



Bylaws of the Local Masters Swimming Committee for North Carolina

ARTICLE I Name, Purpose and Jurisdiction

1. Name

2. The name of the organization is the Local Masters Swimming Committee for North Carolina (hereinafter referred to as the “LMSC”). The LMSC is a subsidiary of United States Masters Swimming, Inc. (hereinafter referred to as “USMS”), a not for profit corporation.

3. Purpose

4. To promote fitness and health in adults by offering and supporting Masters swimming programs.

5. Jurisdiction

6. The LMSC has jurisdiction over the sport of Master swimming in the State of North Carolina as has been delegated to it by USMS.

ARTICLE II Goals and Objectives

1. To promote improved physical fitness and health in adults.

2. To offer adults the opportunity to participate in a lifelong fitness and/or competitive swimming program.

3. To encourage organizations and communities to establish and sponsor Masters swimming programs.

4. To enhance fellowship and camaraderie among Masters swimmers.

5. To stimulate research in the sociology, psychology and physiology of Masters swimming.

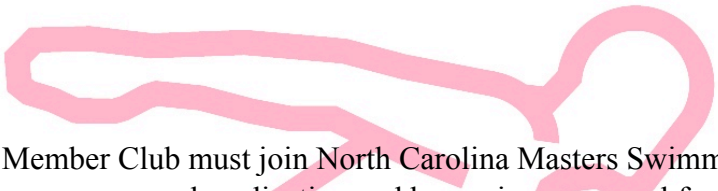
ARTICLE III Membership

1. Classes of Membership

LMSC membership is a benefit membership of USMS without additional payments or dues.

a. Club Membership and Registration

(1) A Club is an organization of permanent character that is a member of USMS, and that actively promotes and/or participates in Masters Swimming.

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- (2) Every Member Club must join North Carolina Masters Swimming and USMS by submitting an approved application and by paying an annual fee consisting of a national club fee established by USMS.

- (3) Annual club renewals will be paid by the LMSC on October 1 if a club has five or more members.

b. Workout Groups and Registration

- (1) A Workout Group is a subordinate organization (subgroup) of a USMS registered club.
- (2) Every Workout Group must join North Carolina Masters Swimming and USMS by submitting an approved application and by paying an annual fee consisting of a national workout group fee established by USMS.
- (3) Annual workout group renewals will be paid by the LMSC on October 1 if the workout group has five or more members.

c. Individual Members

- d. Athletes, coaches, or persons otherwise interested in the purposes and programs of the LMSC who are currently registered with the USMS through the LMSC Registrar.

2. Responsibilities of Members

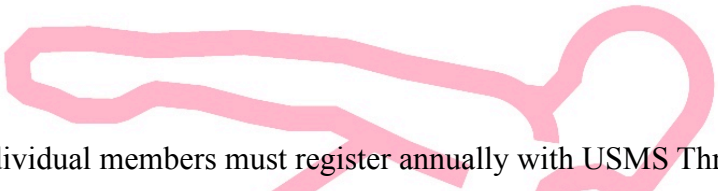
Every member of the LMSC shall abide by the Bylaws, and any Rules, Regulations and Policies of the LMSC and USMS.

3. Representation

Club and Workout Group Members are strongly encouraged to have representation at all meetings of the LMSC Board of Directors (hereinafter referred to as the "Board") in any particular year. Individual Members may attend all meetings of the LMSC with voice, but no vote.

4. Registration of Members

- a. Club members must register annually with USMS through the LMSC Registrar prior to any Individual Member registering as affiliated with a Club. All renewals for Clubs must occur annually by October 1st. Initial club registration fees are paid for by the Clubs.
- b. Workout Group members must register annually with USMS through the LMSC Registrar and affiliate with a registered LMSC Club.

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- c. Individual members must register annually with USMS Through the LMSC Registrar and specify affiliation with the LMSC as (1) unattached, (2) as a member of a Club, or (3) as a member of a Workout Group affiliated with a Club.
- d. Individual Member transfers must adhere to the sixty (60) day USMS rule for transferring between Clubs except for the November 1st start of the registration year. Individual Member transfers between Workout Groups of the same Club do not have a waiting but must request a transfer from the LMSC Registrar. Workout Group transfers within the same Club are not allowed for individual events during a sanctioned LMSC swim meet; however, Workout Group Members are allowed to be affiliated under a Club name for the purposes of competing in relays during a sanctioned LMSC meet.

