



U.S. Masters Swimming

LMSC Event Hosting Peer-to-Peer:  
Sanctions, Safety, Officials,  
Top10, LMSC Records

June 8, 2023 Online Meeting

LMSC Development Committee  
Peer-to-Peer Meeting

# Agenda



## Pre-Recording (informal relationship building)

- Agenda Review
- Breakout Rooms for small group get-to-know-you discussion 10-15 minutes
  - Name / LMSC / current Volunteer Role(s)
  - Swimming History (when did you start, how do you train, how do you compete?)
  - Volunteer History (club level, LMSC level, national level)
  - Favorite Movie?

## Recorded Meeting (information sharing & discussion)

- Relay 2023 “Event Development” - Preview
- Relationship Building Program
- Group Discussion
- Role Descriptions
  - Sanctions
  - Safety
  - Officials
  - Top10 Recorder
  - LMSC Records
- Resource Links

# Welcome Everyone!



- The meeting will begin in a few minutes; please stand by as everyone gets connected
- All attendees will be un-muted throughout the meeting
- If you don't have a microphone, you can submit comments via the 'Chat' window



# Agenda

- Relay 2023 “Event Development” - Preview
- Relationship Building Program
- Role Descriptions
  - Sanctions
  - Safety
  - Officials
  - Top10 Recorder / LMSC Records
- Resource Links
- Group Discussion

# Relay 2023 “Event Development”

- 2023 USMS Volunteer Relay, in Houston, TX, Oct. 20–22 to help local volunteers network, share ideas, collaborate, and motivate each other.  
<https://www.usms.org/volunteer-central/lmscs/lmsc-leadership-summit/relay-2023>
- Friday evening – meet & greet
- Saturday and Sunday – informal networking, sessions for LMSC volunteers, Event Hosts, New Event Hosts, and Experienced Event Hosts.
- Within each session, there will be a combination of information sharing from the presenters, participant brainstorming / small group work, as well as Q&A.
- The following slide has preliminary session topics
  - What questions do you want to see explored?
  - What specific topics do you want to see covered in these sessions?

# Relay 2023 “Event Development”

Preliminary session topics include:

## LMSC Volunteer

- USMS 101 for New Volunteers (optional)
- Sanction Chair Responsibilities & Best Practices
- How LMSCs can help Clubs and Facilities to host USMS sanctioned events
- How LMSCs can support member participation in USMS Virtual, Clinic, and Fitness Events

## Event Host

- USMS Sanctions & Best Practices for Event Hosts
- De-mystifying Open Water Sanctions and Event Hosting
- Events with social elements / community building and/or fundraising
- Starting Your First Event
- Adding Pizzaz to Your Established Event

## Combined

- Event Showcase (some of the best diverse and dynamic USMS events across the country)
- Nat’l Committee / BOD / LMSC Roles - Meet-Up

# P2P Relationship Building Program (formerly “Mentoring”)

- Connect each LMSC Role with 1-5 Peers in other LMSCs
  - Fill out online survey to collect info
  - Receive contact information for 1-5 peers in other LMSCs
  - Hold “get to know you” meeting via phone or zoom
  - Setup group email / group text for informal communication
  - Hold follow-up meeting in ~3 months
- What is the best way to identify who your “peers” are?
  - How many sanctioned events does your LMSC have each year?
  - Does your LMSC sanction open water events?

[>>LMSC Sanctions – P2P Program Sign Up Link<<](#)

[>>LMSC Safety – P2P Program Sign Up Link<<](#)

[>>LMSC Officials – P2P Program Sign Up Link<<](#)

[>>LMSC Top10 Recorder – P2P Program Sign Up Link<<](#)

[>>LMSC Records – P2P Program Sign Up Link<<](#)

(sign ups will be active through June 18)

# Peer Discussion / Q&A

- **Sanctions** preliminary results from “biggest challenge” question in survey (8 responses, 7 wish to participate in relationship building)
  - No formal training, lack of clear resources/guidelines for sanctioning events, not knowing who/where to turn to for assistance.
  - The WEB SITE!
  - Doing the process that USMS requires to get the sanction done. This doc transfer has to stop.
  - Finding meet directors willing to put on a meet
  - Survey Monkey documents are not always appearing on the Calendar of Events listing.
  - Getting people to sanction events!
  - Rotating door of parent volunteers at USA Swimming clubs means it's almost always newbies going through the sanctioning process for dual-sanctioned meets, and since they only do it once or twice a year, even those who have been around for a while forget how to do it. Consequently, they don't start the process early enough and they make the same mistakes year after year.

# Peer Discussion / Q&A

- **Safety** preliminary results from “biggest challenge” question in survey (3 responses, 2 wish to participate in relationship building)
  - None entered
- **Officials** preliminary results from “biggest challenge” question in survey (3 responses, 2 wish to participate in relationship building)
  - Swim meets near where I live
- **Top10** preliminary results from “biggest challenge” question in survey (4 responses, 4 wish to participate in relationship building)
  - clearing up registration issues
  - Reviewing splits & catching/correcting errors
  - State record keeping since it's all manual.
  - I am new to meet directing so I'm learning a lot and ,cannot think of what my biggest challenges are at this time.

