

FLORIDA LMSC JOB DESCRIPTIONS

Revised August, 2020

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.

Each elected officer has one vote and **shall attend** Florida LMSC Board of Director meetings. A majority of the Board of Directors shall constitute a quorum and is required at meetings in order to conduct business as per our bylaws.

Executive Committee

The Executive Committee consists of the Chair, Vice-Chair, Secretary, and Treasurer. They shall have authority to act for the Florida 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. If the Vice Chair is unavailable, 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 Board of Directors and 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-N) 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.

Membership Coordinator

The Membership Coordinator is responsible for:

1. Processing LMSC Club Registration and USMS swimmer registration for each calendar year. All Clubs and swimmers MUST register each year.
 - 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. Constant communication via phone and/or email with swimmers, Club reps or registrars, LMSC Board members and USMS National Office.
7. Communicating with the Florida LMSC Webmaster to keep Club registration forms and contact information up to date.
8. Sending Registration Packets in 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.

Sanctions Chair

The Sanctions Chair is responsible for:

1. Developing and/or maintaining an online Sanctions/Recognitions list to supply to meet directors, etc. who request a sanction or recognition for an event. The list should include links to:
 - A. The online application for sanction or recognition (pool and open water).
 - B. The "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. Other welcome information for the meet host includes links to 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 applicable rules in Part 1 and Part 2 and Appendix B of the USMS Rule Book, and the guidelines found in the USMS online Guide to Operations.

3. Sending a USMS mini-rule book, purchased by the Florida LMSC, to an event host to ensure that a rule book is available on deck at each sanctioned or recognized event.
4. Send sanctions fee checks and indicate which meet it is for to the Florida LMSC Treasurer. If a sanction or recognition fee is to be collected from the event host, collect the fee and send the check to the Florida LMSC Treasurer, OR provide instructions to the meet host for mailing the fee directly to the Treasurer and follow up to make sure it was received.
5. Following up with the event host and the Florida LMSC Top Ten Recorder to ensure meet results are submitted in a timely manner.
6. 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. Uploading the electronic meet results from all events sanctioned or recognized by the Florida LMSC. Results must be collected from the meet host and uploaded within two weeks of the date of the event.
2. Compiling and reporting the Top Ten times for each course (SCY, LCM, and SCM), and submitting them to the USMS national records administrator by the deadline for each season (SCY, LCM, and SCM) as defined in Article 105 of the USMS Rule Book:
 - A. SCY season ends May 31. Deadline for submission is June 30.
 - B. LCM season ends September 30. Deadline for submission is October 20.
 - C. SCM season ends December 31. Deadline for submission is January 26.
3. Submitting both the Top Ten times for individual swims, and for relay swims, as described above.
4. Reporting any USMS national records and world records achieved in the Florida LMSC in the appropriate format (USMS Rule Book Appendix B). Swims done in Recognized or USA Swimming-sanctioned meets do not qualify for Masters world records. Record Application deadlines are as follows:
 - A. USMS records are due within 90 days of the end of the season of the swim.
 - B. FINA world records are due within 60 days of the date of the swim.
5. The Top 10 submission is compiled from the following:
 - A. Any meet sanctioned by the Florida LMSC. The Top 10 submission includes all participants, including those registered with other LMSCs.
 - B. Any meet issued a recognition by the Florida LMSC (such as Senior Games, etc., where USMS members may be participants) and the swimmers are identified as current USMS members in the USMS meet results software.
 - C. Any swims performed by an individual at a meet that is considered to be automatically recognized per the USMS rule book (such as a USA Swimming-sanctioned meet) and the swimmer asks that his/her time be considered for Top Ten. These individual times may be uploaded to the USMS meet results database at the individual's request.
6. Tabulating long distance and Leather Lung awards to be presented at the annual LMSC banquet, usually held in February/March of each year. Awards criteria are posted online.

Newsletter Editor:

The newsletter editor is responsible for:

1. Compiling and digitally publishing the quarterly Florida LMSC Newsletter four times per year, in February, May, August, and November.
 - A. Articles, photos, 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. Items should be sent in word format.
 - B. The digital newsletter should be of a reasonable size for posting on the Florida LMSC website.
 - C. It is the Newsletter Editor's responsibility to edit the newsletter with respect to content and article length.
 - D. If the Newsletter Editor is unable to meet the publish deadline, the Florida LMSC Chair must be informed prior to the deadline so that a solution can be reached.
2. Sending the final draft to the Florida LMSC Chair for proofing prior to publication.
3. Sending the approved newsletter, in pdf format, to the Florida LMSC Webmaster for posting.
4. Asking the Webmaster to provide a link for the newsletter to the Membership Coordinator and asking the Membership Coordinator to send an announcement with the link to all Florida LMSC members.
5. Striving to have each newsletter online within the first week of each publishing month (February, May, August and November).
6. Attending and giving reports at LMSC meetings.

