



# U.S. Masters Swimming LMSC Development Committee

“LMSC Update”  
Webinar 2022-03-10

Information Sharing & Community  
for LMSC Volunteers



# LMSC Update Facilitators

**Tom Moore** swims with Minnesota Masters Swimming in the Minnesota LMSC. Tom currently serves on the USMS Diversity & Inclusion committee as well as the USMS LMSC Development committee.

**Linda Chapman** swims with Puget Sound Masters in the Pacific Northwest LMSC. Linda currently serves on the USMS LMSC Development committee as well as serving as Chair of the Pacific Northwest LMSC.

## Panelists

**Phil Dodson** swims with Illinois Masters in the Illinois LMSC. He currently serves as a member of the Finance committee and the Investment committee and is the LMSC Chair for Illinois.

**Ed Coates** swims with Longhorn Aquatics in the South Texas LMSC. He currently serves on the Governance Committee and is a member of the BOD executive committee, serving as VP of Local Operations (overseeing Recognition & Awards, Records & Tabulation, History & Archives, and LMSC Development)

# Welcome Everyone!



- The webinar will begin in a few minutes; please stand by as everyone gets connected
- All attendees will be muted throughout the presentation and un-muted for the Q&A segment
- You can submit questions to the moderator via the Q&A 'Chat' window



# LMSC Update Facilitators



Tom Moore  
&  
Linda Chapman



# Panelists



Phil Dodson



Ed Coates



# LMSC Update



- New & Notable (Streamlines for Volunteers / Deadlines for LMSCs)
- Upcoming Webinars / Recordings of past Webinars
- Information Share: Downstream & Upstream
  - Today's Downstream Topics: “Managing LMSC Financials” and “Spending LMSC Cash Reserves”
  - Upstream: What are your questions / comments / concerns?
- Community: “Live” group chat (with cameras on!)

# New & Notable (1 of 4)

- Streamlines for Volunteers (now Monthly!) – March issue came out Wednesday, 3/9/2022
  - Letter from President Peter Guadagni
    - BOD met end of February 2020, discussing how to support clubs, but that work was put on hold for 2 years due to the pandemic
    - Relay 2022 allowed 150 volunteers to discuss and share ideas for Club Development
      - Attendees enjoyed getting to meet and learn from each other
      - Presentations and notes will be posted soon
    - Strategic Plan focuses on club development, event development, and community development, so this is a first step
  - Volunteer working Calendar
  - Help Support [Open Water Events](#) in Your LMSC (ask Event Directors if they need help)
  - 2022 [Volunteer Service Awards](#) – nominations: Ransom J. Arthur due 3/15, others due 7/1
  - 2022 [Elections](#) – nominations for at-large directors open until April 30
  - [LMSC Financials](#) and Tax Filing due by April 30
  - LMSC 2021 Annual Meeting Minutes due by April 30 to [volunteer@usmastersswimming.org](mailto:volunteer@usmastersswimming.org)
  - Volunteer Spotlight: Ralph Davis, Michigan LMSC

# New & Notable (2 of 4)



- Relay 2022 was held Friday 3/4 - Sunday 3/6, focusing on Club Development & Coach support
  - Presentations and Notes will be posted to the [Relay 2022](#) page on usms.org
  - Other follow-up opportunities:
    - Thur 3/17 Coaches Community: **“Relay Reflections”** [Register](#)
    - Thur 4/7 **LSMC Coach & Club Development Coordinator P2P** [Register](#)
    - Thur 4/14 **LMSC Update – Focus on Volunteer Relay 2022 Recap & Membership Growth** (Dawson Hughes) [Register](#)

# New & Notable (2 of 4)



- Upcoming Dates for Volunteers:
  - Captain Ransom J Arthur MD Award Nomination deadline March 15
  - *Spring Nationals April 28 – May 1*
  - LMSC Annual Financial Statement and LMSC Annual Meeting Minutes both due April 30
  - IRS Tax filing deadline April 30
  - Election nominations open now until April 30
  - *5K/10K Virtual Championship May 15*
  - “Try Masters Swimming “ Month - June
  - *Long-Distance Open Water Championship June 11*
  - Short Course Yards – Top10 Submission deadline June 30
  - Other Volunteer Award nominations due July 1
  - Open Water National Championship 2024 bids due July 1
  - *Sprint-Distance Open Water Championship July 16*
  - *Middle-Distance Open Water Championship July 31*

