

Virginia Swimming Webmaster Report

Board of Directors Meeting, 8 January 2005

1. Upon approval of the basic purpose/design of the new website at the October HoD Meeting, the site was activated officially on 1 November (it was posted about 2 weeks earlier).
2. The framework of the site is completed and the content from the old site has been migrated (with the exception of parts of the Officials section, which I haven't had time to rearrange, yet). We need to continue adding content over the next several months – my goal is to have the site “complete” by the end of August, but that is dependent upon getting the required information.
3. Under LSC Operations, each Committee Chair has a page. We need to get the appropriate information posted to those pages. I sent messages to most of the Chairs requesting feedback/info for their pages – several replied already. Committee Chairs own these pages – I will construct/maintain them based on what you want. Attached is a list of the information I think we need.
4. We will be playing a bit with the organization and conventions of the site over the next several months until we settle into the right thing.
5. We are averaging almost 400 visitor sessions a day, now – it's increased monthly from about 120 in October to 308 in December. In January, we're averaging 396. Our busiest day, so far, was 5 January – 508 visits!
6. 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.
7. I sent a message to Dave requesting he update the DNS setting to point virginiaswimming.com to the new site. That should be completed in a few days. We own both domain names and both should bring you to the new site shortly.
8. We will be testing the live results capability at A/BB Champs at MAC prior to running it at AGC and SRC. I sent a message to Terry requesting a copy of VSI's MM PRO, so I can get it set up. I will purchase the appropriate equipment and submit a reimbursement form (should only be a couple hundred dollars at most).
9. Attached is the current Club Webmaster Roster (I'm still waiting on a few responses).
10. Attached is the reimbursement form for the website hosting services.

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 (Website Hosting Services)

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 (I just need to finish it).
5. Parents: Any ideas??
6. Alumni: Virginia Swimming Olympians; Any other ideas??
7. Home: I'm still thinking about this one – we might be OK as is; Any ideas??
8. Meets: I think we should move the Meet Hosting information to the Tech Planning Page and update it all. I need to build the Driving Directions links to Yahoo or MapQuest (Are there any more Virginia Swimming venues I need to add?). Is there any other information that should be added to the Champs Meets pages (I think we should list the Past Champions, at least for the LSC level Champs meets)?
9. Times: I think this one's OK.
10. Achievements: I think we should move the Records Process to the Records Page (and probably the Records links, to (it's OK to have links in more than one place). I need Virginia Swimmers who hold NAG Records, if any. I'm working on the Top 16 lists, but it's slow going (I have to search and type manually). It would be helpful if we could pull off a report form the USA Swimming DB. Any other ideas?
11. Registration: NC Swimming has a good Registration Page ... I think we can emulate it. I think we should have the instructions/process and necessary forms or links to on-line registration. I understand we don't want to have athlete forms on the site, but we can have the guidelines and all the others.
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.
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?
15. LSC Operations
 - a. Adapted: Lee, I need whatever you think is appropriate, especially a description of the LSC's Adapted Program and POC information.
 - b. Age Group: James, I need a description of the LSC's Age Group Program, committee meeting minutes, and whatever else you think is appropriate.
 - c. Board of Review: Jerry, I think we need a description of the Board of Review purpose and process; perhaps past examples of decisions or guidance stemming from previous cases; this may be a good place for information about recruiting and illegal entries?
 - d. 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.
 - e. Coaches: George, I think we need to move the committee meeting minutes here; this is probably the place to put the Banquet Awards process/information. Any other ideas?
 - 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; links to CTS and Daktonics might be helpful(?); any other ideas??
- g. Finance: Bill/John, I've posted the Budget; 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: Kevin, I think we should move the committee information, committee meeting minutes/reports, and other sort of admin stuff here. Any ideas?
 - 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: Louise, same as above. Perhaps we should remove the Registration Button and put all the info here or just point the button here?
 - 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.
 - n. Safety: David, we have a lot there, now; any other ideas??
 - 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: Steve, as above, I think we need to move the Meet Hosting stuff here; 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: Terry, I think we need a description of the Top 16 and NVT processes, any forms required, and anything else you think is appropriate.
 - r. Zone Team: Pam and Jessica, we've already gone over some of the stuff I think we need; basically, we should walk swimmers, coaches, and parents through the entire process, with all the required forms. We also need finishes of our past Zone Teams.
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; any other ideas??
 18. USMS Swimming: I'll probably add links to the USMS Officiating information; any other ideas??
 19. Links: I'm building a list of links to interesting swimming sites; I'll take suggestions here, too.
 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.

That ought to keep us busy for a few months!!

Virginia Swimming, Inc. Club Webmasters

as of 1/6/2005

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