

FLORIDA LMSC JOB DESCRIPTIONS

Revised September, 2012

The purpose of the Florida Local Masters Swimming Committee (FL LMSC) shall be to promote and develop physical fitness and competitive swimming for the benefit of adult swimmers of all abilities in accordance with the standards, objectives, and goals prescribed by United States Masters Swimming, Inc. (USMS). The Florida LMSC members who hold the following positions make up the governing body of the Florida LMSC. They promote, maintain and improve the Florida LMSC for our members.

Officers / Executive Committee - Each officer has one vote at Florida LMSC meetings. Officers **shall attend** Florida LMSC Board of Director meetings. A quorum of 4 Board members is required at meetings in order to conduct business as per our bylaws.. The Executive Committee shall have authority to act for the LMSC and to create policy between meetings.

Chair: The Chair is responsible for:

1. Presiding at all meetings of the FL LMSC.
2. Presiding as Chair of the Board of Directors.
3. With the Secretary, executing all legal papers, documents and instruments ordered to be executed by the Board of Directors.
4. Appointing the appropriate number of delegates to the annual national USMS convention and submitting their names to the National Office Administrator.
5. Appointing chairperson positions as deemed necessary by the board and subject to board approval.
6. Calling Meetings of the Executive Committee and Board of Directors.
7. Designating either the Secretary or the Treasurer to preside at meetings in his/her absence.
8. Performing such other duties as may, from time to time, be prescribed by the Board of Directors.

Vice-Chair: The Vice-chair is responsible for:

1. Carry out the Chair's duties in his or her absence.
2. Provide support and assistance to the Chair.
3. Accept specific responsibilities from the Chair.
4. Attend meetings of the Florida LMSC.

Secretary: The Secretary is responsible for:

1. Together with the Chair, executing such legal documents, papers or instruments as authorized by the Board of Directors.
2. Keeping the minutes of all meetings of the LMSC, the Board of Directors and of the Executive Committee and making the minutes available to the membership.
3. Sending a copy of the Annual Minutes to the National USMS office four months after the end of the fiscal year, as required.
4. Maintaining a record of all current policies and changes in the Bylaws and forwarding them to the webmaster so that they are available to the membership.
5. Assuming the role of parliamentarian according to Roberts Rules of Order at all meetings;
6. Presiding at any meeting in the absence of the Chair if necessary.
7. Performing other duties as the Chairman or Board of Directors may designate.

Treasurer: The Treasurer is responsible for:

1. Having charge of the funds and securities of the LMSC and causing them to be deposited into depositories approved by the Board of Directors.

2. Seeing that an accurate record is kept of the funds and providing periodic reports at all meetings of the Board of Directors and/or as requested.
3. Signing all checks upon bank accounts of the LMSC as directed by the Board of Directors.
 - A. Checks require two signatures (Treasurer, Chairman, Registrar, or Secretary)
 - B. Creating/updating an online reimbursement form to be included with all expense requests.
4. Disbursing funds of the corporation for all expenses authorized by the Board of Directors or the Executive Committee.
5. Submitting an annual proposed budget to the Board of Directors.
6. Providing an Annual Financial Report and sending a copy to the USMS National Office four months after the end of the fiscal year, as required.
7. Filing appropriate (990-EZ and Schedule A) tax forms with the IRS annually within 5 months after the end of the fiscal year.
8. Issuing an IRS form 1099-Misc to any individual who receives more than \$600 for services rendered.
9. Insuring that the financial records are inspected annually by a third party.
10. Archiving all financial records of the Florida LMSC.
11. Presiding at any meeting in the absence of the Chair if necessary

FL LMSC Board Members - The Executive Committee and the following four positions make up the Board of Directors. Each Board Member has one vote at Florida LMSC meetings. Attending and reporting at Florida LMSC Board of Directors meetings are required.

Registrar - The Registrar is responsible for:

1. Processing LMSC Club Registration and USMS swimmer registration for each calendar year. All Clubs and swimmers MUST register each year.