ARTICLE IV Management by Board

The management of the LMSC shall be vested in the Board, which shall consist of five (5) Officers: the Chair, Vice Chair, Secretary, Treasurer and Registrar, whose general responsibilities are listed in Addendum A and six (6) Directors whose general responsibilities are listed in Addendum B.

Each Board member shall be registered with USMS and each Board member shall have one vote. Although generally discouraged, in order to bring new people into the management of the LMSC, Board members may belong to the same Workout Group or Club. Unless excused by the Chair, Board members must participate in Board meetings either in person or by phone. If an LMSC Officer or Director cannot attend a Board meeting, he/she may cast their vote by proxy in writing to any attending LMSC Officer. Such proxy must be presented at the time of roll call. If any Board member has not actively participated in the activities required of the Board for more than 6 months, he/she may be asked to resign.

The Board may retain members who are members only by virtue of their responsibility, and, therefore, are termed ex-officio members. When such a member ceases to hold the particular responsibility his or her membership terminates automatically. In counting a quorum, an ex-officio member shall not be counted as a member and shall not have a right to vote. The Board may elect other ex-officio members at its discretion.

ARTICLE V Duties and Powers

The Board shall have all powers necessary for proper management of the LMSC including, but not limited to , review and adoption of an Annual Budget, approval of LMSC expenditures, establishment of fees to provide revenues for the LMSC, election of delegates to the USMS House of Delegates, admission of eligible members, amendment of Bylaws and election of Officers and Directors.

ARTICLE VI Election of Officers and Directors

New Officers and Directors shall be nominated by the Nominating Committee two (2) weeks prior to a Board meeting and presented to the Board for approval by a majority vote of the Board


members present at the Board meeting. Four (4) weeks before a Board position becomes vacant LMSC members shall be notified and invited to express interest in serving on the Board. Any individual member may be nominated by any member of the LMSC. Nominations must be made in writing and must state that the person being nominated has agreed to serve if elected.

ARTICLE VII Term of Office

Officers and Directors shall hold their positions for a maximum of three years. It is acknowledged that the Registrar of the LMSC for NC shall serve as an officer of the Board for an indefinite term as long as he or she remains the Registrar for the LMSC or elects to retire. Any Board member can be removed by a two-thirds majority, rounded up to the next highest whole number, of the Board. Until a position is filled one of the Board members shall temporarily fulfill the empty position.

ARTICLE VIII Meetings

1. Regular Meetings of the Board of Directors
2. The Board of Directors shall meet at a minimum of three times per year at a convenient time and place or by teleconference. Club, Workout Group and Unattached members shall be provided the opportunity to attend Regular Meetings.
3. The annual meeting of the Board shall be held in the first six months of each calendar year. Every effort shall be made to organize this meeting as a face to face meeting where as many Board members as possible can attend. All LMSC members shall be provided the opportunity to attend the Annual Meeting.
4. Special meetings of the Board may be called at any time by the Chairman or by formal request to the Chairman by three (3) or more Board members.
5. The Secretary or Chair may send a notice of any regular, annual or special meeting to all members of the Board of Directors, at their last given email address, at least fourteen (14) days prior to the date of the meeting. The notice of the meeting shall contain the time, date, site and agenda.
6. At all Board of Directors meetings, the order of business shall be as follows:
 - Roll Call
 - Approval of minutes of previous meeting
 - Reports of Officers
 - Reports of Committees
 - Unfinished Business
 - Elections, when appropriate

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- New Business
 - Resolutions
 - Adjournment

7. The presence of a majority of the Board shall constitute a quorum at any meeting of the Board.

8. Roberts' Rules of Order shall govern parliamentary procedure in all meetings with the exception the Chair may participate in the discussions.

