

Virginia Swimming Webmaster Report
Board of Directors Meeting, 2 October 2005

1. We averaged **661** visitor sessions a day in August (a high of 890). We averaged **790** visitor sessions a day in September (a high of 1,859).
2. Under LSC Operations, each Committee Chair has a page. We need to get the appropriate information posted to those pages. I've received some additional information, but there's still a lot to go. Attached is a list of the information I still need.
3. Since the last meeting, I've added pages for past SoY and CoY and added content to a number of pages.
4. Attached is the proposed Virginia Swimming Privacy Policy. We need to approve it. I will speak about it briefly at the HoD Meeting and email it to the Clubs.
5. Attached is the current Club Webmaster Roster (I'm still waiting on a few responses).
6. Attached is the reimbursement form for 2005-2006 website hosting services.

Respectively submitted,

Michael Downs

Webmaster, Virginia Swimming

Attachments:

- A – List of Information Needed for the Website
- B – Proposed VSI Privacy Policy
- C – Virginia Swimming Club Webmaster Roster
- D – Reimbursement Form (website hosting services)

Attachment A

List of Information Needed for the Website

1. Clubs: Any more ideas??
2. Coaches: Past Coaches of the Year (still waiting for a list); Any other ideas??
3. Athletes: Past Swimmers of the Year (still waiting for a list); Any other ideas??
4. Officials: This section just needs normal maintenance.
5. Parents: Any ideas??
6. Alumni: Added Virginia Swimming Olympians page; Any other ideas??
7. Home: This section just needs normal maintenance.
8. Meets: I think we should list the Past Champions, at least for the LSC level Champs meets (Can anyone give them to me? – still waiting) I'll clean these up and get ready for the champs season probably over Christmas.
9. Times: I added link to IMX. This page just needs normal maintenance.
10. Achievements: We weren't able to pull a report from the DB on last year's Top 16. Since the new one is coming out soon, I'm giving up unless someone can manually construct a list for me to post. Any other ideas?
11. Registration: This page just needs normal maintenance.
12. Calendar: 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 Convention and Swimposium (waiting for Banquet pics).
15. LSC Operations
 - a. Age Group: James, I need a description of the LSC's Age Group Program, Committee members (done), committee meeting minutes (old ones, if you have them, and whatever else you think is appropriate).
 - b. Board of Review: Posted new Committee members. This page just needs normal maintenance.
 - 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 (posted).
 - d. Coaches: Alicia/George, I need the minutes from past meetings); 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 added Lee's 2 documents).
 - 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: This page just needs normal maintenance.
 - i. Open Water: Whoever the LSC's OW Coord is??, 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: This page just needs normal maintenance.
 - l. Registration: This page just needs normal maintenance.
 - 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 By-Laws, and Policies.
 - n. Safety: This page just needs normal maintenance.
 - o. Senior: Pete, I need a description of the LSC's Senior Program, committee members, committee meeting minutes, and whatever else you think is appropriate. Should we have Senior Circuit information here?
 - p. Technical Planning: I need committee members, committee meeting minutes; should we have an on-line form for submitting meet host bids? We have a lot of updating to do. I posted updated meet invitation templates to the Meet Hosting Page.
 - q. Top 16-NVT: This page just needs normal maintenance.
 - r. Zone Team: Should the Top 10 Lists be permanent and updated regularly?? Yes, Jessica will start doing so next month.
16. Forms/Documents: I added links to this page to the sections with forms on them.
17. HS Swimming: I will be removing last year's results and getting ready for this year soon. There will be less observed meets this year.
18. USMS Swimming: I think this one's OK, for now. Any ideas??
19. Links: This page just needs normal maintenance.
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.

Virginia Swimming Privacy Policy

Virginia Swimming, Inc. shall treat as private and not release, publish, sell, trade or otherwise distribute in any manner any information collected regarding members of Virginia Swimming, Inc. except for those items listed in the next paragraph. The release of other information shall require written authorization of the member, or in the case a minor athlete, the athlete's parent(s) or legal guardian(s).

Items which may be released without written authorization: 1) member's name; 2) member's age; 3) club affiliation; 4) time and place achieved in an event; and 5) any award and / or honor received by the member 6) contact information for officers, coaches or officials.

Such policy shall not be interpreted to prohibit the LSC from using the information held by Virginia Swimming, Inc. in furtherance of its exempt function. **In no case shall Virginia Swimming, Inc permit the use of member demographic information by third parties.**

The Policies and Procedures Committee shall be charged with developing policy and tools which allow Virginia Swimming, Inc. to effectively communicate information and protect privacy of member clubs and individuals.

Virginia Swimming, Inc. Club Webmasters

as of 10/2/2005

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