This includes:

 - A. Registering new swimmers as well as re-registering existing swimmers as the registrations come in.
 - B. Keeping track of online registrations (new for 2008) and sending information to Club/Chapter Registrars.
 - C. Sending list of monthly online and regular registrations to the Treasurer.
 - D. Registering new Clubs as well as existing Clubs as the registrations come in
 - E. Processing transfers and “one event” registrations.
 - F. Keeping log of all Club, swimmer, transfer and One Event registrations, date received, Club affiliation, Name of swimmer or Club, donations to USMS or ISHOF, if any, amount of check, and whether swimmer is New or Renewing.
 - G. Sending USMS cards back to Club Registrars, or if UNA, directly to the swimmer.
2. Preparing monthly (due end of each month) and yearly reports (due Nov 1st) for USMS National Office. Look over monthly transmittal for “processing errors”, donation omissions, or other discrepancies and alert USMS National Office of any transmittal concerns.
3. Providing reports for all Florida LMSC meetings and for Clubs when requested.
4. Depositing checks from individual and Club registrations into the Florida LMSC bank account.
5. Sending monthly transmittal and bank deposit slips to the Florida LMSC Treasurer.
6. Working closely with the FACT Treasurer to be sure she/he is receiving registration forms and FACT fees for FACT swimmers.
7. Constant communication via phone and/or email with swimmers, Club reps or registrars, LMSC Board members and USMS National Office.
8. Communicating with the Florida LMSC webmaster to keep Club registration forms and contact information up to date.

9. Sending Registration Packets in either postal or email form to the Club registrars in October detailing instructions for Club re-registering for the following year. Also includes Club registration form and suggestions for a clear and concise cover sheet accompanying registrations.
10. Tracking down address changes that come in from USMS National Office. Requires emails to swimmer and Club registrar to get correct address for USMS National Office for *USMS Swimmer Magazine* delivery.
11. Taking care of any other demographic discrepancies that may arise with the USMS National Office.
12. Keeping Leoware program up to date.
13. Backing up USMS files every month or two in case of computer meltdown.
14. Sending many emails to swimmers regarding USMS registration writing illegibility.
15. Emailing mailing labels to the Florida LMSC Newsletter Editor (or designated printing company) for people who want their newsletter via US Postal Mail and email addresses for those who want their Newsletter online.
16. Working with a new Clubs wanting to registrar....getting approval for Club abbreviations from the USMS National Office.

Sanctions: The Sanctions Chair is responsible for:

1. Developing and/or maintaining a Sanctions/Recognitions packet to supply to meet directors, etc. who request a sanction or recognition for an event. The packet will also be posted online and should include:
 - A. The application for sanction or recognition (pool and open water).
 - B. A "Pool Length Certification Form." This form must be on file with USMS or attached with the "Application for Sanction" for results to be considered USMS Top Ten and records. Pools with a movable bulkhead must be measured after each session.
 - C. Suggestions for warm-up and warm-down and safety requirements.
 - D. Guidelines for preparing the entry form and meet results.
 - E. "Report of Occurrence" form (used to report ALL incidents, no matter how minor)
 - F. A timeline from application to submission of results.
 - G. Other welcome information for the meet host includes a list of Florida LMSC Clubs, current records, application for National and World records, official relay cards and certificates of insurance.
2. Issuing Sanctions and Recognitions for events held within the Florida LMSC boundaries or in the case of open water sanctions if the event originates in the Florida LMSC. These will be issued in accordance with the following:
 - A. The Sanction Chair must sign each sanction/recognition issued.
 - B. All sanctions/recognitions must be stored for at least two years.
 - C. Sanctions/Recognitions are not transferable.
 - D. No sanction may be issued to any organization whose interest in sports and games is purely commercial, or where the event is to be promoted solely for the profit or the advertising value to be derived therefrom.
 - E. Early scheduling is recommended to avoid conflicts or overlaps.
 - F. Sanctioned and Recognized events should be assigned consistent, identifying numbers. A suggested numbering system is XXY-000, where XX is the LMSC numerical code, Y is the last digit of the current year, and 000 the consecutive numbering. Recognized events may be indicated by "R" in the number. Open water events may be indicated by "OW" in the number. For example:
 - a. 148-OW001 would be assigned to the first open water event sanctioned in the Florida LMSC during 2008
 - b. 148-005 would be assigned to the fifth sanctioned pool meet during 2008

