

LMSC Standards

1 Preamble

It is in the best interests of USMS that a framework of requirements and best practices be available to Local Masters Swimming Committees to enhance their volunteer experience, help them function effectively as an LMSC, and deliver consistent high-quality services at a standard level across the country. To achieve that goal, the LMSC, under the leadership of its chair and other LMSC board members, is responsible for following the practices set forth in this policy.

Resources are available from USMS to assist LMSCs in fulfilling these standards. The LMSC Development Committee is available specifically to assist LMSCs with achieving these standards.

This document may be amended periodically by the USMS Board of Directors.

2 Standards

The following Standards are required for all LMSCs:

2.1 Bylaws and Administrative Standards-Periodic review after initial achievement

- 2.1.1 Each LMSC shall be governed by bylaws consistent with USMS objectives and goals (*article 502.2: Bylaws*) and applicable state laws.
- 2.1.2 LMSC bylaws shall provide for the periodic election of LMSC officers (*article 502.5: Election of Officers*).
- 2.1.3 LMSC bylaws shall require that the LMSC hold an annual meeting that is open to all individual members of the LMSC (*article 502.3: Annual Meeting*).
- 2.1.4 LMSC bylaws shall contain a provision for handling disputes within the LMSC (*article 403.2: Jurisdiction of the LMSC*). Note: Procedures may be addressed in LMSC policies.
- 2.1.5 Each LMSC shall submit a copy of its current bylaws to the USMS National Office (*article 502.6: Filing of Bylaws*).
- 2.1.6 Each LMSC shall ensure that current LMSC bylaws and policies are easily accessible to all members.
- 2.1.7 LMSC bylaws and/or policy shall describe the duties and responsibilities of the following positions. LMSC bylaws or policy may link directly to the appropriate role description on USMS.org if the USMS role description is accurate for that LMSC position:
 - A. The chair
 - B. The treasurer
 - C. The secretary
 - D. The membership coordinator
 - E. The position responsible for submission of times to the USMS times database and reporting USMS and world records (Top 10 recorder).
 - F. The position responsible for pool meet sanctions and recognitions.
 - G. The position responsible for long distance/open water event sanctions and recognitions

2.2 Administrative Standards – Annual Review

- 2.2.1 Each LMSC shall prepare and submit annual meeting minutes to the USMS National Office and retain a copy for the LMSC archive (*article 502.8: Records and Record Keeping*).
- 2.2.2 Club business shall not be conducted during an LMSC meeting (and vice versa).
- 2.2.3 Each LMSC shall maintain original or digital copies of signed paper registration documents (dry, secure, and safe) for seven (7) years.

2.3 Communications Standards

- 2.3.1 Each LMSC shall maintain an LMSC website that at a minimum makes the following available:
 - A. Link to online registration
 - B. LMSC bylaws
 - C. Contact information for one or more officers.
- 2.3.2 Each LMSC shall send communications to all its members at least once a year.

2.4 Leadership Standards

- 2.4.1 Each LMSC shall elect the following officers at a minimum:
 - A. Chair
 - B. Treasurer
 - C. Secretary
- 2.4.2 Each LMSC shall appoint or elect:
 - A. Membership Coordinator (cannot be the same person as the treasurer)
 - B. Vice chair (cannot be the same person as the chair)
 - C. Top 10 recorder
 - D. Sanctions chair

(Note: One person may cover more than one position, unless otherwise indicated).
- 2.4.3 Each LMSC shall appoint member(s) to the USMS House of Delegates and ensure that at least one delegate attends the annual meeting (*article 504.1.1*).
- 2.4.4 Each LMSC shall ensure that all officers and members of its board of directors are current USMS members (*article 501.2.5, Mandatory Membership*) and keep the USMS national office updated on contact info for officers.
- 2.4.5 Each LMSC shall appoint or elect a Coaches chair/coordinator. If there is no Coaches chair/coordinator, an LMSC may meet this Standard by annually offering an LMSC subsidy for LMSC coaches to attend USMS certifications courses or coaching clinics. LMSCs may also, with agreement from a partner LMSC, have the Coach chair/coordinator from the partner LMSC serve as the Coaches chair for the LMSC. i.e. LMSC A doesn't have a Coaches chair, the Coaches chair from LMSC B serves coaches in LMSC B and LMSC A.
- 2.4.6 Each LMSC shall appoint or elect an Officials chair. If there is no Officials chair, an LMSC may fulfill this Standard by notifying LMSC officials at least annually of USMS certification courses or other officials-related activities. LMSCs may also, with agreement from a partner LMSC, have the Officials chair from the partner LMSC serve as the Officials chair for the LMSC. i.e. LMSC A doesn't have an Officials chair, the Officials chair from LMSC B serves officials in LMSC B and LMSC A.

2.5 Financial Standards

- 2.5.1 LMSC officers shall annually review, and pledge to follow, USMS Financial Operating Guidelines (FOG) Section VIII. Examples of officers are Chair, Vice Chair, Treasurer, and Secretary and other officers as specified in LMSC bylaws.
- 2.5.2 Each LMSC shall submit annual financial statements to the USMS National Office by April 30 (article 502.8: Records and Record Keeping). The financial statements shall include an income statement with itemized revenues and expenditures and a balance sheet, prepared using sound accounting principles.
- 2.5.3 Each LMSC, as a tax-exempt organization, shall file an annual return with the IRS (Form 990, 990 EZ, or 990 N as appropriate).
- 2.5.4 LMSC bank accounts shall be reconciled at least annually by a person other than a person who is authorized to sign checks or make electronic disbursements.
- 2.5.5 LMSC Officers shall annually disclose financial interests on the USMS Conflict of Interest form.