# New & Notable (3 of 4)



- Published Minutes (<https://www.usms.org/admin/minutes/index.php>)
  - 2/15 Coaches Committee [Minutes](#)
    - Level 2 certification and stroke clinic May 14 in Pacific
  - 1/30 Long Distance Committee [Minutes](#)
    - 2022 Championship dates & locations
  - 1/18 Investment Committee [Minutes](#)
  - 1/17 Coaches Committee [Minutes](#)
    - Presenting “Great Masters Coaching” at Relay 2022
    - Support for LMSC Coach & Club Development chairs
  - 1/12 Executive Committee [Minutes](#)
    - CEO Updates
  - 12/20 Board of Directors [Minutes](#)
    - CEO Update
    - USAS Bylaws update
    - Presidential Appointments

# Webinars



There are 4 types of webinars (see <https://www.usms.org/volunteer-central/lmscs/peer-to-peer-calls>)

## 1. Education

- Session hosted by subject-matter expert on a specific topic, driven by current BOD & USMS priorities (scheduled as needed, goal is to provide ‘on demand’ content)

## 2. Peer-to-Peer (webinar to promote Relationship Building program for those that sign up)

- Session hosted by LMSC Development for a specific LMSC role with relevant guest speaker(s) to highlight resources and share best practices (1<sup>st</sup> & 5<sup>th</sup> Tuesday of each month)

## 3. Community

- Session coordinated by relevant national committee, hosted by subject-matter expert, focused toward a specific group of volunteers (i.e. “Education” session designed for “Peer” group).
  - “**Adult-Learn-To-Swim**”: moving to 2<sup>nd</sup> Thursday of each month
  - “**Coaches**”: 3<sup>rd</sup> Thursday of each month

## 4. LMSC Update (This Meeting)

- Session hosted by LMSC Dev to review webinar schedule & highlight info for LMSC volunteers (moving to 4<sup>th</sup> Thursday of each month)

## • National Committee Meetings

# National Committee Meetings



You can join a national committee meeting as a guest with the approval of the committee chair  
See the Volunteer Calendar (<https://www.usms.org/volunteer-central/volunteer-working-calendar>) for schedule)

Adult Learn To Swim (ALTS) Programming Committee

Championship Committee

Coaches Committee

Diversity and Inclusion Committee

Fitness Education Committee

History and Archives Committee

Legislation Committee

LMSC Development Committee

Long Distance Committee

Membership Committee

Officials Committee

Open Water Committee

Recognition and Awards Committee

Records and Tabulation Committee

Rules Committee

Sports Medicine and Science Committee

# Recent Webinars



Presentations and/or Recordings Available <https://www.usms.org/admin/minutes/index.php>

- March 5: **Peer-to-Peer for LMSC Treasurer** – [Presentation](#) – [Recording](#)
- February 24: ALTS Community: **“Becoming a More Effective ALTS Instructor”** – [Presentation](#) – [Recording](#)
- February 10: LMSC Update: **“More LMSC Great Ideas”** – [Presentation](#) – [Recording](#)
- February 8: Education: **“Volunteer Working Calendar & USMS Community/Forums”** - [Presentation](#) – Recording Not Yet Posted
- February 3: **Peer-to-Peer for Event Hosting** (Sanctions, Safety, Officials, Top10, LMSC Records) - [Presentation](#) - [Recording](#)
- January 27: ALTS Community: **“Breathing into Fear – Calming the Anxious Adult Swimmer”** - [Presentation](#) - [Recording](#)
- January 21: Coaches Community: **“So you want to start your own masters team?”** - [Presentation](#) - [Recording](#)
- January 12: LMSC Update: **“Great Ideas from LMSCs”** - [Presentation](#) - [Recording](#)

# Webinars – Upcoming Calendar



<https://www.usms.org/volunteer-central/lmscs/peer-to-peer-calls>

March – *Women’s History Month, National Developmental Disabilities Awareness Month*

- Thur 3/17 Coaches Community: **“Relay Reflections”** [Register](#)
- Thur 3/24 ALTS Community: **“Lessons on Partnering with Volunteers and the Community from Pacific Masters Swimming”** [Register](#)
- Tue 3/29 Education: **“Local Event Hosting: How To ...”** [Register](#)
- Thur 3/31 LSMC **Diversity & Inclusion Coordinator P2P** [Register](#)

April – *Celebrate Diversity Month, National Developmental Disabilities Awareness Month*

