



---

# A GUIDE TO NAVIGATING VOLUNTEER CENTRAL

---

For National and Local Volunteers

# Contents

Contents.....	1
Introduction .....	3
Volunteer Central.....	4
Main Topic Descriptions .....	5
COVID-19 Volunteer Information .....	6
Rule Book .....	7
USMS Policies and Governance .....	8
Policy Documents.....	9
Governance Documents.....	10
USMS Board of Directors and National Committees .....	11
Board of Directors.....	12
National Committees .....	13
Guide to Local Operations .....	14
Event Management.....	15
Records .....	16
Pool Meets Management .....	17
Open Water Event Management.....	20
Long Distance Administration.....	21
Officials .....	22
Marketing.....	23
Insurance .....	24
One Events (OEVTs) .....	25
LMSC Operations .....	26
Role Descriptions .....	27
Standards and Resources.....	28
Membership Coordinators – Registration .....	29
Sanction Chairs.....	30
Treasurer.....	31
Top Ten Recorders .....	32
LMSC Standards and Resources.....	33
LMSC Standards .....	34
Peer-to-Peer Calls .....	35
LMSC Leadership Summit .....	36
LMSC Volunteer Role Descriptions .....	37
Resources and Templates .....	38

LMSC Map and Contact Info .....	39
Meeting Minutes.....	40
Annual Meeting.....	41
National Elections .....	42
Awards .....	43

## Introduction

In 2020 we launched the [Volunteer Central](#) -- a dedicated section of our website that contains useful information and resources for both national and local volunteers covering a wide range of aspects.

Main high-level topics include:

- COVID-19 Volunteer Information
- Rule Book
- USMS Policies and Governance
- Board of Directors and Committees
- Guide to Local Operations
- LMSC Standards and Resources
- Meeting Minutes
- Annual Meeting
- Elections
- Awards

For a preview of each section within [Volunteer Central](#) and the main topics and information included in each, please review the Guide to Navigating Volunteer Central below. Don't be overwhelmed; many pages are short, and majority of the guide contains illustrations.

We are excited to offer this central and redesigned pages to our volunteers and thank you for all you do for U.S. Masters Swimming!

***Your Friends in Volunteer Services***

[volunteer@usmastersswimming.org](mailto:volunteer@usmastersswimming.org) | 941-256-8767 (SWIM)

# Volunteer Central

Begin here: <https://www.usms.org/volunteer-central>

This is the main Volunteer Central page, which has the following high-level topics listed (as of April 2020):



Welcome to the new Volunteer Central. This section contains useful information and resources for national and local volunteers covering a wide range of aspects.

- **COVID-19 Volunteer Resources:** We've put together information, resources, and updates pertaining to the COVID19 pandemic as it relates to our LMSCs and volunteers.

Whether you're a first timer or a long term volunteer, [this guide](#) will help you navigate through each section of the Volunteer Central. If you have further questions contact Volunteer Services via email or phone at 941-256-8767.



## Main Topic Descriptions

- [COVID-19 Volunteer Information](#)
  - We have put together information, resources, and updates pertaining to the COVID-19 pandemic as it relates to our LMSCs and volunteers.
- [Rule Book](#)
  - This is an online version of the official USMS Code of Regulations and Rules of Competition. It also includes competition polices, official rule Interpretations, and the rule book amendment process.
- [USMS Polices and Governance](#)
  - National Policy documents which specifies the guidelines and regulations that USMS follows as an organization.
  - Governance documents that mandate principles and structure that apply to USMS operations or to the conduct of its National Office and volunteers.
- [Board of Directors and National Committees](#)
  - BOD assignments, policies and guidelines
  - National Committee assignments, committee operating guidelines, and resources for chairs and committee members
- [Guide to Local Operations](#)
  - Useful information covering all aspects from running local events to LMSC operations.
    - [Event Management](#)
      - [COVID-19 Event Resources](#)
      - [Records](#)
      - [Pool Meets](#)
      - [Open Water Events](#)
      - [Long Distance Administration](#)
      - [Officials](#)
      - [Marketing](#)
      - [Insurance](#)
      - [One Events \(OEVts\)](#)
    - [LMSC Operations](#)
      - [Role Details](#)
      - [Standards and Resources](#)
      - [Membership Tutorials](#)
      - [Sanctions](#)
      - [Treasurer](#)
      - [Top Ten Recorders](#)
- [LMSC Standards and Resources](#)
  - Resources for LMSCs and their Officers, which include the LMSC Standards, Peer-to-Peer calls, Leadership Summit Info, Role Descriptions, and more.
- [Meeting Minutes](#)
  - Throughout the year, various USMS committees may hold formal meetings and wherever possible, minutes of these meetings will be made available here.
- [Annual Meeting](#)
  - General information and plans for future annual meetings as well as results and information of prior annual meetings.
- [Elections](#)
  - National Election years and the specific cycle for elected officers or directors.
- [Awards](#)
  - Each year USMS recognizes the extraordinary efforts of our members that fulfill the ideals of our presented awards.

# COVID-19 Volunteer Information

[Home](#) > [Volunteer Central](#) > [GTLO](#) > [COVID-19 Volunteer Information](#)

## COVID-19 Volunteer Information

We're all in this together

The COVID-19 crisis will have long-term and far-reaching effects on all of us. But we are swimmers. We are a tight-knit resilient tribe. When we stick together, we can overcome any challenge in our way.

Because your health and wellness is our primary focus during these unprecedented times, we've put together information, resources, and updates pertaining to the COVID-19 pandemic as it relates to U.S. Masters Swimming and its members, clubs, coaches, volunteers, events, and fans below.

As we develop new communication, messaging, and programs to navigate COVID-19, the National Office will facilitate idea sharing throughout USMS. Please share any thoughts, suggestions, or ideas with [Volunteer Services](#). Please connect with us if you have any questions or concerns.

Most important, stay healthy and safe, and look out for each other during this crisis.

### Volunteer Communications and Updates

- **May 11, 2020** - [New Financial Plan and Adjustments for the Future](#)
- **May 1, 2020** - [A Message From the President - We want your feedback on 2020 membership fees](#)
- **May 1, 2020** - [USMS to Host Virtual Annual Meeting in 2020](#)
- **April 29, 2020** - [A Message From the President -- April 2020](#)
- **April 22, 2020** - [Board Updates From the USMS President: USMS Annual Meeting and Events](#)
- **March 24, 2020** - [A Message From the CEO](#)

### 2020 Annual Meeting

**The 2020 USAS Convention has been canceled.** The USMS Board of Directors discussed this possibility at our last meeting and were supportive of this difficult decision because it is in the best interest of the health and safety of USMS delegates.