9. No member of the Board shall participate in any discussion or vote on any matter in which he or she or a member of his or her immediate family has a potential conflict of interest due to having material economic involvement regarding the matter being discussed. When such a situation presents itself, the Board Member must announce his or her potential conflict, disqualify himself or herself, and be excused from the meeting until discussion is over on the matter involved. The Chair of the meeting is expected to make inquiry is such conflict appears to exist and the Board Member has not made it known.

ARTICLE IX Directors and Committee Chairs

The jobs descriptions of the Directors and Committee Chairs is laid out in Addendum B.

ARTICLE X Conditions of Competition

1. General – The conditions of competition in any swimming event sanctioned by the LMSC, and the rules governing it, shall be those established by USMS.
2. Relays – Workout Group members are allowed to be affiliated under a Club name for the purposes of competing in relays at any sanctioned swim meet.
3. Organization of Events – Members are encouraged to organize sanctioned pool event and open water events. The LMSC shall not assume any financial or other responsibility for such events.
4. Championship Events – Pool events and open water events can be designated as a Championship event. For calendar year there can be up to four championship events: SCY, LCM, SCM and Open Water. Pool championship events should take place near the last event in the season.
5. The results of all sanctioned or recognized events by the LMSC must be uploaded to the online meet results section of the USMS website and the NC LMSC website within two weeks of an event's end date.



ARTICLE XI Grievance Procedure

The LMSC shall use the then current USMS Grievance Procedures at the time of any grievance occurs for processing said grievance.

ARTICLE XII Fiscal Year

The fiscal year of the LMSC shall correspond to the fiscal year of USMS commencing on the first day of January.

ARTICLE XIII Reports and Remittance to USMS

Annual Reports

1. The Secretary shall forward to the USMS national office a copy of the audit of the accounts of the LMSC as received by the Board of Directors, along with a complete report on the proceedings of the Annual Meeting of the LMSC, within thirty (30) days after said meeting. The audit of accounts is to be reviewed by at least three (3) Officers with such review to include verification of bank balances, review of revenues and documentation for expenses.
2. The Secretary shall forward to the USMS national office a copy of the Form 990 when filed.
3. The Registrar shall make a report at the end of registration season (October 31st) and at the end of the calendar year as required by USMS
4. The Treasurer shall make an annual report as required by USMS.

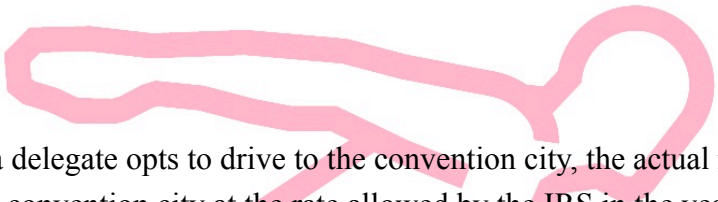
The LMSC shall make such other reports and remittances to USMS as specified in its Code or by the national Executive Committee or House of Delegates. The Chairman, Secretary and Treasurer are responsible for seeing that all required reports and remittances are made.

ARTICLE XIII Finances and Assets

1. LMSC Expenditures
2. All expenditures of the LMSC not covered in these Bylaws in excess of \$5000.00 shall require LMSC Board approval unless the expenditure is authorized in the Annual Operating Budget of the LMSC.
3. Policy for Reimbursing Delegates to the Annual USAS/USMS Convention

The LMSC shall reimburse Board appointed delegates and any LMSC members who serve on the USMS Board, or as a USMS Standing Committee Chairperson, or as a USMS Standing Committee member who has automatic Delegate status due to Committee membership whose convention expenses are not otherwise paid or reimbursed by USMS) for the following expenses, if incurred by the delegate and supported by receipts:

- a. Coach class airfare to and from the convention city.