2.6 Event Standards - Each LMSC shall adhere to the following processes:

- 2.6.1 Meet directors of USMS sanctioned events must be provided with the text of Articles 102 (Swimming Competition) and 103 (Meet Procedures) from the current USMS Rule Book and must confirm receipt.
- 2.6.2 All participants in sanctioned events are USMS members or members of their country's Masters organization (*article 202.1: Sanctions*).
- 2.6.3 Meet Referees of USMS sanctioned pool meets must be provided with the text of USMS Rule Book Article 101 (Starts, Strokes, and Relays) and Article 103 (Meet Procedures), must confirm receipt, and their intention to brief other officials at the meet.
- 2.6.4 Meet Referees of USMS sanctioned pool meets must be provided with the following two documents posted on the USMS Officials Meet Operations page: [USMS Officials Briefing Technical Rules](#) and [USMS Officials Briefing Differences with USA-S and Guidance on Officiating USMS Athletes](#), must confirm receipt, and their intention to brief other officials at the meet.
- 2.6.5 Event Directors and Referees of USMS sanctioned open water events must be provided with the text of USMS Rule Book Articles 302 (Open Water Events) and 303 (Conduct of Competitive Open Water Events), confirm receipt, and their intention to brief other officials at the event on the rules.
- 2.6.6 Meet announcements for sanctioned events must include all required elements per the USMS Rule Book. A required elements checklist is available on page 7 in the document [Overview and General Sanction Information](#) posted on the Sanctions Chairs GTO page.
- 2.6.7 Entry forms for all sanctioned events include the current liability release (*article 202.1.1A(1)*). The liability release and requirements for its use are available on the USMS website on the *Guide to Local Operations* page: [Pool Meet Management link](#) and [Open Water Event Management link](#).
- 2.6.8 Each LMSC shall ensure that all USMS sanctioned or recognized event results are uploaded to the online meet results section of the USMS website.

2.7 Top 10 Standards

- 2.7.1 Each LMSC shall submit results from meets in its territory that are eligible for the Top 10 times to USMS by the deadline for each course (*article 105.1.2: Deadlines*).
- 2.7.2 Each LMSC shall comply with the *Top 10 and Records & Tabulation* section of the *USMS Guide to Operations*.
- 2.7.3 Each LMSC shall ensure that all results submitted for Top 10 times are from facilities that meet pool certification requirements (*article 105.1.6: Pool Certification* and *article 105.1.7: Pool Measurement*).
- 2.7.4 Each LMSC shall ensure that all record applications are submitted by appropriate deadlines (*article 105.1.2: Deadlines*).

2.8 Resolution Procedure for Missed Standards

- 2.8.1 **Purpose** – This procedure’s purpose is to provide LMSCs with a process to achieve all LMSC Standards by creating a mechanism to “fix” missed Standards. By giving LMSCs an opportunity to “fix” missed Standards the Standards Cycle process becomes value-added for the LMSC by creating a culture that (1) centers education of all volunteers, new and old, and (2) respects the contribution of volunteers by affirming their effort and passion even when a Standard is missed.
- 2.8.2 **Process to Fix Missed Standards Covering Annual Required Tasks** - . The LMSC completes the missed annual task(s) as soon as reasonable and reports same to the LMSC Development Committee.
- 2.8.3 **Process to Fix Missed Standards Covering a Specific Action** – The LMSC will research the incident, determine the cause, take action to educate volunteers and/or set up a process to prevent the same thing from happening in the future. The LMSC must send a summary of these actions to the LMSC Development Committee.

2.9 Assistance and Mentoring for LMSCs

- 2.9.1 **Purpose** - As LMSCs are made up of volunteers, it is not unexpected that there will be instances where an LMSC needs assistance. The purpose of this policy is to recognize that for myriad reasons LMSCs might need assistance and provide a framework for LMSC Development Committee to assist as appropriate.
- 2.9.2 **Focused Assistance** – LMSCs needing education and/or mentorship for a specific role or task can get 1:1 help from LMSC Development Committee.
- 2.9.3 **Broad Assistance** - LMSCs needing assistance in several areas can get help from a small team of volunteers.
- 2.9.4 **Assistance Program Pool (APP)***– LMSC Development Committee will create a pool of experienced volunteers across USMS. The pool of volunteers will educate and mentor LMSCs with Focused and/or Broad Assistance. Ideally this is a path for experienced, long-time USMS volunteers to serve in a new role within USMS. In some cases, this will result in opening other volunteer positions in USMS to new/younger USMS volunteers.

- 2.10 **Development Committee Information Gathering** – The LMSC Development Committee will use the information gleaned from the Resolution Process and Assistance and Mentoring for LMSCs to further guide its efforts.

*If you’re having a problem, there’s an **APP** for that—R. Marchman

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