During that meeting, the board approved moving USMS's 2020 Annual Meeting to a virtual format, should the decision to cancel the USAS Convention be made. There is still a lot to plan and work through for a virtual meeting so stand by for more details as they are developed. In the interim, please continue to select delegates and proceed with other LMSC or committee work relating to the annual meeting.

Should you have immediate questions regarding the 2020 annual meeting, please contact [Volunteer Services](#).

Read the [full communication here](#).

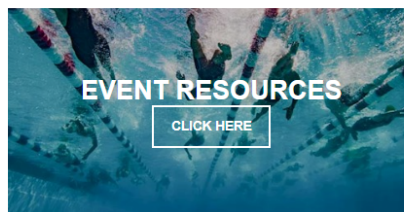
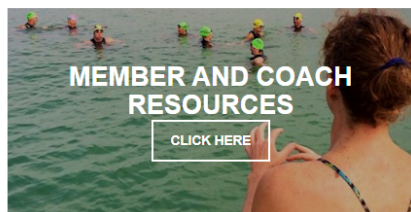
### Events and Sanction Fees

To encourage the reintroduction of events when appropriate, the board voted to waive all national sanction fees for the remainder of 2020. As part of this action, the board is recommending that LMSCs remove any of their additional sanction fees. ([read the full communication here](#))

USMS is continuing to recommend LMSCs not sanction traditional format in-person pool meet or open water events through June 30. However, this recommendation does not extend to virtual or ePostal events, for which sanctions may be considered so long as participants are directed to follow facility, local, state, and federal safety and social distancing guidelines.

The USMS Board of Directors will consider the approach to sanctioning again during its June 15, 2020, meeting and will provide more detailed guidance thereafter. For any potential standard events (i.e., nonvirtual, in person) in the coming months, it will be imperative that plans are implemented following all guidelines to ensure the health and safety of USMS members, volunteers, and organizers.

Refer to the [COVID-19 Event Resources](#) page for more information.



### Important Links

Please continue to follow the guidelines established by local, state, and federal health officials in your area.

- [CDC Coronavirus Website](#)
- [WHO Coronavirus Website](#)
- [U.S. Department of State Current Coronavirus Outbreaks Website](#)

## U.S. Masters Swimming Rule Book

Here are the USMS rules for 2020

### USMS Code of Regulations and Rules of Competition

This is an online version of the official Rule Book. If there are any discrepancies between this online version and the printed publication, the online version will take precedence. You can download a PDF version of the [Full Rule Book](#) and/or the ["Mini" Rule Book](#).

These are the individual sections of the official Rule Book:

- [Cover](#)
- [Dedication, change summary, table of contents, glossary](#)
- [Part 1: Swimming Rules](#)
- [Part 2: Administrative Regulations of Competition](#)
- [Part 3: Long Distance Swimming Rules](#)
- [Part 4: Participation, Conduct, Hearings and Appeals](#)
- [Part 5: United States Masters Swimming, Inc.: Organization and Bylaws](#)
- [Part 6: Amendment Procedures](#)
- [Appendix A: Records](#)
- [Appendix B: Information for Meet Directors and Officials](#)
- [Appendix C: National and International Masters Swimming Schedule](#)
- [Appendix D: Zone and LMSC Boundaries](#)
- [Appendix E: U.S. Masters Swimming Directory\\*](#)
- [Appendix F: U.S. Masters Swimming History\\*](#)
- [Index](#)

\* Section updated since original printed publication

Printed versions of the official publication can be purchased from the National Office for \$10 per copy for shipping and handling (\$6 per copy for a mini Rule Book). USMS will strive to process and fulfill orders as soon as possible during this period of uncertainty due to the COVID-19 crisis. [Contact the National Office via email](#) to order.

### Rule Book Amendments

USMS considers changes to the USMS Code of Regulations and Rules of Competition on an annual basis in accordance with article 601.2. For more details, review the process overview of [submitting proposed amendments](#).

### Competition Polices and Official Rule Interpretations

Competition polices, rules committee blog, important updates and official rule interpretations

[Competition Policies](#) ▾

[Official Rule Interpretations and Important Updates](#) ▾

[USMS Rules Committee Blog](#) ▾

### FINA Masters Rules

FINA Masters rules are available on [FINA's website](#).





# USMS Policies and Governance



# USMS Policy Documents

## Business Operations

- Conflict of Interest Policy
  - Conflict of Interest Policy & Questionnaire
- Whistleblower Policy
- USMS CEO and Employees/Contractors

## Organizational

- Procedures for Amending Policies
- National Board of Review Grievance Procedures
- LMSC Policies and Procedures (USMS Guide to Local Operations)

## Financial

- USMS Financial Policies and Documents
  - Financial Operating Guidelines (FOG)
- IRS 990 Filing Policy
- Reimbursement Forms
  - 2020 PDF, Word, Excel versions

## Marketing and Communications

- Privacy Policy
- Confidentiality Policy
- Communications Policies and Guidelines
  - USMS Style Guide
  - Publishing Policy Manual
  - Writing Style Guide
  - Logo Style Guide
  - Web Support

## Competition

- Transgender Policy
- Swimwear Exemption Policy
- Championship Liaison Policy
- Disability Policy

# USMS Governance Documents

- [Organizing Principles \(Mission Statement, Vision Statement, Goal and Objectives, Core Objectives\)](#)
- [Organizational Structure](#)
- [Committee Administration](#)
- [Description and Mission Statement for Committees, Coordinators, and Appointments](#)

## USMS Strategic Plan

- [Full version](#)
- [One-page version](#)
- [Infographic](#)

## Code of Regulations and Rules of Competition

- [USMS Rule Book](#)

## Organizational Charts

- [Board of Directors and Zone Chairs](#)
- [National Committees and Assignments](#)
  - [National Volunteer Role Descriptions](#)
- [National Office Staff](#)

## USMS Board of Directors and National Committees



# Board of Directors

## Organizational Charts

- Board of Directors and Zone Chairs
  - Vice Presidents and Divisions - Committee Administration
    - National Committees and Assignments
  - National Office Staff

## Guidelines

- Standards for the Board of Directors
- 2019 Board Training and Orientation

## Policies

- Electronic Media Communication Policy

## National Committees

### Organizational Charts

- [USMS National Committees & Assignments](#)
- [Vice Presidents and Divisions - Committee Administration](#)
- [Description and Mission Statement for Committees, Coordinators, and Appointments](#)

### Committee Operating Guidelines

Written guidelines and procedures developed by USMS National Committees with the approval of the USMS Board of Directors for operating processes at the committee level.