- c. 148-R003 would be assigned to the third recognized pool meet during 2008
- G. Applications shall be accompanied by a copy of the entry form and applicable fee.
- H. The conduct of the sanctioned event shall be in strict compliance with applicable USMS swimming rules and administrative regulations.
- I. A current USMS Rule Book is required at each sanctioned/recognized event.
- J. Online Event Entry – Preliminary Guidance To Sanctions Chairs. Before issuing a sanction for an event that will utilize online entry, the Sanctions Chair must receive assurance of the following from the event host:
 - a. The online entry system must include the language of the liability release set forth in USMS Rule 203.1, or 301.3 for open water events, and an affirmative method for indicating acceptance of the liability waiver (e.g., "I accept" button). The liability release and acceptance should be designed in such a manner that it is clear to the entrant that he or she is accepting the terms of the liability release. The online entry system must operate such that the entrant may not proceed to completion of the entry without affirmatively clicking acceptance of the liability waiver.
 - b. Records that evidence acceptance of the liability release must be maintained by the event director or sanctioning LMSC for at least the period of the personal injury or wrongful death statute of limitations, whichever is longer, for the state in which the event takes place. The last search of such statutes of limitations in 2004 revealed that the longest state period was six years.
 - c. The online entry system must include a method for determining within reason that the entrant is the person accepting the liability release.
 - d. The event director must verify that the entrant/participant is a USMS member, consistent with USMS Rule 202.1.1F(4). This may include such methods as electronic verification of the USMS membership number or requiring participants to show their USMS membership cards prior to participating on the day of the event.
 - e. While in-person signing of the liability release on the day of the event is not required, sanctions chairs and event directors are free to include this requirement for extra assurance of compliance with the release requirement.
 - f. USMS National Championships (both pool and long distance) shall allow entrants to register for the event on paper even if online entry is utilized.
- 3. Send sanctions fee checks and indicate which meet it is for to the Florida LMSC Treasurer.
- 4. Follow up with the Florida LMSC Top Ten Recorder to ensure meet results are submitted in a timely manner.
- 5. The Sanctions Chair should be aware of the past performance of meet hosts and call particular attention to any prior deficiencies. A performance bond (\$200) may be required and further sanctions may be denied to an organization failing to live up to its obligation to conduct such events in accordance with applicable USMS swimming rules and administrative regulations or as stated on the entry form.

Top Ten Recorder - The Top Ten Recorder is responsible for:

1. Compiling and reporting the Top Ten times for each course (SCY, LCM, and SCM) to be rolled up to the USMS TT Recorder by the respective deadlines:
 - A. Deadline for SCY is May 31.
 - B. Deadline for LCM is September 30.
 - C. Deadline for SCM is December 31.
2. Reporting any USMS national records and world records achieved in the Florida LMSC in the appropriate format (USMS Rule Book Appendix B) and including all top ten times achieved by swimmers from other LMSCs. Swims done in Recognized or USAS meets do not qualify for world records.

3. Reporting all Top Ten Relay times that include the required information (105.1.4 USMS Rule Book.)
4. Results are compiled from the following:
 - A. Any sanctioned meet by our Florida LMSC Sanctions Chair.
 - B. Any recognized meets (Senior Games, etc. which are not sanctioned by our LMSC, where our swimmers are participants) and the swimmers are listed on the Masters Observation form
 - C. Any swims performed by an individual at a meet such as a USA meet, Y Nationals, etc. and the swimmer asks that his/her time be considered for TT. These individual times may be rolled up to the "Current Top Times" recorder at the individual's request
 - D. Swims must be performed at a recognized/sanctioned pool that has been verified and measured. The USMS Pool Length Certification form must be on file with USMS or USA Swimming or is included with the Top Ten submissions.
 - E. These swims must be verified with the official results.
5. Compiling Florida Top 5
 - A. Only swimmers from our LMSC can be included
 - B. Results should be compiled from the following:
 - C. All the FL-LMSC sanctioned meets
 - D. Any swims performed by swimmers in sanctioned meets outside our LMSC, but by another USMS LMSC (Nationals) where the swimmer requests his/her times to be included
 - E. Any recognized meets (Senior Games, etc.) and the swimmers are listed on the Masters Observation form.
 - F. Swims performed at other meets such as USA meets, Y Nats, etc, where the swimmer requests to be considered
6. Updating and submitting the FL-LMSC records to the Florida LMSC Webmaster.
7. Tabulating pool, long distance and Leather Lung awards to be presented at the annual LMSC banquet, usually held in February/March of each year. Awards criterion are posted online.

