

Naperville Park District Swim Conference
October 20, 2008
Minutes

7:00 Preliminary meeting for new park reps

Deb spoke to all new park reps introducing them to the history of the conference as well as general information on responsibilities and requirements of the representative position.

Deb also presented information about the NPDSC website and how to log in as well as covered the scheduling of upcoming meetings.

7:30 General meeting call to order

Attendance:

ASH: Détente-Eriotes, Olson	NCH: Welu
BRE: Winiarski, Brinker	NV: Taylor
BRO: Dale	RC: Nerud
CB: Harder, Wronski, Garza	RR: Haviley, Schoose
CC: Dionesotes, Becker	S: Paltzer, Hutton
COM: Bilardello Kennedy	SP: McGovern, Spangler, Carsello
F: Piccininni, Hansen	SR: Spreitzer
HW: Lamb, Ciha	SW: Rolbiecki
H: Weinewuth, Price	TG: Wilson, Carollo
HE: Matthews, Tatara, Brandt	WV: Tiscareno, Rooney, Ziarko, Hunt
MBI: Metz	WE: Marrimah
MBII: Silver, Theis, Culhane	NPD: Gusel

Secretary's Report (Kate Linnen):

Kate Linnen noted that this is the last meeting she will act as secretary and introduced Peet Dale as the nominee. Kate requested that all park reps fill out new information sheets. Motion to approve minutes by Piccininni (F). Seconded by Spangler (SP). Motion carried.

Outgoing President (Deb Tatara):

Deb requested a vote for 2008-2009 officers: Pam Brinker (BRE) for President, Lisa Becker (CC) for Vice President, Colleen Wronski (CB) for Treasurer, and Peet Dale (BRO) for Secretary. All nominees were approved by a majority of the conference.

New Business (Pam Brinker):

Pam started the meeting by giving dates for the 2009 Classic and City meets as July 18th for Classic and July 24th and 25th for City. Pam also noted that the first dual meets are scheduled for Tuesday June 9th.

Pam introduced the committees and requested volunteer positions. In addition to names being selected for each committee chair and co-chair positions, former chairs described the work that is involved in performing the duties of that chair position.

For 2009, the following representatives have been signed-up for each committee:

Awards: Ann Matthews HE

Coaches: Don and Ann Lamb (HW)

Computer and Scoring: Open

Dual Meets: Glenn Rolbiecki (SW)

Officials: David Garza (CB)

Publicity: Mary Tobiason (TG)

Rules & Bylaws: Ray Piccininni (F)

Strategic Planning: Dawn Pliml ?

T-Shirts: Lisa H (?) Charena Silver (MBII)

Classic Meet: Bill Metz (MBI), Christy Olson (ASH), Bob Parda ? (ASH)

City Meet: Carol Mordach ? (SW)

Mayda Winiarski (BRE) proposed to modify the award process whereby each individual team would buy and assign to swimmers ribbons rather than having the hosting team provide ribbons for both teams. A detailed copy of the proposal follows the meeting minutes. A vote for this proposal will be held at the November 10th meeting.

Fred Gusel (NPD REP) shared with the conference that as a coach his team followed the proposed award process – whereby each pool only purchased and assigned ribbons for their own swimmers – with much success.

Don Lamb (HW) proposed an additional modification to the award process whereby awards would not be assessed to swimmers other than first through third places and for swimmers above a preset age (12 years old was the example age discussed). No motion for a vote was requested, however if the proposal offered by Mayda Winiarski passes each club would be able to selectively implement Don's suggested change without a conference vote.

Secretary's note: The sign-in sheets and chair notes are missing from the official record. If anyone picked them up, please bring these to the next meeting. In addition, the attendance listed in these minutes was rebuilt from the contact information forms everyone filled out. If there are any errors, please bring them to Peet Dale's attention for inclusion in the official record.

Next Meeting: Community Hall at the Rubin Community Center, Monday, November 10, 2008, at 7:30 P.M.

Addendum #1

Proposal to Change Awards Procedures for Dual Meets

This document describes in detail a proposed method for producing award ribbons at Naperville Park District dual swim meets. The proposed method eliminates obsolete processes, simplifies work required during meets, facilitates flexibility in the way in which teams go about producing award ribbons, and promotes equity in the cost of providing awards between swim clubs.

To understand this proposal, it is first necessary to understand the procedure by which awards are currently produced at dual meets. First, the team hosting the meet provides ribbons for *both* the home and visiting team. Periodically throughout the meet, a scoring worker prints labels for all the events that have been scored so far (i.e. the times have been entered and places - 1st, 2nd, 3rd, etc - have been determined). Each label indicates, among other things, a swimmers name, team affiliation, and where the swimmer placed in his/her heat. Many pools print the labels for both teams mixed together on the sheets of labels. Scoring then hands the labels off to the ribbons workers who remove the labels for their team from the sheets, attach each label to a ribbon, and file the ribbon in the swimmer's family folder. (Note: visiting teams usually bring bins containing their team's folders to away meets). Each team supplies at least 2 people to work on awards for their own team during and after the meet until all awards for the meet are completed.

