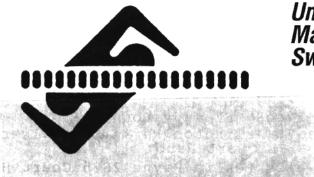


Chairman John P. Maguire
Registrar Catie Cooper
Sec./Treas Enid Unrich
Top Ten Charles Kohnken
Sanctions Bill Uhrich
Editor-Dixie Zone Chair Frank Tillotson



United States Masters Swimming

Non-Profit
U.S. Postage
PAID
Permit #1179
St. Pete, FL
33730

VOLUME VI

MAY 1991

NUMBER VI

FLORIDA LOCAL MASTERS SWIM COMMITTEE NEWSLETTER

Meet Entry Forms Enclosed

Frank H. Tillotson Editor 2494 13th Ave. North #46

2494 13th Ave. North #46 St. Petersburg, FL 33713



FLORIDA LMSC-DIXIE ZONE

Schedule May 1991

" SCM

June				
	Ch Dalai Dan Wash Wales Distance		010 506 0050	
02			813-526-2373	LCM
01-02	Chapel Hill NC Jeanette Edmundsor	n H	919-544-7833	SCM
		W W	919-248-1944	
22-23	Coral Springs, FL Judy Bonning		305-345-2121	LCM
29-30	Sarasota FL Arlington Park Deb W	Valker	813-923-3450	LCM
29	Orlando FL Bart Raub			
30	Jackson Miss Leslie Payne 2625 Co	ourt House Cir	407-644-1333	SCY
30	Flowood MIss 32819	our mouse err	601-932-4800	LCM
Tuly	110W000 M188 32019		001-952-4000	LCM
July	No Charles of the Charles of the		000 005 6445	
06-07	No Charleston SC LC Champiomships		803-225-6447	LCM
19-21	St Pete FL Annual long Course Ch		813-526-2373	LCM
19-21	Nashville TN Maryland Farms Annua		615-356-1632	LCM
27-28	Atlanta GA Emory Univ Lisa Watso	on	404-497-1901	LCM
27-28	Sheffiled AL Doug Call		205-386-0222	SCM
August				55
	St Pete FL Dev Meet Tentati	ve	813-526-2373	LCM
	Baton Rouge LA Scott Rabalais	• •	504-928-5596	
03-04	15-18 ELIZABETHTOWN KY National	T 0		LCM
C 1 1		LLC	502-769-3946	LCM
Septem				
	St Pete FL Dev Meet	1 9	813-526-2373	SCY
18-22	LOUISVILLE KY Convention	on	508-886-6631	
27-29	Sheffield AL Doug Call		205-386-0222	SCM
	cl9 FLORIDA LMSC ANNUAL MEETING I	Location ?	813-823-3794	
			010 020 0.7.	
25-26	Bristol or Knoxville TN	615-353-1	1633	
		01353-	1632 SCY or	SCM
Massash				
Novembe				
	St Pete FL Dev Meet		813-526-2373	SCY
	Clearwater FL The Long Center Jo	oe Biondi	813-462-6097	SCY
09-10	Anderson SC The Electric City A	annual	803-225-0447	SCM
011	- 1-1 · /p - 1-1			
otnei	dates/Deadlines (Betsy Durant'			
	1. Rule book housekeeping changes	-		
	2.Code changes due to Legislation			
	3. Porposed emergency amendments	to the Rules and Lo	ong Distance July	7
	4. Coach of the year nominations	to Bill Tingley Ju	11v 30	•
	5. Early registration for Convent	ion August 1	1	
	6 Annual reports from committee of			
	7. Budget requests to Finance Comm			
	8. Bids for USMS Nationals due to		too August 20	
,	9. Rule Book Cover Submissions to		per I	
1	0.USMS Convention Louisville KY	September 18-22		
T-1	ting of manipul accepts			
	tice of coming events	-	408 080 8151	T 00.6
Augus			407-278-7174-	
Septe	mber Late """""""	'	" " "	SCM

December Early

11

The August and September meets will be 8 lane. Water Temperature cooled 80-81.