- [Audit Committee](#)
- [Championship Committee](#)
  - [Coaches Hospitality Policy for USMS National Meets](#)
  - [National Qualifying Times FAQ](#)
  - [Championship Committee Conflict of Interest](#)
- [Elections Committee](#)
  - [Election Operating Guidelines](#)
- [Investment Committee](#)
- [History & Archives Committee](#)
- [Legislation Committee](#)
- [LMSC Development Committee](#)
- [Long Distance Committee](#)
- [Recognition & Awards Committee](#)
- [Records & Tabulation Committee](#)
- [Membership Committee](#)
- [Rules Committee](#)
  - [Decision Making Policy](#)
- [Swimming Saves Lives Foundation Strategic Plan](#)

### Resources for Chairs and Committee Members

- [USMS Committee Chair Handbook](#)
- [Committee Role Descriptions](#)
  - [Committee Chair](#)
  - [Committee Vice-Chair](#)
  - [Committee Member](#)
- [Annual Meeting Documents](#)
  - [Committee Report Template](#)
  - [Meeting minutes template \(MS Word document\)](#)
    - [Example of a completed meeting minutes document](#)
  - [Meeting attendance form](#)
- [Committee Meetings](#)
  - [Instructions for meeting minutes](#)
  - [Meeting minutes template \(MS Word document\)](#)
    - [Example of a completed meeting minutes document](#)

## Guide to Local Operations

The Guide to Local Operations contains useful information for our LMSC Officers, local volunteers, and event directors covering all aspects of running local events and LMSC operations. If you have further questions about local operations, contact Volunteer Services at the National Office via [email](#) or phone at 941-256-8767.



### This section includes:

- COVID-19 Event Resources
- Records
- Pool Meet Management
- Open Water Event Management
- Long Distance Administration
- Marketing and Communications
- Insurance
- Officials
- One Event Memberships (OEVTs)

### This section includes:

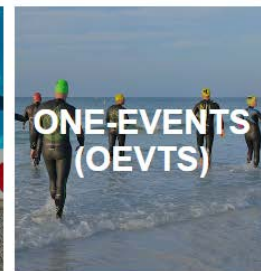
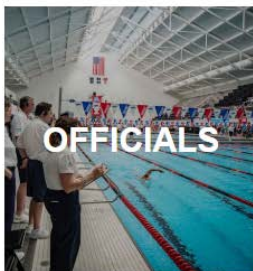
- Role Descriptions
- Standards and Resources
- Membership Coordinators - Registration
- Sanctions Chairs
- Treasurers
- Top Ten Recorders

# Event Management

USMS is continuing to recommend LMSCs not sanction traditional format in-person pool meet or open water events through June 30. However, this recommendation does not extend to virtual or ePostal events, for which sanctions may be considered so long as participants are directed to follow facility, local, state, and federal safety and social distancing guidelines.

- **COVID-19 Event Resources:** We've put together information, resources, and updates pertaining to the COVID-19 pandemic as it relates to events.

For any potential standard events (i.e., nonvirtual, in person) in the coming months, it will be imperative that plans are implemented following all guidelines to ensure the health and safety of USMS members, volunteers, and organizers.





## Top 10 and Records and Tabulation

### Records

- [How to get your times to count for Top 10 and Records](#)
- [Application for USMS and/or World Record](#)
  - [Letter to request proof of age](#)
- [Relay All-American patch and certificate request form](#)
- [Revisions and Major Changes for Top 10 Recorders\(2013\)](#)

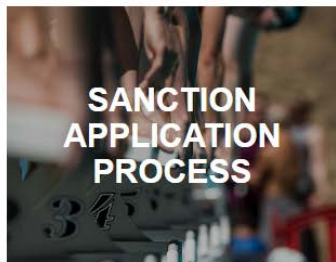


### Meet Management

- [Pool Length Form and Measurement Procedures](#)
  - [When to Measure Pools](#)
    - [Measurement form: PDF, Word versions](#)
  - [List of measured pools by state](#)
- [Meet Observer Report Form \(August 2019\)](#)
- [USA Swimming Standard Data Interchange Format \(SDIF\) specification document](#)

## Pool Meet Management

The Guide to Local Operations: Meet Management section contains useful information and general guidelines for the planning and conduct of USMS meets. Some LMSCs may recommend or require specific rules and/or guidelines concerning the conduct of local meets. You may wish to contact your [LMSC Sanctions Chair](#) for further information.



## Sanction Application Process

### General Sanction Information

- We have written an [Overview and General Sanction Information](#) document for LMSC sanctions chairs that contains good information to ensure a well-run and properly reported competition takes place as sanctioning and recognizing events are a crucial function of USMS.
- [Dual-Sanctioning a USA Swimming Meet \(updated 4/20/20\)](#)
  - [Official Rules Interpretation - Dual-Sanctioned Meets](#)

### Sanction Fees

- **COVID-19 Update** - sanction fees have been waived for the remainder of 2020 (no changes to the billing of recognized events). Refer to the [Sanction Fee Grid](#) for more information. In addition, your LMSC may charge a local sanction and/or one-event fees. Please contact your [LMSC Sanction Chair](#) about fees associated with hosting a meet.
  - [Sanction Fee Memo with FAQ](#)
  - [Sanction Fee Rebate Program](#)

### One Event Memberships (OEVT)

LMSCs have the option to offer one-event registrations at events sanctioned by their own LMSC. A one event registration provides USMS insurance coverage to a participant in one "event" (open water race or pool meet). More details, instructions, and information can be found on our [One Event Memberships](#) page. Your LMSC may charge a local one event fee, please contact your [LMSC Sanction Chair](#) about fees associated with hosting a meet.