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- b. If a delegate opts to drive to the convention city, the actual mileage to and from the convention city at the rate allowed by the IRS in the year of the convention for the charitable contribution mileage rate (such amount not to exceed, however, the cost of coach class airfare to the convention city).
- c. The cost of transportation from the convention city airport to the convention city hotel and then from the convention city hotel back to the convention city airport.
- d. Parking of the delegate's vehicle at the originating airport.
- e. If a delegate rents a vehicle at the convention city, any parking fees charged at the convention hotel during the delegate's stay. Rental cars will not be reimbursed.
- f. A maximum of one half of the delegate's hotel room costs (including taxes, but not incidentals) minus any USMS direct reimbursement.
- g. Meal costs, to a maximum of \$35.00 per day.
- h. The fee for registration for the convention (such fee no to exceed the early registration rate).
- i. If the LMSC is the host LMSC for the annual USMS Convention, the Board of Directors shall organize a Host Committee to plan and implement a hospitality suite at the convention hotel. The Board of Directors shall approve a reimbursement policy for the Host Committee and volunteers who staff the hospitality suite.
- j. Any LMSC member, who is not appointed as an official delegate of the LMCS who would like to attend an annual USMS convention, and who would like to request a subsidy from the LMSC to help defray the cost of such attendance, may make a request to the Board of the LMSC for such assistance. Such a request must be made in writing delivered to the Chairman of the LMSC on or before July 1 prior to the annual Convention in order to be considered by the Board. Any subsidy granted by the Board in response to such a request shall not be for a reimbursement amount greater than that specified in items (a) through (h) above.
- k. Delegate status shall be assigned in the following order depending on the number of delegates allocated to the LMSC by USMS: Chair, Vice Chair, Secretary, Treasurer, Registrar, At-Large Board members. LMSC Board Members not designated as Voting Delegates are encouraged to attend as Non-Voting members.
4. LMSC Bank Account Review
5. LMSC bank accounts shall be reconciled at least semi-annually by Vice Chair or other Officer who is not authorized to sign checks.

6. Inurement

7. No part of the income for the LMSC or the funds contributed by any person or corporation shall inure to the benefit of and Officer or Director of the LMSC or any individual, or member, or other person, except that reasonable compensation may be paid for services rendered to or for the LMSC affecting on or more of its purposes. In the event of the liquidation or dissolution of the LMSC whether voluntary or involuntary, no Officer or Director of the LMSC or any private individual, or member, or other person shall be entitled to any distribution or division of its remaining property or proceeds, and the balance of all money and all other property received by the LMSC from any source, after payment of all debts and obligations of the LMSC shall be first distributed to USMS to be used exclusively for the educational or charitable purposes, or if USMS is not then in existence, then they shall be distributed exclusively for purposes similar in nature to those set forth in Article II of these Bylaws and within the intentment of Section 501 (c) (3) of the Internal Revenue Code of 1954 and the Regulations hereunder as the same now exists or as they hereafter may be amended from time to time.

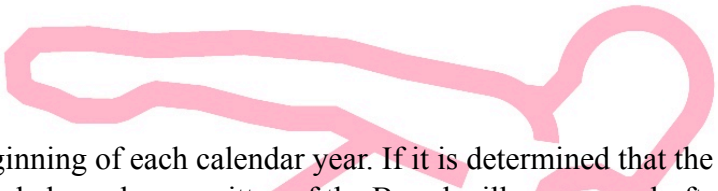
8. Reimbursement for USMS Education

Coaches and Instructors who are members in good standing with USMS and the NC LMSC shall be reimbursed (if not covered by USMS) for the following if supported by receipts and certificates. They will further be required to provide said documentation to the LMSC within 30 days of completion of Education or Training, as well as write an article for the LMSC newsletter (within the quarter the training was completed) to be eligible for reimbursement.

- a. \$100 for Coaches Certification (Levels 1-2, 3)
- b. \$100 Reimbursement for ALTS Certification
- c. Mileage for Coach Certification (Levels 1-2, 3) shall be paid at the rate of \$0.25 a mile with a maximum allowance of \$150
- d. Mileage for ALTS Certification shall be paid at the rate of \$0.25 a mile with a maximum allowance of \$150

ARTICLE XIV Amendments to Bylaws

The Secretary shall be responsible for officially recording the vote and maintaining a complete copy of the Bylaws. Addendums to the Bylaws are considered to be part of the Bylaws. At the first LMSC meeting of each calendar year, the Chair's agenda shall include an item pertaining to a review of the bylaws of the LMSC. The purpose of this is to ensure keeping the LMSC bylaws current with USMS policies that pertain to matters for which it is in the best interest of the LMSC to stay current. Amendments to stay current with USMS rules shall be done if at all



possible at the beginning of each calendar year. If it is determined that the LMSC Bylaws need to be otherwise amended, a sub-committee of the Board will prepare a draft of suggested changes for consideration and voting by the Board. Any and all suggested changes, whether updates or revisions shall be redlined and distributed to the Board for review prior to the vote. Approval of the amendments shall require a two-thirds majority vote by the Board to pass.