United States Masters Swimming



4913 Kingston Drive Annandale, VA 22003 703-354-2130 April 5, 1991

Florida LMSC Club Representatives:

This letter is to clarify that it is current USMS policy that all persons registering with USMS sign a registration form each year and that form be kept on file with the local registrar. In the past there were different policies in effect, but because of the litigious nature of our society, it has been necessary for USMS to revise the release signed by each swimmer and to require that each swimmer read and sign the release each year.

I am sure that your club expects liability coverage from USMS insurance. In return USMS expects that your club registers all swimmers in an appropriate manner consistent with national and local policies. In addition to complying with USMS policies, it is only fair that your make your members aware of possible dangers associated with strenuous exercise.

I might add that the LMSC does have the authority to revoke membership of an individual or club for non-compliance with the rules, regulations, and policies of USMS and the LMSC.

If you have any questions regarding USMS policies on registration, please feel free to call or write me.

Jaann Leilich.

Joann Leilich

Chairman

USMS Registration Committee

CATHERINE C. COOPER, Registrar Florida Local Masters Swim Committee 2601 NW 23rd Boulevard - #104 Gainesville, Florida 32605 (904) 373-0049 (Home) (904) 392-4251 (Work)

9 April 1991

TO:

All Club Registrars

FROM:

Catie Cooper Registrar FLORIDA LMSC

RE:

New Registration Policy, etc.

1. NEW REGISTRATION POLICY:

MUST have the Swimmer Registration Applications in the hands of the FLORIDA LMSC Registrar PRIOR TO ANY MEET ENTRY DEADLINE. This ALSO INCLUDES any OUT-OF LMSC TRANSFERS because the Florida LMSC requires such transfer swimmer to also fill out, sign, and submit a Swimmer Registration Application when transferring into this LMSC. There are no exceptions to this policy.

2. To reiterate what Joann Leilich said in her letter to all of us, under NO CIRCUMSTANCES can a Club Registrar sign a Swimmer Registration Application and Transfer Form for any swimmer, not even at the swimmer's request. For the recent St. Pete Meet, there were at least 5 Swimmer Registration Applications submitted in which it was obvious that the swimmer had not signed the form himself.

MOTIVATIONAL IDEAS FOR THE MASTER'S SWIMMERS PROGRAM

Some motivational techniques already discussed by the USMS Ad Hoc Fitness Committee are: (I have added some comments.)

- 1) Buddy System Team up a newcomer with an experienced swimmer (if he desires) so that the experienced swimmer can criticue the newcomers work. (Another plus to this would be that the newcomer would immediately feel welcome and make friends more readily.)
- 2) "Bring a Friend Day" for easy fun in the lanes. (I'm not sure how this one would work as far as insurance coverage goes but there is a 30 consecutive day crace period for registration of new swimmers.)
- 3) A workout for newcomers only. The experienced swimmers would help from the deck. (With time so short in most cases this may not be feasible. Also, the number of newcomers would be important.)
- 4) An aquatic 'Gar' course rather than using a meet approach with lots of fun stations. Such as: Wall kicks

Water Jogging
Dolphin swim
Elementary Backstroke
Treading water (How about with a 10 lbs brick for a minute.)
Deep water drills
Jumping Jacks
Cross Country Skiing ??
Lane Line Ducking

٠,

- 5) Potluck relays at the end of a practice with fun relays where names are drawn out of a hat. (How many of us are left at the end of practice?) Random teaming of all swimmers of varying ability levels and ages.
- 6) Fun relays with a mixed bag of assorted activities. Suggestions were: inner tube, \top shirt, tennis shoes, spoon and egg.
- 7) Lots of team socials after practice breakfasts of suppers. Suggestions were; Red-eye Breakfast or Friday night pizza and been. (What about FAST's poker parties and Bowling competition?).
- 8) Filming Friday Videotabing Coach or advanced swimmer critiques stroke in voice over audio. It would be better if this can be done underwater.
- 9) National or Local stroke of the month.
 Emphasize transition from side to breastroke to free, your choice.