### Online Sanction Application

- [Tutorial for Event Directors](#)
- [Worksheet for Event Directors](#)
- [Submit an Update to an Event Already on the Calendar](#)

[Sanction an Event Application](#)

# Running a Meet

## Getting Started

- [USMS Rule Book](#) (see both Part 1 and Part 2)
- [Creating a meet announcement and entry form](#) (new 4/20/20)
- [Customizable Promotional Fliers](#)
  - [USMS Pool Meet](#)
  - [USMS Open Water Event](#)
- [Sanction Application Process](#)
- [Officials](#)
- [Guidelines for Warm-Up and Warm-Down](#)

## Forms

- [Requirements for U.S. Masters Swimming Liability Release](#)
  - [Liability Release and Waiver Form](#)
- [DQ Slip](#) (3 per page)
- [Split Notification Form](#)
- [Official Relay Card](#)
- [Swimmer's Declaration of Intent for Dual-Sanctioned Meets](#)
- [Meet Observer Report Form](#) - for recognized meets

## Records

- [Application for USMS and/or World Record](#)
- [Pool Length Form and Measurement Procedures](#)
  - [When to Measure Pools](#)
  - [List of measured pools by state](#)
- Refer to the [Top 10 and Records and Tabulation](#) section for more details

## Insurance

- [USMS Insurance Guidelines for Workouts and Sanctioned Events](#)
- [Incident Report \(Report of Occurrence\)](#)
- [Certificates of Liability Insurance: Proof of Insurance for USMS Clubs and Events](#)
  - [Online certificate request form](#)

# ACTIVE Hy-Tek Software Tutorials

- Setting up a Masters Meet in ACTIVE Hy-Tek
- Importing an RE1 file into ACTIVE Hy-Tek
- Import current USMS national records into ACTIVE Hy-Tek
- Running a Meet Using Alternate Team Names
- Exporting Meet Results
  - Excluding Specific Events from a Results Export File
  - Exporting the Masters Only from a Recognized or Dual-Sanctioned Meet

## Open Water Event Management

# Open Water Event Management

- New Event Checklist
- Operations Guide

## Sanctioning

- Sanction Benefits
- Sanction Information
  - Safety Plan Application
  - Open Water Sanction Guidelines



## Safety and Referees

- Safety Director and Referee Certifications
- Safety Guidelines
- Safety Plan Application
- Addendum B: Safety Directors Checklist
- Addendum C: Boat Operator Checklist
- Addendum D: Coaches and Safety Directors Checklist - OW Training

## Rules

- Open Water and Long Distance Rules
- Full USMS Rule Book
- Swimwear Summary

## Long Distance Administration

### Records

- [Application for Cable Event Record \(Individual and Relay\)](#) (Updated 8/2/2019)
- [Application for Postal Split Record](#)

### Open Water and ePostal National Championships

- [Instructions](#)
- [Open Water National Championship Application](#)
- [ePostal National Championship Application](#)
  - [ePostal National Championship Guidelines](#)
- [FAQs](#)

### Championship Forms

- [Pace Chart - All Events](#)
- [Interval Pace Chart](#)
- [One Hour Pace Chart](#)
- [Split Sheet - 1 Hour & 3/6000 Yard](#)
- [Split Sheet - 5K & 10K](#)

### Swimwear Exemptions to Rule 303.7.2

- [Application for Exemption](#)
- [Exemption Evaluation Process](#)



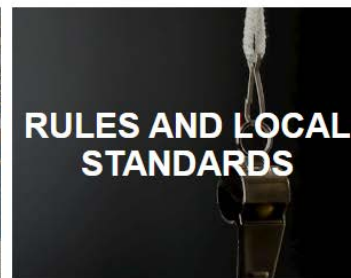
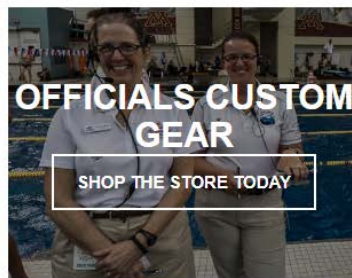
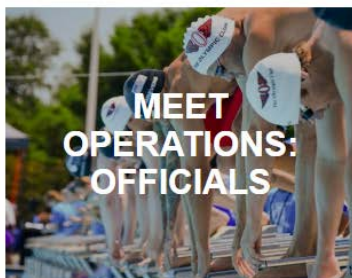
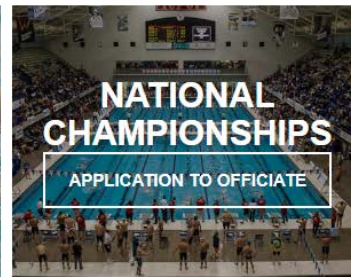
# Officials

The Officials Committee is responsible for training, education, and certification programs to ensure that the competitive program offered to USMS members is conducted with the highest standard of professional officiating and in full conformance with USMS rules and regulations.

We are here to:

1. Develop and maintain training resources and administer our USMS Officials Certification program.
2. Help recruit experienced USMS officials and provide on-deck mentoring for Championship meets.
3. Develop and maintain standardized USMS meet materials and briefing documents available here in the Guide to Operations: Officials section.

Committee meeting minutes are now more easily accessible in the Meeting Minutes section of usms.org by selecting [Officials Committee Meeting Minutes](#). Please direct any questions or suggestions about these documents to the [Officials Committee Chair](#).



## Marketing and Communications

- [How to Market, Advertise and Promote Your Program](#)
- [Club Marketing Resources](#)
- [USMS Communications and Publications Overview](#) - An overview of current USMS publications, including links to submission guidelines; and USMS communications, both internal and external, including media resources for clubs and LMSCs.
- [Working With Your Local Media](#)
- [Websites, Social Media, and Newsletters](#)
- [Update LMSC Information on USMS.org](#)





In connection with USMS-sanctioned events and approved activities, USMS provides Participant Accident, General Liability, and Excess Liability coverage for the protection and benefit of its LMSCs, registered members, member clubs, club chapters, workout groups, member coaches, event hosts, employees, and volunteers.

[OBTAIN A CERTIFICATE OF INSURANCE](#)

Need help filling this form out? Contact [Membership Services](#) via email for additional assistance.

## Types of Insurance Provided

### Participant Accident Insurance

The USMS Participant Accident policy provides excess Accident Medical insurance coverage for USMS registered members (including guest members) and volunteers during USMS sanctioned or approved activities, including sanctioned meets, supervised practices, and pre-approved events. The policy also provides Accidental Death & Dismemberment (AD&D), and Temporary Total Disability benefits to USMS members and event volunteers who are injured in connection with USMS sanctioned or approved activities.