# LMSC Sanctions Chair Role Description

## ROLE OVERVIEW

- The Sanctions Chair of the LMSC is responsible for coordinating the sanction or recognition of USMS pool and open water competitions or events.

## KEY DUTIES & RESPONSIBILITIES

- Interface with event directors regarding the proper application and criteria for sanction or recognition.
- Assist event directors in proper application for a USMS sanction or recognition of a competition.
- Approve LMSC competitions or events for sanction or recognition by ensuring all applicable rules and regulations in the USMS rules are being followed.
- Ensure the event director is aware of membership rules and costs associated with sanctions or recognition events and the difference of each.
- Coordinate with event directors regarding proper forms to be submitted for results, pool measurements, etc.
- Follow up with LMSC Top Ten Recorder for proper submission of results and applications for record swims.

# LMSC Safety Chair Role Description

## ROLE OVERVIEW

- The Safety Chair is charged with reviewing and reporting safety procedures and equipment at swim meets and other USMS sanctioned events, and perhaps even recognized events, if it is warranted. The LMSC may want to establish a minimum safety requirement checklist for each event to ensure that the basic safety needs of the members are being met

## KEY DUTIES & RESPONSIBILITIES

- Check basic safety apparatus and signage at events.
- Talk to lifeguards and/or safety officer for venue.
- Report to LMSC Chair after each event.
- Create and update safety guidelines for meet, event, and clinic directors.
- Work closely with LMSC Sanctions Chair to evaluate event applications.
- Confirm safety plans and guidelines at event venues.
- Submit post-event safety reports to the LMSC Board for review to plan and enable future improvements to event safety.
- Maintain LMSC event safety guidelines.

# LMSC Officials Chair Role Description

## ROLE OVERVIEW

- The LMSC Officials Chair is a resource to assist meet directors and local officials with USMS events. The officials chair also provides guidance to volunteers wanting to be officials and promotes official training within the LMSC.

## KEY DUTIES & RESPONSIBILITIES

- Act as a resource for swim meet directors and local officials
- Promote certifications and training for officials within the LMSC
- Maintain a list of certified officials in the area
- Assist meet directors in finding officials upon request
- Share best practices with officials and meet directors
- Respond to questions from officials and meet directors regarding USMS meet officiating requirements
- Share information with local officials from the USMS Officials Committee

# LMSC Top10 Recorder Role Description

## ROLE OVERVIEW

- The Top Ten Recorder of the LMSC is responsible for accurate record keeping and tabulations of all swims for all events by USMS 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.
- Work with the LMSC Sanctions Chairs to ensure that all event records and tabulations requirements are met.

# LMSC Records Coordinator

## ROLE OVERVIEW

- The LMSC Records Coordinator is responsible for accurate record keeping and tabulations of all LMSC Records for swims by LMSC members and/or by USMS members in LMSC Events.

## KEY DUTIES & RESPONSIBILITIES

- Maintain a list / database of LMSC Records for each course (SCY, LCM, SCM)
- Compile and report individual and relay LMSC Records for each course (SCY, LCM, SCM) from all sanctioned and/or recognized events held within the LMSC by the deadlines.
- Work with Top10 Recorder, as needed, to
  - 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.
  - Work with the LMSC Sanctions Chairs to ensure that all event records and tabulations requirements are met.

# Additional Resources



- LMSC Role Descriptions  
<https://www.usms.org/volunteer-central/guide-to-local-operations/lmsc-operations/lmsc-volunteer-roles>
- USMS Guide to Local Operations – LMSC Operations  
<https://www.usms.org/volunteer-central/guide-to-local-operations/lmsc-operations>
  - Sanction Chairs <https://www.usms.org/volunteer-central/guide-to-local-operations/lmsc-operations/sanction-chairs>
  - Top10 Recorders <https://www.usms.org/volunteer-central/guide-to-local-operations/lmsc-operations/top-ten-recorders>
- USMS Guide to Local Operations – Event Management  
<https://www.usms.org/volunteer-central/guide-to-local-operations/event-management>
  - Pool Meets <https://www.usms.org/volunteer-central/guide-to-local-operations/event-management/pool-meet-management>
  - Open Water Events <https://www.usms.org/volunteer-central/guide-to-local-operations/event-management/open-water-event-management>
  - Long Distance Admin <https://www.usms.org/volunteer-central/guide-to-local-operations/event-management/long-distance-administration>
  - Officials <https://www.usms.org/volunteer-central/guide-to-local-operations/event-management/officials>
  - Records <https://www.usms.org/volunteer-central/guide-to-local-operations/event-management/top-10-and-records-and-tabulation>
  - Insurance <https://www.usms.org/club-central/insurance>
  - One-Event <https://www.usms.org/volunteer-central/guide-to-local-operations/lmsc-operations/registration/registration-procedures/one-events>
  - Marketing <https://www.usms.org/volunteer-central/guide-to-local-operations/event-management/marketing-and-communication>