The tollowing are my additions to the above suggestions:

- 1) I feel that the one most important motivational tool is the coach. He is the one who is concerned with each swimmers progress and has the ability to encourage that progress. A "Coaches Guide" could be written with the pros and cons of a good coach at the masters level. This would encompass all aspects of master's swimming, and could include a variety of example workouts and guide lines to follow.
 - A few succestions for coaches are:
 - A) A coach should give equal time to all swimmers not just his stars.
 - B) He must be dependable as well as sensitive to the individual needs of his swimmers.
 - C) He should make an effort to know all of his swimmers and be encouraging. A coach who is never satisfied or pleased with ones efforts is a very unmotivating element.
 - D) The workout should vary widely to encompass all aspects of swimming. A monotonous workout is extremely unmotivating. It should vary in yardage so that it is well rounded for the slower swimmer as well.
 - E) The coach should divide the lanes for speed and ability. And delegate each swimmer to his lane. Swimmers can advance as they become more proficient. It is motivating to swim with other swimmers of similar ability. No one likes to be lapped twice in a 200.
 - F) There are swimmers who only want to swim labs. Perhaps they are not yet ready for a formal workout or do so for health purposes. A lane should be provided for this purpose. This lane could also be used for warm up of late comers and warm down of early leavers.
- 2) A stroke clinic could be offered to help swimmers improve their technique. This could be done either weekly by incorporating it into a weekly workout, or once a month. Not only strokes but starts and turns could be worked on. A yearly stroke clinic (such as the one I attended in Indiana) could be a Zone event lasting one to two days. This could be divided into stations such as Free, Fly, Back, Breast, Starts, Turns, Video, Stretching, Diet, Quality of Workouts, Tapers, etc. Experts on each station would instruct.
- 3) Periodic Fitness Testing.
 - A) Total fitness level Weight, Height, Fat ratio, Blood Pressure, Resting heart rate, Flexibility. Perhaps this could be done once a year. Improvement in fitness would be noted.
 - B) Ability test. Perhaps timed 25's or 50's or 100's of each stroke. A half mile swim for distance swimmers and triathletes. This could be done periodically throughout the year and a record kept by the coach. Improvements would be noted (perhaps in the monthly newsletter).
- 4) A swim meet for the less advanced swimmer with medals etc. A cutoff time could be incorporated per age group and anyone swimming faster than that time could not enter. A better aspect of this (so that swimmers are not alienated) would be to have heat awards. This could be done randomly throughout the meet and special medals or awards could be given.
- 5) Defer meet entry costs for first time competitors.

- 6) Have internal fun meets, with the team divided (perhaps the Dolphins versus the Sharks) or (the Jellyfish versus the Sea Cucumbers?). This may be a good way for the coach to have fitness tests.
- 7) Have a swim meet specifically for the triathlete.
- 8) Establish a complete fitness program. Stretching exercises, weight training exercises, swimming workouts, and tips on diet could be included. A yearly fitness workbook could be sold at a nominal cost. For triathletes, an area to record bike and run workouts could also be included. (It's motivating to keep a record.)
- 9) Teams could produce their own newsletter that would include motivating articles, personal data on individual swimmers etc. The periodic times of the swimmers with improvements noted could also be included.

Its hard to separate motivation from recognition since the two can go hand in hand.