### General Liability and Excess Liability Insurance

USMS also provides **General Liability (and Excess Liability)** coverage for liability claims brought by third parties alleging bodily injury, property damage, personal or advertising injury arising out of USMS sanctioned events or approved activities. Named Insureds under the USMS liability policies include the LMSC's, registered members, clubs, club chapters, workout groups, event hosts, employees and volunteers.

More information regarding the USMS insurance programs can be found in the [USMS Guide to Operations, Insurance](#) section.

## Definitions

- United States Masters Swimming, Inc. Member Clubs or Member Workout Groups are clubs or workout groups that are members in good standing with United States Masters Swimming, Inc. and whose athletes and coaches are members of United States Masters Swimming, Inc.
- Sanction as defined by United States Masters Swimming, Inc. Rules and Regulations.

## Membership Requirements for USMS-Sanctioned Events and Approved Activities

All USMS Sanctioned Events and Approved Activities must be conducted in accordance with USMS rules and regulations. If an event or activity is NOT conducted in accordance with USMS rules and regulations (including the membership requirements as outlined below), the event or activity will NOT be sanctioned or approved by USMS and the USMS insurance will NOT apply. Here are the membership requirements for various types of USMS Sanctioned Events and Approved Activities:

### Swim Workouts and Practices

#### Pool or Open Water Workouts

All participants must be:

- USMS registered members, or
- Guest members in their 30-day tryout period, or
- Foreign Guest members

There must be a person on deck directly supervising the workout who is:

- A USMS registered member

#### Pool or Open Water Workouts (USMS-USAS combined)

All participants must be:

- USMS registered members, or
- Guest members in their 30-day tryout period, or
- Foreign Guest members, or
- USA Swimming Athlete members

There must be a person on deck directly supervising the workout who is:

- A USMS registered member AND a USA Swimming certified coach

# One Events (OEVTs)

[Home](#) > [Volunteer Central](#) > [GTLO](#) > [LMSC Operations](#) > [Membership Coordinators - Registration](#) > [Registration Procedures](#) > On...

## One Event Memberships

LMSCs have the option to offer one-event registrations at events sanctioned by their own LMSC. A one-event registration provides USMS insurance coverage to a participant in one "event" (open water race or pool meet). An event that spans consecutive days, such as a two-day swim meet, counts as "one event." One-event participants pay a one-time fee.

One-event registration is strictly for insurance coverage for the event. One-event participants are not eligible for Event Rankings, Top 10, USMS records, or other honors (either individual or relay) achieved in that event. Per Article 306.4 of the USMS Rule Book, one-event registrations are not allowed for postal events.

A summary of the process is as follows:

- Swimmers fill out OEVT form (during online registration or at race)
- Race director collects forms and payments - **the 2020 OEVT fee is \$15 plus additional LMSC fees (if applicable)**
- Race director enters names into spreadsheet (or exports report from online entries)
- Race director emails spreadsheet to LMSC membership coordinator
- Race director mails paper OEVT forms and payments to membership coordinator
- Membership coordinator emails spreadsheet to National Office
- Membership coordinator files OEVT forms with other paper registration forms
- National Office bills LMSC for OEVT registrations (as part of monthly registration invoicing)

If race entries are being done through an online vendor, the participants can pay for their one-event fees as part of the online entry process. See this document for an explanation.

### Documents:

- 2020 One-event registration form - **\$15 USMS fee** (template, to be customized by LMSC membership coordinator)
- One-event spreadsheet
- One-event fees collected during online race entry

### Member requirements:

At the race or swim meet, one-event participants must sign and date the One-Event USMS Registration Application, which must include the liability release and the member's name, address, and date of birth. A check for \$15.00, plus additional LMSC fees (if applicable), made out to the LMSC, must accompany the application.

### Event director:

1. A one-event member may not represent any club and must be listed as "OEVT" for his club designation on the heat sheet and in the results.
2. Use the One-Event USMS Registration Application, available from your LMSC membership coordinator.
3. Event Directors must do due diligence to ensure that the One Event Registration form is completed with the member's name, address, date of birth, and is signed and dated.
4. Event directors must forward all OEVT applications to the LMSC membership coordinator at the completion of the event, along with the filled-out spreadsheet and the appropriate payment to the LMSC membership coordinator (\$15 USMS fee + LMSC fee, if any, for each participant).
5. One-event participants may not swim in legal relays.
6. Times swum by one-event participants are not eligible for USMS event rankings, Top10, or other honors.

### LMSC membership coordinator:

1. Keep a separate file of one-event registration applications for a minimum of ten (10) years.
2. You may choose to assign a special one-event registration number to each member and add it as a column in the example above. As an example, XX for the LMSC ID number, Y for a year, the % sign, then a sequence, 139%-0001 for LMSC 13 (NC) for the first One-Event Registration in 2009. For the registration date, use the date of the event in which the one-event member participated (use the first day's date if the event spanned more than one day).
3. Contact each OEVT member as soon as possible after the event. Extend an invitation to convert their OEVT membership into a full USMS membership, with a credit for the \$15.00 that was already paid for the OEVT registration. Make sure to say that this conversion is only available for 30 days after the date of the OEVT registration, and that the member will have to mail a check for the difference in price to the LMSC membership coordinator.
4. If any members convert, register them as full members in the registration software. Take their previous \$15.00 payment and include them in your registration deposit, along with the check they sent for the difference in price.
5. After 30 days have elapsed since the event, submit the remaining OEVT registrations to the National Office by emailing the spreadsheet to [volunteer@usmastersswimming.org](mailto:volunteer@usmastersswimming.org).
6. Do not send any money or registration forms. The National Office will bill the LMSC as part of the monthly accounting process. A one-event member converting to a full membership may only do so within the same membership year. In other words, a member could not register with a one-event membership in October, 2010, and convert that to a full 2011 membership in November, 2010 at the reduced (offset) cost for a 2010 membership.

### Suggested LMSC responsibilities:

Each one-event registrant should be provided with a packet of information to highlight the benefits of joining USMS. Included in the packet may be any of the following:

1. Informational brochure from USMS and any material describing the LMSC's activities (e.g., a sample newsletter or local brochure).
2. A membership reduction coupon to be used toward offsetting the annual cost to USMS. The membership coupon would be valid for only 30 days after the date of registration, which will be indicated on the coupon by the meet director. The value of this coupon will be determined by each individual LMSC and redeemable only in the LMSC of issue.
3. Registration form for that particular LMSC for full membership.