Florida LMSC Appointed Positions

Appointed positions have a voice, but no vote at Florida LMSC meetings. Appointed positions are expected to attend and report at all Florida LMSC Board of Director Meetings. They may represent their club at all meetings.

Awards and Social Chair

The Awards and Social Chair is responsible for:

1. Overseeing the social and awards presentation.
2. Requesting and/or appointing other committee members as necessary.
 - A. Communicating with the LMSC Top Ten Recorder to determine our Leather Lung participants at least one month prior to the social.
 - B. Requesting any Service Awards information from the Florida LMSC Chair.
 - C. Ordering the awards. Communicate with the Florida LMSC Treasurer.
 - D. Producing the Social Program.
 - E. Creating and posting an informational flier via newsletter and website.
 - F. Setting up awards at the social.
 - G. Handing out the awards.
3. Setting up the social site and contacting the appropriate person in charge.
 - A. Deciding the menu, cost, venue, and timeline.
 - B. Purchase other beverages for the social as needed.

- C. Keeping track of number of reservations and deadline for letting social personnel know.
4. After the Awards Ceremony, send the names of the award winners to the Florida LMSC Webmaster for posting onto the website.

Coaches Chair

The Coaches Chair 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 floridalmsc.org website and others.
6. Providing support at meets.
7. Providing workouts.

Fitness Chair

The Fitness Chair is responsible for:

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

Officials Chair

The Florida LMSC Officials Chair is responsible for implementing policies and procedures to ensure that USMS sanctioned and recognized meets within the 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 and assisting Meet Directors in obtaining a sufficient number of qualified officials for scheduled meets.

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. 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.)
6. Receiving meet evaluation reports from the Meet Referee.
7. 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 Florida LMSC Senior Games Liaison is responsible for:

1. Informing Florida LMSC members of Florida Senior Games swim competitions, rules, dates and locations for Florida Senior Games and National Senior Games.
2. Contacting Senior Games Qualifiers listed on Florida Sports Foundation's (FSF) website and inform organizers that the United States Masters Swimming, Inc. (USMS) and Florida LMSC would like to support the swimming portion of the Senior Games and direct them to the floridalmsc.org website for Florida LMSC Recognition Forms and related material.
3. Ensuring after application approval by the Sanctions Chair, the Sanctions Chair will inform the Senior Games Liaison and provide the applicant with a USMS Rule Book.
4. Monitoring that the Sanctions Chair provides USMS/Florida LMSC Recognition information to the Florida LMSC Webmaster, listing the competition on the Meet Schedule.
5. Assisting the Sanctions Chair in finding a qualified Meet Observer. The Observer/Representative of USMS/Florida LMSC will oversee and ensure Recognized Meets are conducted in accordance with USMS rules.
6. Ensuring a Name and USMS Number Registration Form is available for USMS registered swimmers to sign, ensuring their results will be recorded.
 - A. The selected USMS/Florida LMSC Representative, Meet Observer, overseeing the Meet should sign these sheets as an Observer and should report any infractions and how the Meet was conducted to the Senior Games Liaison and the Sanctions Chair.
 - B. The selected USMS/Florida LMSC Representative, Meet Observer, will ensure the competition pool is measured before and after the competition in accordance with USMS policy.
 - C. The Meet Observer and designated Meet Referee will contact the Florida LMSC Officials Chair to assist in obtaining sufficient number of qualified USMS Officials for scheduled Meets.
 - D. Meet results should be sent, as soon as possible, to the Florida LMSC Top Ten Chair along with 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.

Records Chair

The Florida LMSC Records chair is responsible for:

1. Updating and submitting the FL-LMSC records for SCY, LCM, and SCM at the end of each season to the Florida LMSC Webmaster.
2. SCY season is June 1 - May 31. LCM season is October 1 - September 30. SCM Season is January 1 - December 31.

Webmaster

The Florida LMSC webmaster shall be responsible for:

1. Designing, creating, improving and/or maintaining the floridalmcsc.org website. It is helpful to have experience with content management systems such as WordPress.
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 Florida LMSC Chair 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 Social, clinics, etc.
 - G. Posting all awards.
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

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 USMS Annual National Convention

The Florida LMSC is entitled to send five* 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.

* Delegate number is determined by number of registered members for the current or previous year, whichever is larger. Each LMSC can send one delegate regardless of size. LMSCs with more than 300 members can send two delegates. Increments of 500 registered members after that get an additional delegate.