

UANA Media Officer Report

UANA NEWS -- Several articles are posted daily to the UANA website as UANA News. Generally articles posted are received from National Federations, FINA, CCCAN, CONSANAT, the IOC and other sources. Important information is distributed via UANA News is "blast" to the UANA Family when relevant. UANA News is blast on a daily basis during UANA Events and will usually include Results & Reports from each UANA event.

UANA NEWS RECAP -- Recently we have used the occasion of the distribution of the FINA Newsletter to include a UANA News Recap which highlights several (not all) UANA online posts. This means fewer UANA News blasts, but a single UANA News with valuable information from FINA and also from UANA. Here is the link to the latest edition dated May 4th [FINA Newsletter & UANA News Recap](#)

TECHNICAL COMMITTEE WEB EDITORS -- Each Technical Committee has a web editor for their "Tab" on the UANA website. Each does a tremendous amount of work posting documents on their discipline's "tab" on a weekly basis. Information posted includes Minutes of Meetings, Reports to the Congress/UANA Executive, Officials Lists, Summons, Calendar of Events, Link to Results, and information related to the Pan American Games.

During events the editors (sometimes working with the LOC) are responsible for daily results and photographs which is sent via UANA News on a daily basis during competition.

These and many other thankless tasks are completed by the respective web editors for each discipline: DIVING: Colleen Huffman; MASTERS: Mel Goldstein; OPEN WATER SWIMMING: Michael Lockwood. SWIMMING: Jay Thomas; SYNCHRONIZED SWIMMING: Barbara McNamee, WATER POLO: Jim Cullingham;

SUMMONS -- Effective with 2016 UANA events and going forward, UANA Secretary Treasurer Errol Clarke will send copies of the Summons of UANA events in both English and Spanish and they will be distributed via UANA News. The UANA Event Summons is usually always posted first on the Events Page of each Discipline so that it will always be available to NF's for reference. A link to the respective English and Spanish version of the Summons is posted to UANA News and is distributed within a few hours of the request from the UANA Secretary Treasurer.

UANA PARTICIPATION CERTIFICATES -- Nadine Day has offered her services to design UANA participation certificates for athletes, coaches and volunteers. Each certificate can include the logo of the championships as well as the UANA logo and allows for "mail merge" printing of athlete, coach, and volunteer names on each certificate. The only cost to the LOC is ink and paper, but this has been very positively

received by the SY community. Here's a link to the draft of a certificate for [Open Water Swimming](#).

TABLE OF DOCUMENTS FOR UANA EXECUTIVE MEETINGS -- I am especially appreciative and complimentary of the 6 technical chairs and the chair of the legal commission for their efforts to produce all of the reports and information for the Table of Documents for the May 7-8th UANA Executive Committee Meetings. All members of the Commission for each of the Technical Committees were included in the process of assembling and editing the documents that were posted.

The TOWSC designated Secretary Michael Lockwood to lead their efforts. It should be noted that several of the new documents that Michael created for the proposed 2017 UANA Pan American Open Water Championships may likely be used as templates for other future UANA events. Michael is an attorney living in the Cayman Islands and is well suited for his role due to the many Open Water Swimming events that he competed in and now organizes in Cayman.

The uploading of more than 70 documents and the effort to post each was a monumental task that was performed by Van Donkersgoed. Many members of the UANA Executive Committee met Van Donkersgoed in Toronto. A few more details: Van is a graduating senior at Northwestern University and was a member and co captain of the college's swim team. He is an athlete representative and member of the USA Swimming Board of Directors and he has been tasked with several athlete centered projects by USAS President Steve McFarland. Last August Van traveled to Managua, Nicaragua to visit the NICO NADADORES SWIM TEAM and his report was posted to the UANA website. Van has been a great athlete representative for USA Swimming and USAS and is a tireless volunteer for UANA...a man with a "can do spirit" that is only stronger from one day to the next.

Barbara McNamee and Jay Thomas each provided their time and technical assistance to keep our project on time and technologically efficient. THANKS to Van, Barbara, and Jay.

UANA CONGRESS IN TORONTO -- The registration of delegates and observers was handled by Kathy Parker of the UANA Office. Kathy is the Executive Assistant to USA Swimming CEO Chuck Wielgus and is loaned out to UANA for a variety of administrative and executive tasks. This is an excellent example of Professional Development that has been of mutual benefit. Kathy has come to know and work with many National Federation and UANA officers since her first UANA Congress in Guadalajara in 2011. All of her travel expenses were covered by USA Swimming during the last two PAGs. Kathy is often assisted by Brenda Adams who serves as an Administrative Assistant in the USA Swimming CEO's office.