- 1) While we have the 'top 5' and 'swimmer of the year' what about recognition for the 'most improved swimmer' or the 'swimmer who attends the most meets per year'.
- 2) Give awards or recognition to the swimmer who attends the most workouts per month (also possibly most yardage). Choose a swimmer of the year. Awards could be T shirts or towels with the team logo on it. The coach would be responsible for recording attendance. (This is being done with a team in Baton Rouge).
- 3) Advertise to increase membership at local pools that close for the winter or local health clubs, or sport shops if possible. USMS has a leaflet (or so I've been told) that explains what Master's Swimmers is. This could be distributed with the local master's club's phone number on it for more information.
- 4) Advertising can also be done in the local newspaper. Recognize a swimmer of the month. Recognize swimmers accomplishments. This should also be done in the local Master's Newsletter.

St Pete held its May Development Meet on the 5th in very nice deck weather with 34 swimmers competing. Long Course was the format , done so that half of the events were available this time and the other half will be offered at the June 2 meet as there will be no July meet before the Annual Long Course Championship meet.

It is with regret that I report the passing of Earnie Briscoe on April 15. He said he was just getting more tired all the time. Earnie was a very dedicated man, in everything, Retired a Major General from the Air Force and former owner of a large business which made heating tapes. He turned his mind to swimming 9 years ago and made top ten every year since. His goal was to make it ten times and he almost did it. Starting from scratch that wasn't bad. He was 84.

Aqua Crest, Delray Bch April 27-28

Greg Tye: reports that they had about 75 Swimmers for their swim. SCY. He wasn't aware of any records to process but competition aplenty.

ANNUAL St. PETERSBURG MASTERS LONG COURSE SWIMMING CHAMPIONSHIPS FOR MEN AND WOMEN NINETEEN AND OLDER JULY 19, 20 & 21 1991

ST. PETERSBURG, FLORIDA

SANCTIONED BY: FLORIDA LOCAL MASTERS SWIM COMMITTEE - SANCTION #: 91-15

ST. PETERSBURG DEPARTMENT OF LEISURE SERVICES SPONSORED BY:

ST. PETE MASTERS, INC.

MEET DIRECTOR: JOHN P. BISHOP

ELIGIBILITY:

The meet is open to all registered MASTERS. A COPY OF YOUR 1991 REGISTRATION CARD MUST BE INCLUDED WITH YOUR ENTRY FORM. All entrants must have a current 1991 USMS Registration on file with the local team registrar PRIOR to the meet entry deadline. RELAY ELIGIBILITY:

All relay members must be registered members of the team they represent, sign a meet waiver form and pay the \$6.00 timing surcharge.

NUMBER OF EVENTS:

Competitors may enter no more than 5 individual events per day, plus one freestyle, one medley, one mixed freestyle and one mixed medley relay per meet.

ENTRY FEES:

Entry fee shall be \$2.50 for each individual event. There is a \$6.00 surcharge for the automatic timing and the heat sheet. RELAYS:

Deck entered relays will be accepted at the meet at \$8.00 per team entered.

ENTRIES DUE:

Entries must be in the hands of the Meet Director no later than TUESDAY, JULY 9, 1991. NO DECK ENTRIES; EXCEPT RELAYS.

ENTRY FORMS:

Please complete and return the ENTRY FORM, SEEDING FORM and a COPY OF YOUR 1991 USMS CARD. Enclose a self-addressed and stamped post card if you wish verification your entry was received.

SEEDING:

All heats will be seeded SLOWEST to FASTEST regardless of AGE. All entries submitted MUST HAVE A TIME - NO TIME ENTRIES CANNOT BE ACCEPTED (FLA LMSC,INC rule effective 6-1-87). Submit best competitive times in meets not more than two years previous. All events are timed finals. The 1500 Freestyle will be deck seeded, combining men and women. Names of all swimmers entered in the 1500 Freestyle will be called until the last heat is seeded - with late arrivals being placed in the next available heat. SWIMMERS MUST CHECK IN FOR THIS EVENT.

POOL FACILITIES:

Northshore Pool is located on Tampa Bay, 901 North Shore Drive N.E., St. Petersburg, Florida. There is one seven lane, 50 meter course, with a warm-up lane available.

