

**Virginia Swimming Webmaster Report**  
**Board of Directors Meeting, 30 Sep/1 October 2006**

1. Here are the monthly daily visits averages from this swim year:

Month	Visits/Day	Month	Visits/Day
September 2006	809	March 2007	
October 2006		April 2007	
November 2006		May 2007	
December 2006		June 2007	
January 2007		July 2007	
February 2007		August 2007	

Here are the daily visits for the Champs Meets (Real-Time Results):

March 2007				July 2007			
Senior Champs		Age Group Champs		Age Group Champs		Senior Champs	
Day	Visits	Day	Visits	Day	Visits	Day	Visits
9		16		19		26	
10		17		20		27	
11		18		21		28	
12		19		22		29	
				23			

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 some to go. Attached is a list of the information I still need.
3. Since the last meeting, I've been basically in the update/maintenance mode getting ready for the new year. I still have to update the Champs Meets pages, most of the LSC Ops pages, as well as archive the old pages. I hopefully will be caught up in the next week or so.
4. I still have a list of enhancements I want to do to the site (updating the look and feel a bit, strengthening the design, and adding some content). I will be working on them as soon as I can find some extra time. My first priority is to get the Sanction Request and Host Bid forms completed – hopefully, in the next week or so.
5. I attended the basic and advanced LSC Webmasters Workshops at the Convention. In the basic workshop we covered a lot of items for new webmasters and discussed again the USA Swimming Privacy Policy and how it affects LSC and Club websites. In the advanced workshop, we covered the uses of databases on LSC websites and got into a lot of technical discussion of their implementation. The best thing to come out of the workshops was a commitment to produce an LSC Webmasters Handbook that can be used by new webmasters. I will help develop the outline and some of the content.
6. Attached is the current Club Webmaster Roster (mostly updated – still waiting to hear from several clubs).

Respectively submitted,

***Michael Downs***

Webmaster, Virginia Swimming

Attachments:

A – List of Information Needed for the Website

B – Virginia Swimming Club Webmaster Roster

## Attachment A

### List of Information Needed for the Website

1. Clubs: This page just needs normal maintenance.
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: Any 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). This page just needs normal maintenance.
9. Times: This page just needs normal maintenance.
10. Achievements: We need to fix the Top 16 page. Any other ideas?
11. Registration: This page just needs normal maintenance.
12. Calendar: This page just needs normal maintenance.
13. History: I need someone to draft a narrative history of the LSC.
14. Photo Gallery: This page just needs normal maintenance.
15. LSC Operations
  - a. Age Group: James, I need a description of the LSC's Age Group Program and committee meeting minutes (old ones, if you have them, and whatever else you think is appropriate. I also need you to update the committee members and get me the updated QTs and Seasonal Champs info.
  - b. Board of Review: This page just needs normal maintenance.
  - c. Camps: This page just needs normal maintenance.
  - d. Coaches: Stu, 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.
  - 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); plus our philosophy/plan on the maintenance and update of our systems; tips on operation and maintenance would be good. We probably need an explanation/update on the CTS 6 issue. Any other ideas??
  - g. Finance: Bill/Bob, 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??
  - n. Safety: This page just needs normal maintenance.
  - 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 members, committee meeting minutes; I'm working on an on-line form for submitting meet host bids and sanction requests. **We have a lot of updating to do.**
  - q. Top 16-NVT: This page just needs normal maintenance.
  - r. Zone Team: I'm open to suggestions as to what else needs to be here. I think, based on some issues we had this year, we should have more explanation of what the Zone Team is all about and how/why things are done.
16. Forms/Documents: This page just needs normal maintenance.
17. HS Swimming: This section just needs normal maintenance.
18. USMS Swimming: I think this one's OK, for now. Any ideas??
19. Links: This page just needs normal maintenance.
20. About Us: This page just needs normal maintenance.