Newsletter Editor: The newsletter editor will follow the following newsletter policy and guidelines and is responsible for:

1. Publishing the quarterly Florida LMSC Newsletter, in February, May, August and November.
 - A. Articles, pictures, announcements, meet entries etc. must be received by the deadline for each newsletter in order to be accepted. Deadlines, normally two to three weeks prior to publication, will be announced for each newsletter and must be adhered to. Email is the preferred mode for receiving newsletter items.
 - B. The printed newsletter should have a maximum of 16-20 pages (four or five 17 x 11 pages.) If on occasion it is longer, the newsletter editor should contact the Florida LMSC Chair for approval.
 - C. It is the Newsletter Editor's responsibility to edit the newsletter with respect to content and article length so that the newsletter stays within its page limits. Ways to limit the newsletter are:
 - a. Choice of font.
 - b. Reduction of font size and line spacing.
 - c. Reduction of page margins.
 - d. Eliminating redundant material.
 - e. Setting limits (word count, percent of page, number of pictures etc.) on the length of articles accepted.
 - f. Do not include announcements or meet entries if the item deadline precedes the arrival of the newsletter to Florida LMSC members.
 - g. Wrapping around pictures etc., to reduce white space.
 - h. Individual club news items shall be limited to 1/2 page.

- i. The consolidated entry form should be printed only once per year, preferably in the February issue. An announcement should be made for each member to copy and save the entry form for his/her use for the entire year, since it will not be printed again until the following year.
2. Making available to the Florida LMSC webmaster an on-line version in pdf format for all members. Members who have requested an online version over a postal one, shall receive an email notice when the newsletter is posted on the Florida LMSC website. A link to the newsletter should be included in the notice.
3. Determining the number of copies needed and making sure that Florida LMSC members who request a postal newsletter, receive them within the first week of each publishing month (first week in February, first week in May, first week in August and first week in November). The online version can be posted prior to, or during the first week of each publishing month.
4. Communicating with the printer to determine what the turn around time is from receiving the newsletter to actual mailing and expected arrival to members. The Newsletter Editor will notify the printer when to expect the newsletter so that they are prepared for it's arrival.
5. Communicating with the Florida LMSC Treasurer if a prepayment is needed by the printer for postage, etc. This must be done in a timely manner so that payments do not delay the production of the newsletter.
6. Requesting the Florida LMSC Registrar to send mailing addresses to the printer in a timely manner so that this does not hold up the mailing of the newsletter.
 - A. If the Newsletter Editor finds that he/she is unable to meet the printing/ mailing deadline, the Florida LMSC Chairman must be informed prior to the deadline so that a solution can be reached.
7. Allowing time for reviewing and incorporating any changes.
 - A. The newsletter editor shall send the final draft to the Florida LMSC officers for proofing, one week prior to publication.
8. Attending and giving reports at LMSC meetings.

Florida LMSC Appointed Positions- Appointed positions have a voice, but no vote at Florida LMSC meetings. Appointed position are expected to attend and report at all Florida LMSC Board of Director Meetings.