# LMSC Operations



# LMSC Volunteer Roles

The following LMSC volunteer role descriptions were compiled based on the feedback received by the USMS Board of Directors Volunteer Roles Task Force. These draft documents should serve as a guide to understanding the degree to which volunteers directly contribute to the operational success of U.S. Masters Swimming, and as references for the benefit of people currently serving and for people who are considering how they can serve USMS in these leadership roles.

Please direct any questions or suggestions about these documents to the LMSC Development Committee Chair.



## LMSC Volunteer Role Descriptions

- Chair
- Vice-Chair
- Secretary
- Treasurer
- Membership Coordinator
- Communications Chair
- Top Ten Recorder
- Sanctions Chair
- Coaches Chair
- Officials Chair
- Open Water Chair
- Fitness Chair
- Awards & Recognition Chair
- Safety Chair
- Affiliated Organization Liaison

## LMSC Standards and Resources

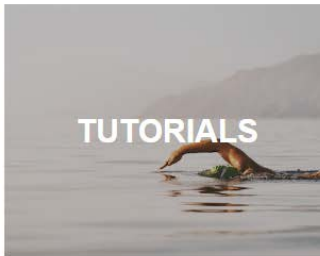
Resources for Local Masters Swimming Committee Volunteers



## Membership Coordinators - Registration

### Getting Started

- [Introduction to the Registration System](#)
- [National Registration Fees](#)
- [Online Registration Screen Shots](#)
  - [Member Registration Process:](#)
    - [Full Year - Nov. 1-June 30](#)
    - [End-of-Year - Year-Plus Membership Option July 1 - Oct. 31](#)
  - [Club and Workout Group Registration Process:](#)
    - [2020 Online Instructions for Renewing a Club or Workout Group](#)
- [Registration Contacts and Resources](#)



## Sanction Chairs

### Getting Started

We have written an [Overview and General Sanction Information](#) document for LMSC sanctions chairs that contains good information to ensure a well-run and properly reported competition takes place, as sanctioning and recognizing events are a crucial function of USMS.

- [Dual-Sanctioning a USA Swimming Meet \(updated 4/20/20\)](#)
  - [Official Rules Interpretation - Dual-Sanctioned Meets](#)
- [USMS Rule Book](#)
  - [Part 1](#)
  - [Part 2](#)
  - [Part 3](#)
  - [Appendix B](#)

### Sanction Fees

Please be aware that your LMSC will be billed a sanction fee after an event takes place. Your LMSC may choose to fully absorb this cost or may contact the event director about sharing or paying the cost. If applicable, contact the event director about any local fees associated with hosting a meet within your LMSC.

- [Sanction Fee Grid](#)
  - [Sanction Fee Rebate Program](#)

### Online Sanction Application Process

- [Sanctions Chairs:](#)
  - [TUTORIAL for Sanctions Chairs](#)
  - [Marking a meet as canceled](#)
  - [Online Sanction/Recognition Application](#)
- [Event Directors:](#)
  - [TUTORIAL for Event Directors](#)
  - [Worksheet for Event Directors](#)
  - [Submit an Update to an Event Already on the Calendar](#)

### Forms

- [Requirements for U.S. Masters Swimming Liability Release](#)
  - [Liability Release and Waiver Form](#)
  - [Spanish translation of liability release](#)
- [Meet Observer Report Form](#) - This form is required for recognized meets
- [Pool Length Form and Measurement Procedures](#)
  - [When to Measure Pools](#)
  - [List of measured pools by state](#)
- Refer to the [Running a Meet](#) section for more meet management forms

### Archived Documents

- [Sanction Fee Memo with FAQ, 10/30/2015](#)

# Treasurer

LMSC treasurers perform an important and complex function. Good accounting practices and knowledge of USMS's financial policies for LMSCs are vital to an LMSC's financial health. The USMS House of Delegates has included financial guidelines for the LMSCs in the [USMS Financial Operating Guidelines \(FOG\)](#).

Bonding insurance is carried by USMS, and coverage extends to the LMSCs. However, coverage requires that each LMSC produce an annual financial statement and that annually an internal review of the LMSC's records is performed. Therefore, your LMSC must meet these requirements to ensure its coverage under the USMS bonding policy.

A summary of FOG financial requirements, IRS requirements, and financial recommendations are listed below.

## LMSC Financial Requirements

1. A copy of each LMSC's annual financial statement must be submitted to the USMS National Office within 4 months after the end of the LMSC's fiscal year.
  - Create an accounting report for member registration income
  - Create an accounting report for club & workout group registration income
2. Each LMSC shall have a one-year fiscal period for tax and accounting purposes commencing on the first day of January.
3. The same person shall not be both Treasurer and Membership Coordinator.
4. All checks \$5,000 and over must have two check signers. This is a Bonding requirement.
5. The bank reconciliation must be completed by someone other than the Treasurer. This is a Bonding requirement.
6. The LMSC shall not commingle funds with any other legal entity. ([Separating LMSC and Club Funds](#))

## Annual Financial Statement

### Year End Reporting ^

- [LMSC Financials Instructions \(modified Feb. 2020\)](#)
  - LMSC Chart of Accounts - Summary
    - [Excel](#), [PDF](#) version
  - LMSC Chart of Accounts - Detailed - [Excel](#), [PDF](#) version
- [Sample LMSC Financial Statements](#)
- For those using Quickbooks accounting software, you can request a COA import file to facilitate entering this COA by emailing [Volunteer Service](#).

## IRS Tax Filing

### Requirements and Filing Process ^

- [IRS Tax Filing Requirements](#)
- [LMSC EIN Number](#)
- [IRS 990N User Guide](#) (shows how to set up an account on irs.gov)
- [Screen shots of the 990N filing process](#)
- **Ready to file?** Use the [Form 990-N Electronic Filing System \(e-Postcard\)](#) page to start the process.