SCRATCH PROCEDURES:

If a swimmer is unable to attend the meet, CALL John Bishop (813) 526-2373 or Chris Swanson (813) 254-4514 no later than July 18th and your money will be refunded in full. Swimmers and relays not reporting to the blocks when their HEAT is called will be scratched in that event. Please report scratches to the Head Referee as soon as known.

Warm-up will be approximately one hour before starting time. On Friday, July 19th Warm-up will begin at 4:30 pm.

Colorado Timing will be used with hand held back-up timing on each lane.

First - 9; Second - 7; Third - 6; Fourth - 5; Fifth - 4; Sixth - 3; Seventh - 2; Eighth - 1. DOUBLE POINTS FOR RELAYS.

AWARDS:

Special medals will be awarded for FIRST PLACE and ribbons for second through eighth place in individual events. FIRST PLACE relays will receive special medals, with ribbons for SECOND and THIRD. Individual high point awards, FIRST through THIRD place will be given for men and women with the most points in their age group. A competitor must enter a minimum of 5 individual events to qualify. High Point Awards will ONLY be awarded POST_COMPETITION on Sunday, after points are officially tallied. departing early should have friends pick-up awards.

HIGH POINT VISITING TEAM AWARDS:

The visiting team with the highest combined total points, men and women will take home a beautiful trophy. In addition; Men and Women high point visiting team trophies will be awarded for First through Third Place. All awards must be picked up at the meet.

HEAT SHEET AND RESULTS:

A heat sheet will be furnished to each swimmer. Results may be ordered at the meet. One free copy will be sent to each team (team representatives should indicate so on their entry form).

INFORMATION ENVELOPES:

Upon arrival, each competitor should check in at the information table and pick up his/her envelope containing Heat Sheet. Dinner Tickets and additional meet information.

REFRESHMENTS:

Refreshements will be available for purchase adjacent to the stands.

SOUTHERN HOSPITALITY:

On Saturday, July 20, 1991 at 5:30pm, we will begin "Happy Hour" with dinner being served at 6:30 pm. Our famous "Southern Hospitality" will consist of a Spaghetti and meatless Spaghetti dinner with salad, bread, iced tea and dessert. Also included will be FREE BEER - so come early!! Dress is very casual. Dinner will be served at the Heritage Hotel Tickets for swimmers and guests must be purchased with your entry. Cost is \$10.00 per person.

HERITAGE HOTEL & GRILLE BANQUET ROOM - 234 Third Avenue North (about 1 mile from the pool). Enter the Hotel, the Hospitality party will be on the East side.

ADDITIONAL COMMENTS:

Competitors 19 to 24 Years of age may jeopardize their amateur standing with FINA by competing in MASTERS.

Masters Swimming is a strenuous physical activity and each participant should first consult with his/her personal physician.

HOTEL LIST:

The BOND HOTEL 421 4th Ave. No. (813) 822-4783 \$20 single, \$30 double, \$35 efficiencies - per night

The ST. PETE HILTON 333 1st Ave. So. 894-5000 \$49/night

The Tropical Inn 1400 34th St. No. 323-3100 \$44.50 double with full breakfast

Reservations for the hotels must be made at least TWO WEEKS prior to arrival date and there are a limited number of rooms available at the quoted rate. Be sure to MENTION MASTERS SWIMMING when making your reservation.