# Updates – LMSC Dev monthly email (1 of 4)

## STREAMLINES FOR VOLUNTEERS

- [Streamlines for Volunteers – May Issue sent 5/10](#)
  - Letter from President Peter Guadagni
    - [Coach Appreciation Week](#)
    - [the hybrid annual meeting](#)
    - [the in-person Relay](#)
- [Volunteer Working Calendar](#)
- USMS Initiatives
  - [Volunteer Service Award Nominations Due July 1](#)
  - Reach out to Meet Directors – help with [Events](#)
  - Reach out to Clubs – help with [Try Masters Swimming](#)
  - Proposed [Rule Book Amendments](#) due June 10
  - Email Spoofing Warning
- Upcoming Webinars
- Volunteer Spotlight: Greg Danner

## SWIMMER MAGAZINE

- [May-June 2023](#)

# Updates – LMSC Dev monthly email (2 of 4)



UPCOMING DEADLINES AND EVENTS (<https://www.usms.org/volunteer-central/volunteer-working-calendar>)

## June – *Pride Month*

- Thur 6/1 **LMSC Club Dev & Coach Support P2P: “Working with Club Board of Directors”** | [Register Here](#)
- Sat 6/3 [2-mile Cable Open Water Championship June 3 Charlottesville, VA](#)
- Thur 6/8 **LMSC Event Hosting P2P – Relay 2023 Preview** | [Register Here](#)
- Rule Book Amendment (Long Distance, Legislation, and Rules) deadline June 10
- Thur 6/29 **LMSC Community: “Tools for Making Tough Conversations Productive”** | [Register Here](#)
- Short Course Yards – Top10 Submission deadline June 30

## July – *Try Masters Swimming Month*

- Volunteer Award nominations due July 1
- July 4 Independence Day
- Sat 7/8 [Ultramarathon Distance \(> 9mi\) Open Water Championship July 8, Portland OR](#)
- Sat 7/15 [Marathon Distance \(6-9mi\) Open Water Championship July 15 Applegate Lake OR](#)
- Thur 7/27 **LMSC Community: “LMSC Standards & Leadership Development”** | [Register Here](#)

## August

- [Summer National Championship \(LCM\) August 2-6, Sarasota FL](#)
- [FINA World Masters Championship August 2-11, Kyushu Japan](#)
- [Middle Distance \(1-3 mi\) Open Water Championship August 12, Lake Oahe, SD](#)

# Updates – LMSC Dev monthly email (3 of 4)

## RECENT MEETING MINUTES

- 4/17 [Board of Directors Meeting Minutes](#)
- 4/18 [Investment Committee Meeting Minutes](#)
- 5/8 [Coaches Committee Meeting Minutes](#)

## RECENT WEBINARS – presentation links & zoom recording links

- 3/30 [LMSC Community: LMSC Inclusive Culture & Volunteer Development \(+Awards\)](#)
- 4/6 [LMSC Treasurer Peer-to-Peer Presentation](#)  
[LMSC Treasurer Peer-to-Peer Recording](#)

## UPCOMING WEBINARS ([Webinars Page](#))

- Thur 6/1 **LMSC Club Dev & Coach Support P2P: “Working with Club Board of Directors”** | [Register Here](#)
- Thur 6/8 **LMSC Event Hosting P2P – Relay Preview (Sanctions, Safety, Officials, Top10, LMSC Records, LMSC HOF)** | [Register Here](#)
- Thur 6/29 **LMSC Community: “Tools for Making Tough Conversations Productive”** | [Register Here](#)

July – *Try Masters Swimming Month*

- Thur 7/27 **LMSC Community: “LMSC Standards & Leadership Development”** | [Register Here](#)

# Updates – LMSC Dev monthly email (4 of 4)

- Volunteer Meetings 2 Year Plan
  - 2023 Annual Meeting Sept 8-10 (Hybrid – virtual or in-person @ Houston)
  - 2023 Relay Oct 20-22, in-person only, Houston Airport Marriott
  - 2024 Annual Meeting Sept 13-15 (Virtual)
  - 2024 Relay Oct 18-20, Houston Airport Marriott
  - 2024 National Coaches Clinic Oct 18-20, Houston Airport Marriott

## *FUTURE COMPETITION EVENTS*

- [2-mile Cable Open Water Championship June 3 Charlottesville, VA](#)
- [Ultramarathon Distance \(> 9mi\) Open Water Championship July 8, Portland OR](#)
- [Marathon Distance \(6-9mi\) Open Water Championship July 15 Applegate Lake OR](#)
- [Summer National Championship \(LCM\) August 2-6, Sarasota FL](#)
- [FINA World Masters Championship August 2-11, Kyushu Japan](#)
- [Middle Distance \(1-3 mi\) Open Water Championship August 12, Lake Oahe, SD](#)
- [Sprint Distance \(1 mi\) Open Water Championship September 15, Lake Mission Viejo, CA](#)
- [Long Distance \(3-6 mi\) Open Water Championship September 16-17, Lake Mission Viejo, CA](#)