ARTICLE XV Indemnification

The LMSC shall indemnify and save harmless any individual against the expense of any action, suit or proceedings in which they are made a part by reason of being or having been an Officer or Board of Director, or duly authorized agent of the LMSC, except in relation as to matters to which they shall be adjudged in such action, suit or proceedings to be liable for gross negligence or willful misconduct in the performance of their duties. This right shall extend to all such persons, their successors, heirs and legal representatives.



ADDENDUM A **Masters Swimming**

OFFICERS POSITIONS

LMSC Chair

The Chair of the LMSC is responsible for managing the operation of the LMSC in accordance with the LMSC's Bylaws and the USMS Rule Book, Policy, Regulations and Directives. The LMSC Chair is the main point of contact for USMS Board of Directors, Zone Chair, National Committees, and the USMS National Office. The Chair is responsible for coordinating LMSC meetings, and keeping the LMSC on track with an agenda that prioritizes the operational needs of the LMSC and the important initiatives communicated by the USMS leadership and the USMS National Office. The Chair works directly with the other Board members to ensure that the LMSC is delivering membership needs in accordance with the LMSC Standards.

Key Responsibilities

- Oversee the day-to-day management of the operations of the LMSC and effectively communicate with LMSC volunteers.
- Direct point of contact for any LMSC member regarding any USMS/LMSC questions, concerns, or comments.
- Preside at all LMSC meetings.
- Appoint, with a majority vote of the Board, standing or ad hoc committees for the LMSC and their respective chairpersons.
- Be familiar with the LMSC Standards policy and ensure that required standards are being met by the appropriate LMSC officers.
- Receive communications for USMS and relay relevant information to the appropriate LMSC Board members and/or LMSC membership.
- Promote leadership development within the LMSC.
- Encourage and acknowledge Board and Committee volunteers.
- Ensure compliance with current LMSC Bylaws and USMS Rules.
- Lead periodic reviews of the LMSC Bylaws, and facilitate amendment discussions and votes related to modifications.
- Maintain a clear focus on the Mission and Vision Statements of USMS.



LMSC Vice Chair

The role of the LMSC Vice Chair is to assist the Chair in any area necessary. The position can also act as a succession planning capacity for the Chair role, or as a successive role after having served as Chair. In the latter case, a former Chair in a Vice Chair role can offer significant assistance to the new Chair, bridging the transition and ensuring a more successful outcome.

Key Responsibilities

- Presiding over a board meeting in the absence of the Chair.
- Assuming the duties of the Chair on an interim basis if the Chair is unable to perform its duties for a certain time or is unable to complete his/her term.
- Chair of the Nominating Committee. Ensuring that the term limits described in the LMSC Bylaws are adhered to by the Officers and Directors of the Board.
- Cover for the LMSC Chair, when necessary.
- Learn responsibilities of the LMSC Chair.
- If the person is the former Chair, offer guidance and assistance to the current Chair.
- Assist the LMSC Chair in projects and/or other duties as requested.
- Reconcile LMSC bank accounts at least semi-annually.

LMSC Secretary

The LMSC Secretary is responsible for effective, informative and timely communications to the membership either through direct communications such as email and Facebook or other social media or indirectly by recording and publishing meeting minutes. The LMSC Secretary also acts as the custodian of historical records and decisions regarding policy and monetary expenditures so that LMSC members can see that the Officers and Board are acting on their behalf.

