



## LMSC VOLUNTEER ROLE DESCRIPTION

### TOP TEN RECORDER

#### ROLE OVERVIEW

The Top Ten Recorder of the LMSC is responsible for accurate record keeping and tabulations of all swims for all events by LMSC members.

#### KEY DUTIES & RESPONSIBILITIES

- Validate and upload meet results to the Meet Results database throughout the year for the LMSC's sanctioned and/or recognized meets.
- Compile and report individual and relay Top Ten times for each course (SCY, LCM, SCM) from all sanctioned and/or recognized events held within the LMSC by the deadlines.
- Work with LMSC Meet Directors to ensure that appropriate Record Applications are submitted in a timely manner to the appropriate person.
- Track LMSC pool measurement forms and submit new forms for inclusion in the national database.
- Track and submit the Meet Observer's Report to the National Top Ten Coordinator for all recognized meets.
- Review and process split notification requests.
- Work with the LMSC Sanctions Chairs to ensure that all event records and tabulations requirements are met.

#### RECOMMENDED EXPERIENCE & SKILLS

- Detail oriented.
- Interpersonal and communication skills via phone and email.
- Basic skills in computer, printer, email, and meet management (e.g. Meet Manager) software.
- Knowledge of rules for USMS sanctioned and recognized meets and open water events.
- Knowledge of USMS membership IDs and how to determine current membership.

#### RESOURCES

- National Top Ten Coordinator at [TopTen@usmastersswimming.org](mailto:TopTen@usmastersswimming.org)
- Records and Tabulation Committee
- USMS Rule Book
- Top Ten Coordinators reference page under the USMS Guide to Local Operations (@):  
<https://www.usms.org/volunteer-central/guide-to-local-operations/lmsc-operations/top-ten-recorders>