## LMSC Financial Recommendations

1. Each LMSC should maintain financial statements and records, including receipts, bank statements, invoices, and other supporting documentation for a minimum of 3 years and possibly for as long as 7 years after the tax filing deadline for the year.
2. Common stocks, preferred stocks, option devices, obligations denominated in foreign currencies, and derivative products are not considered appropriate financial instruments for USMS or any of its LMSCs.
3. Each LMSC's financial records should be reviewed occasionally by someone other than the LMSC's Treasurer. Such review to include:
  - Verification of bank balances
  - Sample review of revenue
  - Review of expense documentation



## Top Ten Recorders

### Getting Started

- Overview for New Top 10 Recorders
- General Top 10 / Records Information
- **TUTORIALS:** Top 10 Recorder Tutorials
- Common Questions for Top Ten Processing (February 2019)
- Revisions and Major Changes for Top 10 Recorders (2013)



### Records

- How to get your times to count for Top 10 and Records
- Application for USMS and/or World Record
  - Letter to request proof of age
- Relay All-American patch and certificate request form

### Meet Management

- Pool Length Form and Measurement Procedures
  - When to Measure Pools
    - Measurement form: PDF, Word versions
  - List of measured pools by state
- Meet Observer Report Form (August 2019)
- USA Swimming Standard Data Interchange Format (SDIF) specification document

# LMSC Standards and Resources

[Home](#) > [Volunteer Central](#) > [LMSC Standards And Resources](#)

## LMSC Standards and Resources

Resources for Local Masters Swimming Committee Volunteers



## LMSC Standards

It is in the best interests of USMS that our Local Masters Swimming Committees (LMSCs) deliver consistent high quality services at a standard level across the country. To achieve that goal, the LMSC, under the leadership of its chair, is responsible for meeting the required level of service set forth.

These standards of service are divided into Mandatory Standards and Target Standards:

- **Mandatory Standards** are the most critical standards and all LMSCs are expected to be fully compliant with.
- **Target Standards** are what LMSCs are expected to strive to be compliant with.

Resources are available from USMS to assist LMSCs in fulfilling these standards, in addition to the LMSC Development Committee being specifically available to assist LMSCs with achieving these standards.



### Prior LMSC Standards Cycle Results

Information and results from prior LMSC Standards Cycles are available [here](#). ^

- [2019 LMSC Standards Cycle Results](#)

# Peer-to-Peer Calls

The goal of these calls is to provide an opportunity for volunteers to pose questions, get answers, discuss challenges, and share successes as you fulfill your volunteer roles. In turn, the LMSC Development Committee can use the information shared to help build a repository of best practices for each of our volunteer positions.

### Mark your calendars for the next peer-to-peer call(s)

Calls will each be scheduled for one hour and are tentatively scheduled on the second Tuesday of each month, with the exception of September and December. Email invitations are sent to those in each role in advance with dial-in information. Contact the [LMSC Development Committee Chair](#) for more information.

- **Check back soon for upcoming call topics and dates!**

### Prior peer-to-peer topics

Peer-to-peer calls are now more easily accessible in the Meeting Minutes section of [usms.org](#) by selecting [Peer-to-Peer Teleconference Notes](#) or [Peer-to-Peer Teleconference Recording](#). Happy reading and listening!

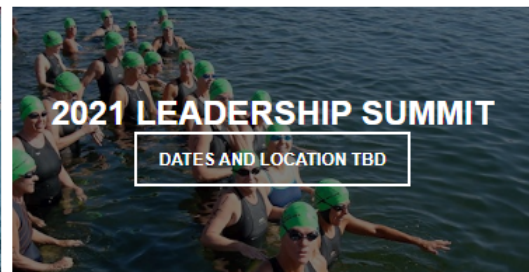


## The LMSC Leadership Summit

LMSCs are a vital component of the USMS operation. They have a key role in delivering the USMS message and services to adult swimmers in their communities. The LMSC Leadership Summit is designed to strengthen communication and collaboration between USMS and its constituent LMSCs, empowering LMSCs to deliver Masters Swimming programs effectively, in service to the USMS mission of becoming the premier resource for adult aquatic fitness and making swimming available for as many adults as possible.

The biannual leadership summit has been an opportunity for LMSC leaders to:

- Network and exchange ideas among themselves and with National Office and Board of Directors representatives
- Become better equipped to cultivate and motivate their local volunteers
- Gain information and tools to improve governance in their LMSCs
- Learn how they and their LMSCs fit within the USMS mission and structure



### Prior LMSC Leadership Summits

[View agendas, presentations, and other available information of prior LMSC Leadership Summits](#) ^

- [2017 LMSC Leadership Summit](#)
- [2015 LMSC Leadership Summit](#)

# LMSC Volunteer Roles

The following LMSC volunteer role descriptions were compiled based on the feedback received by the USMS Board of Directors Volunteer Roles Task Force. These draft documents should serve as a guide to understanding the degree to which volunteers directly contribute to the operational success of U.S. Masters Swimming, and as references for the benefit of people currently serving and for people who are considering how they can serve USMS in these leadership roles.

Please direct any questions or suggestions about these documents to the [LMSC Development Committee Chair](#).



## LMSC Volunteer Role Descriptions

- Chair
- Vice-Chair
- Secretary
- Treasurer
- Membership Coordinator
- Communications Chair
- Top Ten Recorder
- Sanctions Chair
- Coaches Chair
- Officials Chair
- Open Water Chair
- Fitness Chair
- Awards & Recognition Chair
- Safety Chair
- Affiliated Organization Liaison

## Resources and Templates

### About the LMSCs (and USMS)

- Membership and Assets
  - LMSC Membership History: One page, Two pages
    - Registration Statistics and Facts
  - LMSC Assets
- LMSC Map and Contact Information
  - Local Zones and Boundaries

### LMSC Bylaws

- General Bylaws Information
- Model LMSC Grievance Procedure
- Bylaws Indemnification Explanation

### Sample Recognition and Awards Templates

- Award Summary
  - Appreciation Award template
  - Coaching Award template
  - Contributor Award template
  - Distinguished Service Award template
- Volunteer Recognition
  - Recognizing Your Volunteers - 2011 survey
  - Recognizing Your Volunteers - 2014 survey

