

Virginia Swimming Webmaster Report

Board of Directors Meeting, 14 August 2005

1. We averaged **671** visitor sessions a day in May (a high of 1,077). We averaged **694** visitor sessions a day in June (a high of 1,016). We averaged **1,175** visitor sessions a day in July (a high of 2,138).
2. Under LSC Operations, each Committee Chair has a page. We need to get the appropriate information posted to those pages. I sent a list of information requirements to the last Board meeting – so far, I haven't received much input (except from Registration). Attached is a list of the information I still need.
3. Since April, I've added the Calendars, added Driving Directions to Meet Venues, finished the remaining pages in the Officials section, restructured a few things, and added more content to the existing pages.
4. I will be sending a message to each of the Club Webmasters requesting them to update their links to the site and to promote use of the site. I expect usage to increase as more people are aware that we have a functioning site and that current/accurate information is being posted. I decided to wait to do this until I redo the Meets section, so I don't trash all their links. I didn't get this done. Instead, I plan to send a message to all Teams in September. We will have been online for a year and pretty stable. I want to get some feedback on how we can help them and what else we need to do with the site.
5. We had Real Time Results at LC Senior and Age Group Champs. They are a big hit! Things went well at SC, but we had some problems at AGC (I believe mostly due to the fact that they were really busy with timing adjustments. I think it might be best if I attend all the meets where we plan to use it. .
6. xxxx
7. Attached is the current Club Webmaster Roster (I'm still waiting on a few responses).
8. Attached is the reimbursement form for SC/LC Senior Champs hotel.

Respectively submitted,

Michael Downs

Webmaster, Virginia Swimming

Attachments:

- A – List of Information Needed for the Website
- B – Virginia Swimming Club Webmaster Roster
- C – Reimbursement Form (SC/LC Senior Champs Hotel)

Attachment A

List of Information Needed for the Website

1. Clubs: Any ideas??
2. Coaches: Past Coaches of the Year; Any other ideas??
3. Athletes: Past Swimmers of the Year; Any other ideas??
4. Officials: I think this one's OK. **Finished all the pages.**
5. Parents: Any ideas??
6. Alumni: Virginia Swimming Olympians (Can someone give me the names?); Any other ideas??
7. Home: **I think this one's OK.**
8. Meets: **I built the Driving Directions links, but there's a couple I still don't have a good address for** (Are there any more Virginia Swimming venues I need to add?). I think we should list the Past Champions, at least for the LSC level Champs meets (Can anyone give them to me?)
9. Times: I think this one's OK.
10. Achievements: **I was** working on the Top 16 lists, but it was too slow going (I have to search and type manually) – didn't have a chance to go back to this one. It would be helpful if we could pull off a report form the USA Swimming DB. **Terry – I need this info, can we try again.** Any other ideas?
11. Registration: I think this one's OK.
12. Calendar: I need to build the calendar and I need dates / events you want on it. I think all we need are LSC level events / items of interest. Depending on how many events you have, we may just go to a list instead of 12 one-month calendars. **Done,** any feedback?
13. History: I need someone to draft a narrative history of the LSC.
14. Photo Gallery: I need photos from the LSC-level meets. Do we have an LSC Photographer (discuss guy from Senior Champs and PSDN)? **Posted pictures from the champs meets.**
15. LSC Operations
 - a. Age Group: James, I need a description of the LSC's Age Group Program, **committee meeting minutes**, and whatever else you think is appropriate.
 - b. Board of Review: This may be a good place for information about recruiting and illegal entries (**I still need this info**)?
 - c. Camps: Pete, I need information about the LSC's Camps Program, types and process / guidance for setting up/conducting camps; any camps we have planned for this year.
 - d. Coaches: George, I think we need to move the committee meeting minutes here (**done, but I need the minutes**); this is probably the place to put the Banquet Awards process/information. Any other ideas?
 - e. Disability: Lee, I need whatever you think is appropriate, especially a description of the LSC's Disability Program and POC information (**I'll be adding Lee's 2 documents, if approved**).
 - f. Equipment: Matt, I think we need the Area Equipment POCs and an inventory of the LSC's equipment and where it's located (replacement costs might open some eyes, too); tips on operation and maintenance would be good; any other ideas??
 - g. Finance: Bill/John, perhaps we need an explanation of the Budget process and a description of the Budget Lines?; should we have an on-line reimbursement form?; any other ideas?
 - h. Officials: I think this one's OK

- i. Open Water: Dianne, I need a description of the LSC's Open Water Program, upcoming meet information (I think Virginia Swimming-sanctioned meets should be on the LSC schedule, too), and anything else you think is appropriate.
 - j. Outreach: Chester, I need a description of the LSC's Outreach Program and anything else you think is appropriate (scholarship info, how to donate a scholarship, request form??).
 - k. Records: Jessica, do you think we need a form here to submit a record or to submit a challenge to a record?
 - l. Registration: I think this one's OK
 - m. Rules/Legislation: Walter, I need a description of the Rules/Legislation process; perhaps a form to submit a Constitution/By-Laws/Policies change?; any other ideas?? I also need the current copies of the Constitution, By-Laws, and Policies. **Got Policies (updated), still need the Constitution and By-Laws.**
 - n. Safety: We will add a Safety-Gram to the Home Page and Safety Tips/Articles to the Safety Page. Done
 - o. Senior: Pete, I need a description of the LSC's Senior Program, committee meeting minutes, and whatever else you think is appropriate. Should we have Senior Circuit information here?
 - p. Technical Planning: I need committee meeting minutes; should we have an on-line form for submitting meet host bids? We have a lot of updating to do and I think we can probably work on putting more of the invitation process on-line. We'll talk after Champs season.
 - q. Top 16-NVT: I think this one's OK
 - r. Zone Team: Should the Top 10 Lists be permanent and updated regularly??
16. Forms/Documents: I need to gather the basic forms/documents appropriate to the LSC level and add their links here. I'm open to suggestions to what should go here.
17. HS Swimming: I'll probably add links to the HS Officiating information (**Done**); any other ideas?? **Observation info and HS Champs meet results added.**
18. USMS Swimming: I think this one's OK, for now.
19. Links: I think this one's OK.
- 20. About Us: I need the LSC's mission, vision, goals and objectives (quadrennial plan); primary POC/contact information (phone numbers, addresses, email, etc); and anything else you think is appropriate here.**
21. We need a Privacy Policy. **Done.**