Awards are processed in this way purely for historical reasons. Many years ago, an MS-DOS based program called SwimCity was used to run and score Park District dual meets. This software automatically printed ribbon labels in real time as each event was scored. Therefore, it was not possible to control *when* ribbon labels were printed. When a meet concluded, the host team provided the visiting team with a computer file of meet results for that team to use for record keeping, planning future lineups, and determining championship meet qualification. This results file, however, did not make it possible for the visiting team to print award labels from their own computer, so it was not possible to control *where* ribbon labels were created. In other words, with SwimCity, award labels had to be printed during the meet, at the host team's pool. It therefore made sense for the host team to provide ribbons to both teams in order that the visiting team avoid lugging hundred of ribbons to each away meet.

Today we use the MSWindows based MeetManager software to run and score meets. This software provides dramatic improvements over SwimCity, allowing users to control both *when* and *where* ribbon labels are printed. Scoring an event no longer causes labels to print automatically. Users can choose to print labels at any time: during the meet, at the end of the meet, the day after the meet, etc. The software also allows the labels to be

printed on a per team basis. In other words, the home team can print all the labels for its swimmers separately from printing the labels for the visiting swimmers. At the end of a meet, the home team provides the visiting team with a full backup of the entire meet which the visiting team restores to Meet Manager on their own team's computer in order to record and analyze meet results. Once the meet is restored to its computer, the visiting team has exactly the same information that the home team had during and after the meet. Therefore, the visiting team has the ability to print its own award labels for away meets.

We propose that the traditional process for creating award ribbons be modified to take advantage of the MeetManager improvements over the old Swim City software, by having each team produce the awards only for their own swimmers, at their own pool, after *every* dual meet. In other words, no ribbon labels are produced during a meet. After a meet is completely over, the home team would provide a meet backup for the visiting team as usual. Each team then goes their own way and produces their own labels and awards when, where, and how they wish.

How would this actually work? It's up to each team to decide. For example, one team might have 2 moms with small kids who produce the awards for **all** their team's meets throughout the season. In return, they do not work **during** any meet. Once a meet is complete the team's head coach or head of scoring prints the award labels only for their own team and places the labels in the family file folder of one of the 2 ribbons workers. This printing can be done after the meet or the next morning. In this example the ribbons workers have small children and like to produce the ribbons at home. One of the workers picks up the labels from the file folder the morning after a meet. She and her kids go to the other worker's house, where the unused ribbons are stored. Here they produce the ribbons while their kids play and they drink coffee. They then bring the ribbons to the pool when they drop off their swimmers for practice, and file the ribbons while their kids are swimming. Another team might have lots of parents who always hang out at the pool during their kids' practices. This team's head coach or head of scoring prints their swimmer's labels after the meet or first thing the next morning and puts them in a special folder in the family folder bins. When the parents arrive at the pool for their kids' practices, they take the ribbon labels from the folder, retrieve the ribbons from the clubhouse and produce and file the awards while their kids are practicing. One parent, or perhaps a board member is in charge of making sure all the awards are finished and filed.

The proposed procedure has several advantages over the current method:

- The cost of awards (ribbons and labels) is distributed more equitably among teams. With the old method, the home team provides ribbons both for their own team and for visiting teams. This results in small teams unduly bearing the cost of larger visiting team's awards, even though smaller teams generally have less income. With the proposed method each team provides ribbons only for themselves making the cost of awards relative to team size.
- Most teams would agree that scoring a meet is a fairly complex job. The proposed method completely separates the scoring and awards processes, helping to simplify scoring during the meet.

- The proposed method is easier on the workers and helps wrap up the meet sooner. With the current method ribbons workers are often some of the last people to leave after a meet, since they must wait until the last events are completely scored and the labels for these events printed. This can only happen *after* the meet is completely done. If scoring gets behind in their work (which has happened at every pool), ribbons workers often must wait long after a meet is over to complete their job. This is especially burdensome for workers with small children.
- With the proposed method there would be no need for visiting teams to bring their file folders to away meets.
- With the proposed method no ribbon would be erroneously filed in another team's folder since the teams don't process their awards together. Also each team would be responsible for missing ribbons and ribbon errors since they print their own. These problems could easily be fixed on the spot by one's own team reprinting the erroneous labels.
- The proposed method provides each team the freedom and flexibility to customize the awards process to suit the needs of their team and its workers.

It is often the case that when organizations adopt new software, the human processes fail to adapt in order to take advantage of the new features provided by that software. Our current awards process is a classic example of this. The old method is very rigid, clumsy, and bureaucratic without having any clear advantage. Continuing to employ this outdated method is an impediment to the progress made possible by the technology we already use.