any open action items
 - Mollie reported that she has not received a response yet from USA Swimming on the open question - it has been 1.5 months since she reached out.

- MN TTR and support of their SCY Top Ten: Minn is actively recruiting a new TTR and have asked that MJ or another RT committee member assist with training. There is also the possibility of a zone TTR.
- Feedback from the Legislation Committee: Chris has been working with Kristof from the Legislation committee on adjusting the language in our legislative proposal to alleviate some concerns they have about the scope of our committee's responsibility. If they reach an accord, we will need to approve the new language via email.

II. Report on World Aquatics Masters meet eligibility was presented by Walt Reid.

- Walt created a document with all the information and all committee members should review that document.
- Question raised from Cheryl about world record file naming issue when downloaded - simple fix is to rename to either IWRL.SCM or .LCM for individual files, or RWRL.SCM or .LCM for relays.

III. R&T Documents Work Group

- Review/Discuss/Approve document revisions [Chris M.]
 - R&T Committee policy document (published by Jessica on 6/10/26)
 - Split Notification form document ([current](#), [revised](#))
 - LMSC Top Ten Recorder role document ([current](#), [revised](#))
 - Application for USMS and/or World Record document ([current](#), [revised](#))
 - Meet Observer Report document ([current](#), [revised](#))
 - USMS Relay Card template document ([current](#), [revised](#)) - strike official, it is an optional doc.
 - Proof of Age letter template document ([current](#), [revised](#))
 - [USA Swimming Standard Data Interchange Format \(SDIF\) specification document](#) (to be removed from this [page](#) and archived)
 - Revisions and Major Changes for Top 10 Recorders ([current](#), [revised](#))
 - There are ~6 more documents to review/revise
- Ed made a motion and Tim seconded the motion to approve all the revised documents. All voted in favor of accepting the revised document versions.
- Some documents are possible candidates to convert to electronic forms: Bethany gave us an update and it's something that is currently on hold as other items have higher priority.

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)
 - Proposed R&T changes to Rules, Legislation and Appendix A were submitted for consideration
 - We discussed the [feedback](#) received from Legislation Chair, Kristof Kertesz and proposed changes to the original language.
 - Chris is asking Kristof if the language changes will help gain support
 - **Chris will send out an email with a motion to approve the revised Legislation proposal language for committee approval**
- *Documents* - review and recommend changes/improvements to existing R&T-related documents (MJ, Cheryl, Ed, Tim, Chris)
 - Chris, Ed, Cheryl, Tim met on 7/12 - notes are [posted](#)
- *LMSC TTR training* - design/produce TTR best practice playbook - what issues do we want TTRs to prevent? (Chris, Jerry, Robert, Ed)
 - Chris collected input from current TTRs (Anna Lea Matysek, Jeremy Gross, Bill Tingley, Chris Stevenson, Jeanne Seidler)
 - Chris, Jerry, Robert and Ed met on 7/6 to review/discuss draft presentation
 - Goal to finalize presentation, invitations for an August webinar
- 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
- Top 10 SCY lists are currently being worked on and we have volunteers from the committee to review them when they are ready.

V. Next Meeting date - Sunday, August 16, 6:30pm ET/3:30pm PT.

The meeting adjourned at 7:45 pm EDT