Awards Banquet Chair : The Awards Banquet Chair is responsible for:

1. Overseeing the entire banquet process from the dinner to the awards.
2. Requesting and/or appointing other committee members as necessary.
 - A. Communicating with the LMSC Top Ten Recorder to determine our Top Ten Swimmers in both Long Distance and Pool as well as Leather Lung participants at least one month prior to the banquet.
 - A. Requesting any Service Awards information from the Florida LMSC Chair.
 - B. Order the awards. Communicate with the Florida LMSC Treasurer.
 - C. Producing the Banquet Program.
 - D. Purchase other beverages for the banquet.
 - E. Setting up awards at the banquet.
 - F. Handing out the awards.
3. Setting up the banquet site and contacting the appropriate person in charge.
 - A. Deciding the menu, cost, venue, and timeline.
 - B. Keeping track of number of reservations and deadline for letting banquet personnel know.
4. Creating and posting an informational flier via newsletter and website.

Coaches Liaison: The Coaches Liaison is responsible for:

1. Conducting clinics for the members.
2. Clinics may include:
 - A. In pool underwater video
 - B. Out of pool video review
 - C. In pool swim session to correct stroke(s)
 - D. In pool video ...to see corrections of stroke(s)
 - E. additional in water if needed
3. Providing information pertinent to the membership at large in a dedicated section of the quarterly newsletter - "The Answer Man".
4. Acting as the "Go-To" contact for getting questions answered in regard to stroke, starting a team, locating a coach, etc.
5. Guiding swimmers to the information located on the USMS.org or floridalmc.org website and others.
6. Providing support at meets.
7. Providing work outs.

Fitness Chair: The Fitness Chair is responsible for:

1. Promoting USMS fitness events.
2. Sharing fitness ideas.
3. Disseminating fitness ideas through written materials.
4. Coordinating fitness activities within the Florida LMSC.
5. Provide articles to the Florida LMSC Newsletter when applicable.

Officials Chair: The LMSC Officials Chair is responsible for implementing policies and procedures to ensure that USMS sanctioned and recognized meets within their LMSC boundaries are conducted uniformly and in accordance with USMS rules and regulation. Depending on the size of the LMSC, number of competitions, and other LMSC policies, these duties may include any or all of the following:

1. Maintaining a list of certified officials willing to work USMS sanctioned and recognized meets within the LMSC.
2. Providing regular updates on USMS rule changes, current interpretations, lessons learned, and best practices to Meet Directors, Referees and other officials within the LMSC.
3. Advising Meet Directors on the appropriate number of officials for specific meets, based on the number of swimmers, venue, and type of meet.
4. Assigning Meet Referees or other key officials at LMSC sanctioned competitions. (Some LMSCs may require the name of a qualified Meet Referee along with an application for sanction.)
5. Assisting Meet Directors in obtaining a sufficient number of qualified officials for scheduled meets.
6. Coordinating training and certification programs for new officials according to USMS guidelines. (Approval of the USMS Officials Committee is required for the LMSC to conduct its own training and certification program.)
7. Receiving meet evaluation reports from the Meet Referee.
8. Providing USMS rule books for officials prior to meets and ensuring that officials are aware of pertinent rules differences between USMS and other governing bodies. LMSC Officials Chairs are encouraged to work closely with their USA-Swimming Local Swim Committee (LSC) counterparts as well as governing bodies on which the LMSC may rely for officials. LSC Officials Committees should maintain a schedule of clinics and rosters of certified officials that LMSCs may also be able to utilize.

Senior Games Liaison - The Senior Games Liaison is responsible for:

1. Contacting the Senior Games Qualifiers listed on the Florida Sports Foundation's website each year to inform them that United States Masters Swimming, Inc. would like to support their swimming portion of the Senior Games and direct them to the floridalmc.org website for the recognition

forms and related material. Signify that there is no extra cost for recognition but that there will be more interest by swimmers in the area if the times are recognized by USMS for state, zone and national Top Ten.