*Ramadan Sat 4/2-Mon 5/2, Passover Fri 4/15 – Sat 4/23*

- Thur 4/7 **LSMC Coach & Club Development Coordinator P2P** [Register](#)
- Thur 4/14 **LMSC Update – Focus on Volunteer Relay 2022 Recap & Membership Growth** (Dawson Hughes) [Register](#)
- Thur 4/28 - Sun 5/1 *USMS Spring Nationals*

May – *Asian Pacific American Heritage Month, Jewish American Heritage Month*

- Thur 5/5 **LSMC Awards & Recognition Coordinator P2P** [Register](#)
- Thur 5/12 ALTS Community: **“Inviting ALTS Graduates to ‘Try Masters Swimming’”**
- Thur 5/19 Coaches Community: **“Making Your Facility and Workouts Welcoming”**

# Information Share: LMSC Financials

- USMS has ~\$4M in reserves, collectively LMSCs have ~\$2M in reserves
- Managing LMSC Financials
- Sample LMSC Budget
- Effective Spending & Investing / ideas for spending excess LMSC reserves

# Information Share: Managing LMSC Financials



- Financial Operating Guidelines (FOG)
  - Treasurer & Membership Coordinator separate people
  - LMSC bank accounts reconciled at least annually by a person other than one who is authorized to sign checks
    - (or send monthly statements to board & provide bank reconciliations for review)
  - LMSC expenditures in excess of \$5K require LMSC Board approval (or budget approval)
- Reporting Financial Results to the LMSC Board
  - Monthly reports, bank & investment statements
  - Annual & semi annual report
  - Membership statistics
- Reporting annual Financial Results to USMS
  - Linked Spreadsheet

# Information Share:

## Sample LMSC Budget - Income



<b>LMSC Sample Budget</b>								
<b>LMSC Operating Budget Draft for Calendar Year 2022</b>			Approved	Ver B				
Presented 3/6/22		Responsible	Budget	Adjustments	Proposed	Actual	Actual	Actual
		Party	2022		2022	2021	2020	2019
<b>Income</b>								
4000 · Membership fees								
1	Member dues	Chair	22,800		22,800	20,653	18,564	19,272
2	Club & team registrations	Chair	420		420	396	504	239
Total membership fees								
4100 · Meet/Open Water Revenue								
3	OW and One event fees	Chair	1,290		1,290	1,146	0	0
4	Sanction fees		0		0	0	0	0
Total meet and open water								
4900 · Other Types of Income								
5	Activity events	Fitness	0		0	0	0	0
6	Contributions	Chair	1,000		1,000	1,120	922	713
7	Misc income	Chair						
Total Other income								
4800 · Interest and Dividend Income								
8	Interest income	Treasurer	40		40	30	27	58
9	<b>Total Income</b>		<b>25,550</b>	<b>0</b>	<b>25,550</b>	<b>23,345</b>	<b>20,017</b>	<b>20,282</b>

# Information Share:

## Sample LMSC Budget – Expense 1 of 2



**LMSC Sample Budget**  
**LMSC Operating Budget Draft for Calendar Year 2022**  
 Presented 3/6/22

Ver B

	Responsible Party	Approved Budget 2022	Adjustments	Proposed 2022	Actual 2021	Actual 2020	Actual 2019	
<b>10 Expenses</b>								
5000 · Programs & activities								
11.1	State Meet Social, net \$12 per	Championship	3,000	3,000			2,578	
11.2	State Meet Hi Point Awards	Championship	500	500		480	842	
11.3	State Meet Medals Indv 4-6th	Championship	2,000	2,000			251	
11.4	State Meet Officials rooms	Officials	500	500			437	
11.5	New Members outreach - clinic/soci	Chair	1,200	1,200	745			
11.6	Swimmers clinic	Fitness/Coach	1,200	1,200	146	56		
11.7	New Swim Meet subsidy	Chair	300	300				
11.8	Great Lake Zone, \$1 per	Treasurer	0	0				
11	Sub Total Activity expenses		8,700	8,700	891	536	4,108	
12	Recognition awards	Awards	350	350	375	256	184	
13	Club/Team support - \$2 per member	Treasurer	3,100	3,100	3,712	8,082	1,408	
14	Pool & Open Water Sanction Fees	Treasurer	500	500	150	350	700	
15	Sanction Refund	Treasurer	0	0	0	0	0	
16	Board/annual meetings	Chair	300	300	0	165	94	
17	Adminstrative expenses	Treasurer	500	500	579	290	54	
18	Board & Officials Membership	Chair	1,200	1,200	624	1,260	918	
19	Registrar Expenses	Membership	50	50	0	0	700	
20	Scholarships	Treasurer	180	180	0	920	1,069	
	<b>Total Programs and activities</b>		<b>6,180</b>	<b>0</b>	<b>6,180</b>	<b>5,440</b>	<b>11,323</b>	<b>5,127</b>