Key Responsibilities

- Keep accurate minutes of all meetings of the Board, obtain approval of the minutes before the next scheduled Board meeting and make minutes available to the LMSC membership by posting them on the LMSC website.
- Send a copy of the Annual Meeting minutes to the national USMS office, no later than April 30 of the following year.
- Maintain current LMSC Bylaws and keep a record of all changes in the Bylaws.

- Develop and maintain the Annual Board of Directors Working Calendar and submit to the webmaster for posting on the LSMC website.
- Own all organizational and governing documents, including Bylaws.

LMSC Treasurer

The Treasurer of the LMSC is responsible for managing the LMSC financial operations. The position works closely with the LMSC Registrar, the Chair and USMS National Office to regularly manage deposits and fund transfers throughout the year. The Treasurer submits accounting and budgetary reports and updates that serve to inform the LMSC, its members, and the USMS National Office. These updates include an Annual Financial Report, Budget and appropriate IRS tax forms by their required deadlines.

Key Responsibilities

- Maintaining the LMSC's bank accounts, including monthly reconciliation.
- Depositing checks into the bank accounts within two weeks of receipt.
- Oversee deposits made by others (such as registration checks deposited by the registrar.
- Reconciliation of deposits, USMS Invoice and Credit Memo.
- Issuing and signing checks for all expenses authorized, directly or indirectly, by the Board.
- Keeping an accurate record of the accounts and providing periodic reports to the LMSC Board and membership.
- Ensuring that the financial records are periodically audited as specified in the LMSC Bylaws.
- Creating/updating a reimbursement for to be included with all expense requests.
- Compiling an Annual Budget for the LMSC.
- Archiving all financial records of the LMSC.
- Transferring financial records to the incoming Treasurer no later than the Board meeting where the new Treasurer is appointed.


LMSC Registrar

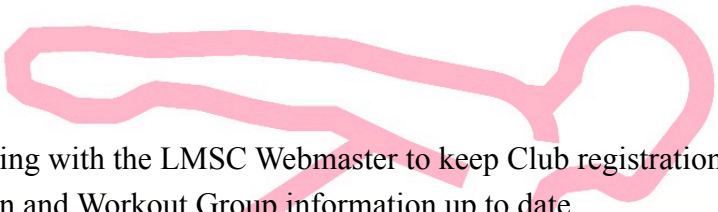
The Registrar is a vital position to the LMSC and to USMS, responsible for processing both Club and Individual member new memberships and renewals, and responding to inquiries from members, Potential Members, Clubs, Potential Clubs, Workout Groups. LMSC Officers and Board members and the National Office in a timely manner.



Key Responsibilities

- Processing LMSC Club and Workout Group registrations and USMS Individual member registrations for each calendar year. All Clubs and Individual Members MUST register each year.

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- Developing and sending out renewal information to Clubs and Individual Members.
 - Registering new Individual Members as well as re-registering existing Individual Members as the registrations come in.
 - Keeping track of online registrations and sending information to Clubs and Workout Groups.
 - Processing any paper registrations and filing them in membership archives.
 - Printing a LMSC registration form for swimmers who have chosen to exclude emails or swimmers who have bad or no email accounts and still living in North Carolina, mailing the forms by December 1st.
 - Printing and mailing donation letters to members who have made a donation to USMS, ISHOF, or an LMSC Club.
 - Sending list of monthly online and regular registrations to the Treasurer.
 - Registering new Clubs and Workout Groups as well as existing Clubs and Workout Groups as the registrations come in
 - Processing transfers and “one event” registrations.
 - Responding to any membership “notes” submitted via the membership.
 - Printing and mailing USMS cards to all Individual Members who request them.
 - Updating USMS database for member changes (address, email, phone, etc.)
 - Forward checks from Individual and Club registrations to the LMSC Treasurer for deposit into the LMSC Bank accounts. In many cases, for logistical reasons, the Registrar may deposit checks and provide a detailed deposit summary to the LMSC Treasurer.
 - Sending monthly registration summaries (accounting reports) to the LMSC Treasurer.
 - Constant communication via phone and/or email with swimmers, Club Reps, LMSC Board members and the USMS National office.
 - Provide prompt responses to email and phone requests.



- Communicating with the LMSC Webmaster to keep Club registration forms and contact information and Workout Group information up to date.