2. Upon application and approval of the Sanctions Chair, the Sanctions Chair will provide the applicant with a mini-rule book and will give the Recognition information to the webmaster, who will list it on the Meet Schedule.
3. Following up by having a representative of USMS oversee the meets that are recognized and making sure that each USMS registered competitor signs the Masters list available and puts his or her USMS number on the sheet.
 - A. The representative overseeing the meet should sign these sheets as an observer and should report to the Senior Games Liaison and the Sanctions Chair any infractions and how the meet was run.
 - B. The representative will see that the pool is measured after the competition in accordance with USMS policy if the competition pool has not yet qualified and does not have measurements on file or if there is a movable bulkhead.
4. Results of the meet should be sent as soon as possible to the Top Ten Chair along with the signed sheets of USMS competitors.

Open Water/Long Distance Chair: The Open Water-Long Distance Chair is responsible for:

1. Being the Florida LMSC liaison with Florida LMSC clubs.
2. Working with open water event and long distance event directors to promote common event guidelines around the LMSC. This would include things such as entry procedures, results submissions, safety guidelines for the event, overall event management, awards, follow-up after the event, etc.
3. Working with event directors to make sure all USMS open water and long distance rules and regulations are followed.
4. Working with event directors to ensure all USMS safety guidelines are followed for each type of event.
5. Working with event directors to get their event sanctioned by the USMS.
6. Working with event directors to submit open water events and long distance events to the Florida LMSC, Dixie Zone, and USMS event calendar as well as getting event results published in appropriate places.
7. Working with open water and long distance event directors to promote and market their events within the Florida LMSC, Dixie Zone, and USMS.
8. Creating and/or coordinating open water clinics for/with Florida LMSC clubs.
9. Creating a common structure and safety protocol around open water training venues.
10. Acting as the liaison with the USMS Long Distance Committee and the event director when national championship events are being held in the Florida LMSC.
11. Helping to create and recruit Florida LMSC open water events for national championship consideration.
12. Writing or soliciting articles on open water accomplishments, events, training, etc. to be published for Florida LMSC swimmers to read.

Webmaster: The Florida LMSC webmaster shall be responsible for:

1. Designing, creating, improving and/or maintaining the floridalmsc.org website. It is helpful to have expertise with Internet applications with HTML.
2. Communicating, accepting and posting appropriate material from the Florida LMSC Board of Directors.
3. If requests to post items are received from people other than the Board of Directors, the Webmaster will consult the Board of Directors before posting.
4. Keeping all aspects of the posted information up to date. To include:

- A. Updating registration forms and instructions before the next years registration period (by end of October of each year).
 - B. Posting newsletters four times per year. Maintaining an archive of past newsletters.
 - C. Posting appropriate sections of the newsletter such as Coaches Corner and Officials, Ask the Swim Doctor, etc.
 - D. Posting meeting minutes and treasurers reports. Maintaining an archive of past reports.
 - E. Keeping the contact list of Officers, Clubs and Club representatives up to date.
 - F. Posting upcoming events such as BOD meetings, Awards Banquet, clinics, etc.
5. Website links shall be checked regularly to make sure that they are still working and that the information they provide is still current.

Florida LMSC House of Delegates - Each registered club has at least one vote at Florida LMSC meetings and is entitled to send one (or more, depending on size) Club Representative. The Club representative is a Very Important Person for the club.

Club Representative: The Club Representatives are responsible for:

1. Representing his/her club and acting as liaison between the club and the LMSC Board of Directors.
2. Attending and voting at Florida LMSC meetings as a representative for his/her club.
3. Making sure all club members are informed of LMSC news etc.

Florida LMSC Delegates to the National USAS Convention: The Florida LMSC is entitled to send four Delegates to the National USMS Convention. These delegates are appointed by the Florida LMSC Chair. Members on the following USMS committees are automatic delegates to convention and are entitled to vote at convention: Rules, Legislation, Long Distance and Finance. There are also a number of Delegate At Large positions that may be requested by the Chair or individually from the USMS President. A Florida LMSC Delegate is responsible for:

1. Representing the Florida LMSC at Convention.
2. Committing to attend convention for at least two years.
3. Bringing back important information to the Florida LMSC.
4. Writing and submitting a report to the Florida LMSC Chair within two weeks of convention and handing out their report to the general membership at the annual meeting of the Florida LMSC.