Kathy was instrumental in collecting and presenting the UANA Congress binder which included all of the valuable reports and financial documents for the organization. Kathy sends official communications from the UANA President to the National Federations of the Americas as requested. Brenda is responsible for updating and maintaining rosters of the UANA Executive Committee, Technical Committees and Specialized Commissions.

We hope that USA Swimming will lend Kathy to UANA so that she can reprise her role in advance of and at the 2019 UANA Congress in Lima, Peru.

UANA PERMANENT OFFICE -- During his tenure UANA President Eldon Godfrey recommended that the USA Swimming office serve as the Permanent Official Address of UANA. The President's recommendation was confirmed by the UANA Executive Committee. The official address is:

Union Americana de Natacion
c/o USA Swimming
One Olympic Plaza
Colorado Springs, Colorado USA 80909-5770

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Fax: [719-866-4761](tel:719-866-4761)

Email kparker@usaswimming.org

DELEGATE REPORT FROM UANA PAN AM JUNIOR DIVING EVENT -- I wanted to give special attention to and include the link of the [Delegate Report from the UANA Pan American Junior Diving Championships held in Cuba](#). I believe the report produced by Colleen Huffman (likely from contributions of members of the TDC) is a useful and thorough document about the 2015 event. Well done TDC!

SUGGESTION TO INCLUDE MEETINGS AT PAN AM GAMES -- Despite the very busy schedule of competitions during the PAG, it is my recommendation that a TC meeting be scheduled in advance and held during the PAG. Minutes of each TC meeting are appreciated when posted within 30 days of the meeting.

TRAVEL AT THE REQUEST OF THE UANA PRESIDENT -- At the request of the UANA President I attended the August 2015 UANA Pan American Synchronized Swimming Championships in Calgary and the October 2015 Pan American Junior Diving Championships in Cuba. Daily coverage of each UANA Championships was my highest priority. I also participated in two Ideas Weekends held in Miami, Florida last fall which included a wide cross section of National Federation Presidents.

UANA DUES -- During the last quad I was the primary administrator of the UANA

invoicing system for National Federation and Zone dues payable to UANA. We used an online invoice system that was free of charge for the last quad, but is now billed at the cost of about \$99.00 per year.

On or about April 1st UANA moved to a new UANA Dues Collection procedure which permits online invoicing and bill payment. I have relinquished all responsibilities related to invoice of UANA Dues in favor of the new procedures which are found at this link: [Instructions for Payment of UANA Dues](#)

MONTHLY SOFTWARE ACCESS FOR VAN DONKERSGOED -- It is my recommendation that UANA lease on a monthly basis an assortment to essential business software titles. The cost would be \$31.86 per month and would allow Van to create custom invitations, greetings, certificates, and other marketing collateral for UANA. We use the graphics in marketing materials and create custom forms and graphics as needed for UANA. Van writes: Additionally and most importantly, Acrobat Pro allows me to edit PDFs if needed and convert PDFs back to word documents, which is important for the management of documents for UANA. This software makes the webmaster job much easier and allows for the creation of professional looking documents and materials. The software titles that would be included are: Photoshop, Illustrator, InDesign, Dreamweaver. and Acrobat Pro DC.

YEARBOOK OF INTERNATIONAL ORGANIZATIONS -- Eldon Godfrey forwarded a request from the Editor of the Yearbook of International Organizations. Their request was to update information on file concerning Amateur Swimming Union of the Americas (ASUA) before May 17, 2016 so that it can be included in the 54th edition of their yearbook. It is my recommendation that UANA Secretary Treasurer Errol Clarke be asked to review current information posted and to update the information to reflect the current status of UANA.

According to Eldon: "The Amateur Swimming Union of the Americas (ASUA) is listed (for free) in the Yearbook of International Organizations, a publication of the Union of International Associations. We are an independent, not-for-profit research institute founded in 1907 to promote and facilitate the work of international association.

Their request:

"Would it be possible for you to revise and if necessary correct the information we currently hold on your organisation?"

"We welcome additional information in response to questions included in the proof or to otherwise enhance the description of your organization. We also welcome biographical information on the principal officers of your organization; this information

will be used in updating Who's Who in International Organizations."

Information you provide is included free of charge and with no obligation on your part.

More information is available at: <http://www.uia.org/yearbook> and <http://www.uia.org/faq>

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