# Information Share:

## Sample LMSC Budget – Expense 2 of 2



LMSC Sample Budget			Ver B					
LMSC Operating Budget Draft for Calendar Year 2022			Approved	Adjustments	Proposed	Actual	Actual	Actual
Presented 3/6/22			Budget		2022	2021	2020	2019
		Responsible Party	2022		2022			
<b>10</b>	<b>Expenses</b>							
5500	· Convention							
21	USMS Summit and Conventions	Chair	3,700		3,700	0	0	7,772
5600	· Adult Learn to Swim							
23.1	ALTS Certification clinics	ALTS Chr	3,250		3,250			
23.2	ALTS grants and support	ALTS Chr	3,020		3,020			
22	Total Adult Learn to Swim		6,270	0	6,270	0	0	0
5700	· Coach and Club Development							
24.1	Coaches National Convention	Coach	2,400		2,400			
24.2	Coaches education incl stroke clinic	Coach	1,000		1,000	1,100		
24.3	ILMSA Coaches clinics	Coach	400		400			
23	Total Coach and Club Development		3,800	0	3,800	1,100	0	0
6100	· Website and social media							
24	Web site PC's and software upgrades	Chair	3,000		3,000	0	0	0
25	<b>Total Expense</b>		31,650	0	31,650	7,431	11,859	17,007
26								
27	<b>Net Operating Income</b>		(6,100)	0	(6,100)	15,914	8,158	3,275
28								
29	Non operating income - dividends	Investment	4,240		4,240			
30	Net Surplus (deficit)		(1,860)	0	(1,860)			

# Information Share: Effective Spending & Investing



- Don't spend \$\$\$ just to spend \$\$\$\$. Make sure spending will be effective.
- Investments
  - ALTS infrastructure
  - LMSC socials
  - Board retreat
  - Club Development / Grants
  - Website
  - Officials
  - Event Development / Subsidize Meet Hosts
- Increase Spending on programs/activities
  - Pay professional web manager
  - Stroke clinic(s)
  - Subsidize coach education
  - Coach clinic(s)
  - Pay USMS sanction fees
  - Pay USMS registration fees for clubs
  - Fitness event(s)
  - ALTS grants

## Panelist Wrap-Up

Questions for the panelists?

# Information Share: Upstream

- Feedback and input
- Priorities for upcoming webinars?
- Questions / Concerns?
- Small group discussion for volunteers from similar LMSCs?

# Community



- Group Discussion (with Cameras on!)

# Peer 2 Peer Tentative Schedule 2021-22



- Thur 9/30 LMSC Membership Coordinator
- Thur 11/4 LMSC Secretary
- Thur 1/6 LMSC Leadership (Chair / Vice-Chair)
- Thur 2/3 Event Hosting (LMSC Sanctions, Officials, Safety, Records, Top10)
- Thur 3/3 LSMC Treasurer
- Thur 3/31 LMSC Diversity & Inclusion Coordinator
- Thur 4/7 LMSC Coach & Club Development
- Thur 5/5 LMSC Awards & Recognition
- Thur 6/2 LMSC Communication
- Thur 6/30 LMSC Fitness Event Coordinator
- Thur 7/7 LMSC Hall of Fame
- Thur 9/1 LMSC Community Service

# Context & Acronyms



- FINA (federation internationale de natation) is the international federation which governs international aquatics competition
- USAS (United States Aquatic Sports) is the umbrella organization that allows US athletes to compete in FINA events. USAS consists of USA Water Polo, USA Artistic (nee Synchronized) Swimming, USA Diving, USA Swimming, and US Masters Swimming)
- USMS (United States Masters Swimming) is the national governing body for swimming for adults 18 and over
- LMSC (Local Masters Swimming Committee) is the “state” level governing body for regions throughout the US
  - USMS is divided into 8 geographic zones
  - USMS contains 52 LMSCs.