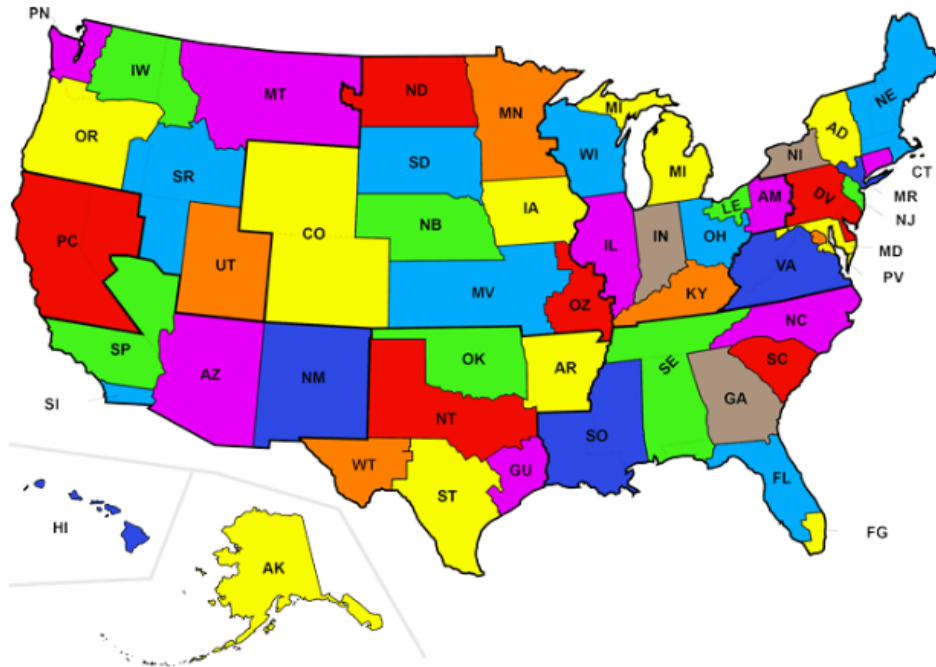
### Webinars and Workshops

- Peer-to-Peer Calls
- Conflict of Interest Presentation - 2016
- Generational Trends and Issues in Volunteer Engagement - 2014
- Adult Learn-to-Swim - 2014

## Local Programs (LMSCs)

When you become a member of USMS, in addition to registering with a club, workout group, or as unattached, you also become a member of your Local Masters Swimming Committee. Your LMSC is a regional governing body that provides certain benefits to USMS members, including printed registration cards, event sanctions, newsletters about activities within the LMSC, websites, awards and recognition, and social activities. Your LMSC officers are local volunteers who attend the USMS annual meeting, sit on USMS national committees, and vote on policies that set the overall direction for USMS.

Learn more about your LMSC by selecting it below.



For LMSC information, click on map above or select LMSC and click Go:



# Meeting Minutes

[Home](#) ▶ [For Volunteers](#) ▶ [Meeting Minutes](#)

## USMS Meeting Minutes

---

Throughout the year, various USMS committees may hold formal meetings to attend to the needs of the organization. Wherever possible, minutes of these meetings will be made available here. Note that some meeting topics are confidential in nature and minutes will not be posted for these portions of meetings (e.g. employee evaluations). The available meeting minutes are shown below.

Display Meeting Minutes:

By Committee or Group:

By Event:

Showing minutes #1 - 100 of 3425

[\[Next 100\]](#)

- April 22, 2020:** [2020 Annual LMSC Meetings & Financials Colorado LMSC 2020 Minutes](#)
- April 13, 2020:** [Coaches Committee Conference Call Minutes](#)
- April 4, 2020:** [2020 Annual LMSC Meetings & Financials Indiana LMSC 2020 Minutes](#)
- March 31, 2020:** [How clubs are staying connected during COVID-19 Peer-to-Peer Teleconference Recording](#)
- March 31, 2020:** [How clubs are staying connected during COVID-19 Peer-to-Peer Teleconference Notes](#)
- March 22, 2020:** [Legislation Committee Conference Call Minutes](#)
- March 22, 2020:** [2020 Annual LMSC Meetings & Financials Michigan LMSC 2020 Minutes](#)
- March 10, 2020:** [Running New Open Water Events Peer-to-Peer Teleconference Notes](#)
- March 10, 2020:** [Running New Open Water Events Peer-to-Peer Teleconference Recording](#)

## U.S. Masters Swimming Annual Meeting

U.S. Masters Swimming hosts an annual meeting and meetings of the House of Delegates in the fall of each year. During the annual meeting, the yearly budgets are approved, elections of officers may take place, organizational rules and bylaws may be amended, and the general direction of the organization is set for the coming year. The USMS Annual Meeting is held as part of the annual US Aquatic Sports convention, together with USA Swimming, USA Diving, USA Synchronized Swimming, and USA Water Polo.

General information and plans for future annual meetings may be found [here](#).

### USMS to Host Virtual Annual Meeting in 2020

**The 2020 USAS Convention has been canceled** ([read full communication](#))

The USMS Board of Directors discussed this possibility at our last meeting and were supportive of this difficult decision because it is in the best interest of the health and safety of USMS delegates. During that meeting, the board approved moving USMS's annual meeting to a virtual format, should the decision to cancel the USAS Convention be made. There is still a lot to plan and work through for a virtual meeting so stand by for more details as they are developed. In the interim, please continue to select delegates and proceed with other LMSC or committee work relating to the annual meeting.



### Prior Annual Meetings

[View results and other available information of prior USMS Annual Meetings](#) ▾

## USMS National Elections

Elected officers and directors on the USMS Board of Directors are elected by the House of Delegates at the annual meetings. The elected BOD positions and their election schedule can be found in the current [USMS Code of Regulations and Rules of Competition](#) (Articles 505: OFFICERS and 506: BOARD OF DIRECTORS).

Processes for elections are governed by the current version of the Election Operating Guidelines (refer to the election years below for that year's version)



### Prior Election Years

Information and results from prior USMS National Elections since 2001 are available [here](#). ▾

# Awards

[Home](#) > [Volunteer Central](#) > [Awards](#)

## Awards

Let us know who deserves to be recognized!

Each year U.S. Masters Swimming recognizes and celebrates the extraordinary efforts of our members beyond the water's edge. USMS's success is a result of the amazing contributions of our talented and dedicated volunteers. Help us identify initiative and performance by nominating people you know who have made an impact and fulfill the ideals of the following awards.

Please direct any questions or suggestions about these awards to the Recognition and Awards Committee Chair.



### USMS Athletes Inducted into a Hall of Fame:

- The Masters International Swimming Hall of Fame (MISHOF)
- The International Swimming Hall of Fame (ISHOF)

### Award Recipients by Year

To view all award recipients for a given year, select the year below:

1973	1981	1989	1997	2005	2013
1974	1982	1990	1998	2006	2014
1975	1983	1991	1999	2007	2015
1976	1984	1992	2000	2008	2016
1977	1985	1993	2001	2009	2017
1978	1986	1994	2002	2010	2018
1979	1987	1995	2003	2011	2019
1980	1988	1996	2004	2012	

### Former Awards

[Newsletter Of The Year Award](#) ▾

[David Yorzyk Memorial Award](#) ▾