

# LMSC Standards Road Map Calendar



The complete LMSC Standards, separated by category, can be found at [www.usms.org/volunteer-central/lmscs/lmsc-standards](http://www.usms.org/volunteer-central/lmscs/lmsc-standards). They have been organized in this document to assist LMSCs in knowing what needs to be done once only, annually, periodically and continuously. **Please refer to the above link for complete text on each standard. The descriptions used in this document are abbreviated.**

## BYLAWS - ONE AND DONE TASKS

### USMS:

LMSC Bylaws must be consistent with USMS objectives, goals, and applicable with state laws ([Bylaws 2.1.1](#))

### Elections:

LMSC bylaws must provide for periodic election of LMSC officers ([Bylaws 2.1.2](#))

### Annual Meeting:

LMSC bylaws must require an annual meeting open to all members of the LMSC ([Bylaws 2.1.3](#))

### Disputes:

LMSC bylaws, or policies, have a provision for handling disputes within the LMSC ([Bylaws 2.1.4](#))

### USMS Submission:

Current LMSC bylaws have been submitted to the USMS National Office ([Bylaws 2.1.5](#))

### Job Descriptions:

LMSC bylaws, or policies, describe the duties and responsibilities for chair, treasurer, secretary, membership coordinator, Top 10, pool sanction chair, long distance and OW sanction chair ([Bylaws 2.1.7](#))

## PERIODIC TASKS (CADENCE GREATER THAN 1 YEAR)

### Bylaw Review:

Bylaw standards 2.1.1 through 2.1.7 should be periodically reviewed after initial achievement ([Bylaws 2.1](#))

### Mandatory Officers

Elect Chair, Treasurer, and Secretary ([Leadership 2.4.1](#))

### Recommended Officers:

Appoint or elect Membership Coordinator, Vice Chair, Top 10, and Sanctions ([Leadership 2.4.2](#))

### Officer Alternatives:

Appoint or elect Coaches chair/coordinator and officials chair/coordinator. Can work with partner LMSC to have their coach chair/coordinator and/or official's chair/coordinator cover the position for your LMSC. LMSC can also notify coaches and officials of certification courses and offer subsidies to the coaches to attend ([Leadership 2.4.5](#), [2.4.6](#))

# Annual Tasks: Example Timeline



											LMSC Standards Cycle				
Std #			OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	
2.2.1	Prepare and submit annual meeting minutes to National Office by 04/30	<b>Secretary</b>	Prep and approve annual meeting minutes from previous 12 months.						Submit by 4/30						
2.5.2	Prepare and submit annual financial report by 04/30	<b>Treasurer</b>				Prepare LMSC annual financial report. Transfer numbers to spreadsheet from National Office. Online submittal by 04/30									
2.3.2	Send at least one communication to all LMSC members each year	<b>Communication</b>	Confirm your LMSC has sent at least one email communication to LMSC members in past 12 months. If not, send something now: (news, meet, info, etc.)												
2.4.3	Appoint members to the USMS House of Delegates and ensure that at least one delegate attends the annual meeting	<b>Board</b>								Follow LMSC policies and procedures to appoint at least one delegate to the USMS annual meeting			USMS annual meeting		
2.4.4	Ensure all officers and members of LMSC board are registered with USMS*	<b>Chair or Membership Coor</b>		<a href="#">Check for current USMS registration for LMSC board members.</a>											
2.5.1	LMSC officers shall annual review and pledge to follow the Financial Operating Guidelines for LMSCs (Section IV, pp7 - 8)*	<b>Board</b>	<a href="#">Review the Financial Policies and Operating Guidelines during a meeting and pledge to follow OR have officers review independently and confirm to Chair they will follow the LMSC Financial Policies and Operating Guidelines</a>												
2.5.3	File an annual tax return for LMSC	<b>Treasurer or other</b>				File the appropriate annual tax return by the IRS due date; May 15. (The national office deadline for sending a copy of the LMSC return and filing receipt is April 30).									
2.5.4	At least once per year LMSC bank account is reconciled by a person other than someone who is authorized to sign checks or make electronic payments	<b>Non-signer on LMSC bank account</b>	Appoint a non-signer on bank account to reconcile the bank account												
2.5.5	LMSC officers must annually disclose financial interests on USMS conflict of interest form.*	<b>Board</b>	<a href="#">Distribute form to LMSC officers and collect responses.</a>												

# Ongoing Tasks by Key Person

Std #		CHAIR	TREASURER	SANCTIONS CHAIR	MEET HOSTS	MEMBER COOR	WEB-MASTER	TOP 10
2.1.6	Each LMSC shall ensure that current LMSC bylaws and policies are easily accessible to all members.	X					X	
2.2.2	No commingling of Club business and LMSC business at the same meeting	X						
2.2.3	Maintain paper registration documents for 7 years					X		
2.3.1	Maintain an LMSC website with links to online registration, Bylaws, contact info for at least one officer.						X	
2.4.4	Keep USMS national office informed of changes in LMSC leadership	X						
2.6.1	Provide meet directors of sanctioned pool events with text of Articles 102 and 103 and confirm receipt*			X	X			
2.6.2	All participants in sanctioned events must be currently registered members of USMS or their country's Masters organization.				X			
2.6.3	Provide meet referees of USMS sanctioned pool meets with the text of USMS rule book articles 101 and 103, confirm receipt, and their intention to brief other officials at the meet*			X	X			
2.6.4	Referees must be provided with the briefing documents found on the USMS Officials: Meet Operations page. They must confirm receipt and intention to brief other officials at the meet*			X	X			
2.6.5	Event directors and referees of USMS sanctioned OW events must be provided with the text of USMS rule book articles 302 and 303. They must confirm receipt and their intention to brief other officials at the event on the rules*			X	X			
2.6.6	Meet announcements for sanctioned events must include all required elements per the USMS Rule book. Checklist and meet announcement template document are available online*			X	X			
2.6.7	Entry forms for all sanctioned events must include the current liability release found on the USMS website on the Guide to Local Operations page: Pool Meet Management and Open Water Event Management*			X	X			
2.6.8	Event results from all sanctioned or recognized pool meets must be uploaded to the online meet results section of the USMS website.							X
2.7.1	Submit results from meets eligible for Top 10 by the deadline for each course (SCY, SCM & LCM).							X
2.7.2	Comply with the Guide to Local Operations: Top 10: include only valid events that are in the meet announcement, define One Event Membership (OEV) swimmers in results.							X
2.7.3	Comply with the Guide to Local Operations: Top 10: include only valid events that are in the meet announcement, define One Event Membership (OEV) swimmers in results Ensure that results submitted for Top 10 are from facilities that meet pool certification requirements: measured and in database, bulkheaded pools measured before and after sessions							X
2.7.4	Ensure that all record application are submitted by appropriate deadlines							X

\* As all LMSCs are different, the key person for these tasks may be either the sanction chair, meet host, or other key person in the LMSC.