	FRIDAY, JU	ULY 19, 1991 - Wa	rmup 4:30, Swim !	5:00	
	WOMEN			MEN	
	1	1500 M. FREE	STYLE	2	
WOMEN	Saturday, July 20, 1991	MEN	WOMEN	Sunday, July 21, 1991	MEN
	Warmup 8:00am, Swim 9:00am			Warmup 8:00am, Swim 9:00am	
3	200 M. BACK	4	23	100 M. FREE	24
5	100 M. BREAST	6	25	200 M. BREAST	26
7	50 M. FREE	8	27	100 M. FLY	28
9	200 M. FLY	10	29	200 M. MEDLEY RELAY	30
11	200 M. FREE RELAY	12	31	200 M. FREE	32
13	50 M. BACK	14	33	100 M. BACK	34
15	200 M. I.M.	16	35	50 M. FLY	36
17	50 M. BREAST	18	37/38	200 M. MIXED MEDLEY RELAY	
19/20	200 M. MIXED FREE RELAY		39	400 M. I.M.	40
21	400 M. FREE	22			

UNDER THE ADVISE OF THE USMS MEDICAL COMMITTEE, IT IS RECOMMENDED THAT AT ALL MEETS THE COMPETITORS EXIT FROM THE SIDES OF THE POOL AND NOT FROM THE END OF THEIR LANE. SWIMMERS SHOULD WAIT UNTIL THE LAST PERSON IN THE HEAT FINISHES BEFORE CROSSING LANES TO EXIT. SWIMMERS SHOULD WAIT AT LEAST ONE YARD FROM THE END OF THE LANE, ON THE RIGHT SIDE OF THE LANE DURING A RELAY EVENT.

ANNUAL ST. PETERSBURG MASTERS LONG COURSE SWIMMING CHAMPIONSHIPS FOR MEN & WOMEN NINETEEN and OLDER

JULY 19, 20 & 21, 1991

SANCTIONED BY FLORIDA LMSC for USMS, Inc. Sanction #: 91-15

ENTRY FORM

NAME	AGE	BIRTHDATE			SEX
ADDRESS	CITY	STATE	ZIP	HOME PHONE	
TEAM NAME		ASSOCIATION	** 1991 USM	S REGISTRATION #	
	NUMBER ATTENDING HOSPITALITY	x \$10.00 =			
	NUMBER OF EVENTS x \$2.50				
	AUTOMATIC TIMING and HEAT SHEET			\$6.00	
			TOTAL		

AGE GROUP AS OF JULY 21, 1991 PLEASE CIRCLE AGE GROUP AND EVENTS ENTERED 19-24 25-29 30-34 35-39 40-44 45-49 50-54 55-59 60-64 65-69 70-74 75-79 80-84 85-89, 90-94,95+

FRIDAY, JULY 19, 1991 - Warmup 4:30, Swim 5:00 PM

		WOMEN		MEN	
		1	1500 FREESTYLE	2	
WOMEN	SATURDAY, JULY 20, 1991	<u>MEN</u>	WOMEN	SUNDAY, JULY 21, 1991	MEN
	Warmup 8:00am, Swim 9:00am			Warmup 8:00am, Swim 9:00am	
3	200 M. BACK	4	3	100 m. FREE	24
(5)	100 M. BREAST	6	23	200 M. BREAST	26
⑦	50 M. FREE	8	27	100 M. FLY	28
9	200 M. FLY	10	29	200 M. MEDLEY RELAY	30
11	200 M. FREE RELAY	12	31	200 M. FREE	32
(3)	50 M. BACK	14	33	100 M. BACK	34
15	200 M. I.M.	16	33	50 M. FLY	36
Θ	50 M. BREAST	18	37/38	200 M. MIXED MEDLEY RELAY	
19/20	200 M. MIXED FREE RELAY		39	400 M. I.M.	40
21	400 M FREE	22			

PLEASE MAKE CHECKS PAYABLE TO: ST PETE MASTERS, INC. and SEND TO: JOHN BISHOP - 4717 OVERLOOK DRIVE N.E., ST. PETE 33703

I, the undersigned participant, intending to be legally bound, hereby certify that I am physically fit and have not been otherwise informed by a physician. I acknowledge that I am aware of the risks inherent in Masters Swimming (training and competition) including possible permanent disability or death, and agree to assume all of those risks. I hereby waive any and all rights to claims for loss or damages arising out of participation in the Masters program or any activities incident thereto against United States Masters Swimming Inc., the Local Masters Swimming Committees, the clubs, host facilities, meet sponsors, meet committees or any individual officiating at the meets or supervising such activities, as a condition of my participation in Masters Swimming. I further agree to abide by and be covered by the rules and regulations of the United States Masters Swimming and Florida LMSC Swimming.

DATE

SIGNATURE

ENTRIES DUE NO LATER THAN TUESDAY, JULY 9, 1991 !!!!!!
REMEMBER TO ENCLOSE CHECK AND COPY OF 1991 USMS REGISTRATION CARD

** ENTRIES CANNOT BE ACCEPTED WITHOUT A CURRENT 1991 USMS REGISTRATION NUMBER.

SEEDING FORM

(Please Print)	NAME		Circle M or F		AGE
	TEAM NAME		1991 USMS NUM	IBER **	
		Circle events entered and enter t	time in space prov	vided	
TIME				_	
	W/M	Friday, July 19, 1991 Warmup 4		<u>Opm</u>	
	1/2	1500 Freesty			
			TIME		
Satu	rday, July 20, 19	991 Warmup 8:00am, Swim 9:00am	Sunday,	July 21, 1991	Warmup 8:00am, Swim 9:00am
	W/M			W/M	
	3/4	200 M. Backstroke		23/24	100 m. Freestyle
	5/6	100 M. Breaststroke		25/26	200 M. Breaststroke
	3/0	100 m. Brouston one			200 2.000.0
	7/8	50 M. Freestyle		27/28	100 M. Fly
	9/10	200 M. Fly		31/32	200 M. Freestyle
	13/14	50 M. Backstroke		33/34	100 M. Backstroke
	15/16	200 M. I.M.		35/36	50 M. Fly
	17/18	50 M. Breaststroke		39/40	400 M. I.M.
	21/22	400 M. Freestyle			

NOTE: "No time" entries CANNOT be accepted !!!!

Please enclose a copy of your 1991 USMS Registration Card

** ENTRIES CANNOT BE ACCEPTED WITHOUT A CURRENT

1991 USMS REGISTRATION NUMBER

ATTACH A COPY OF OF YOUR 1991 USMS REGISTRATION CARD HERE

IT IS SUGGESTED THAT YOU MAKE A COPY OF THIS FORM AND KEEP IT WITH YOU AT THE MEET

Memorandum

Date:

MAR 10 1991

From:

Chief

Subj:

RESTROOM USE POLICY.

To:

All Employees

In the past, employees were permitted to make trips to the rest rooms under informal guidelines. Effective April 1, 1991 a rest room trip policy will be established to provide a more consistent method of accounting for each employee's rest room time and ensuring equal treatment of all employees.

Under the policy a "Rest Room Trip Bank" will be established for each employee. The first day of each month employees will be given twenty (20) Rest Room Trip Credits. These credits may be accumulated.

Within two weeks, the entrance to all rest rooms are being equipped with personnel identification stations and computer-linked voice print recognition devices. Before the end of March each employee must provide two copies of voice prints (one normal and one under stress) to the Personnel Department. The voice print recognition stations will be optional but not restrictive for the month of March. Employees should acquaint themselves with the stations during that period.

If the employee's Rest Room Trip Bank balance reaches zero, the doors to the rest room will not unlock for that employee's voice until the first of the month. In addition, all rest room stalls are being equipped with timed paper roll retractors. If the stall is being occupied for more than three minutes, an alarm will sound. Thirty seconds after the alarm sounds, the roll of paper will retract into the wall, the toilet will flush, and the stall door will open. If the stall remains occupied, your picture will be taken.

The picture will then be posted on the bulletin board. Anyone's picture showing up three times will immediately be terminated. If you have any questions about this policy, please ask your supervisor. They have all received advance instructions.