- Corresponding with Club contacts, coaches, members, LMSC volunteers and National Office about questions from members.

- Tracking down address changes that come in from USMS National Office. Requires emails to Individual Members, Workout Group contacts, and Club registrars to get correct address for USMS National Office.

- Taking care of any other demographic registration discrepancies that may arise with the USMS National Office.

- Working with new Clubs and Workout Groups wanting to register and getting approval for Club abbreviations from USMS National Office as well as coordinating with workout groups an abbreviation acceptable to USMS and the Club.

- Providing regular reports to the LMSC Board and to Clubs and Workout Groups on new members, renewals, and statistics related to LMSC membership.



MASTERS SWIMMING

ADDENDUM B **AT-LARGE DIRECTORS POSITIONS**

At-Large Directors' responsibility include:

- Serving as liaisons among the LMSC leadership, the membership, and the community at large.
- Representing the diverse interests of the general membership.
- Assisting the Officers in the administration of the LMSC and in volunteer identification and recruitment.
- Attending Board meetings on a regular basis.
- Contributing to the work of at least one standing or ad hoc committee.

An At-Large Director **or Officer** may hold one or more of the following positions:

LMSC Communications Chair

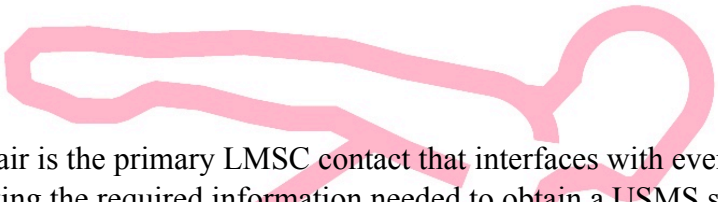
One of the most critical functions within the LMSC is communication with members. With the quickly changing face of Information Technology there are many ways to get the work out. Websites, email, social media, electronic/hard copy newsletters are the most common methods today.

Key responsibilities

The key responsibilities of the Communications Chair may be shared by various members of the LMSC Board. The key responsibilities include:

- Publishing a newsletter by seeking contributions from LMSC members, and experts in sports physiology, healthcare providers and nutrition specialists.
- Maintaining an LMSC website for providing information about swimming programs, membership, meet and open water event registration, meet results and open water results, LMSC Board meetings, and LMSC swimming records.
- Communications with coaches.

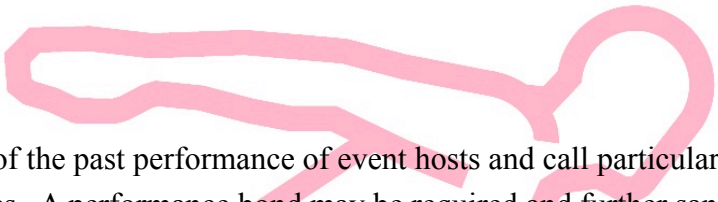
LMSC Sanctions Chair



The Sanctions Chair is the primary LMSC contact that interfaces with event directors to assist them with submitting the required information needed to obtain a USMS sanction or recognition for a particular pool or open water competition.

Key Responsibilities

- Developing and/or maintaining a Sanctions/Recognitions packet to supply to meet directors, etc. who request a sanction or recognition for an event. In addition to the Meet Director Handbook, the packet may include information about:
 - Receiving and processing applications for event sanction or recognition (pool and open water).
 - Offering suggestions for warm-up and warm-down and safety requirements.
 - Advising event directors of guidelines for preparing the entry form and meet results.
 - Confirming and retaining “Reports of Occurrence” forms (used to report ALL incidents, no matter how minor).
 - Emphasizing the expected timeline from event sanction application to submission of results.
 - Coordinating the application for National and World records.
 - The Sanctions Chair shall oversee the maintenance of the Meet Director’s Handbook. Other Board members, in particular the Top Ten Recorder and the Officials Chair, shall assist in this task.
- Assisting with the issuance of Certificates of insurance when requested.
- Issuing Sanctions and Recognitions for events held within the LMSC boundaries or in the case of open water sanctions if the event originates in the LMSC.
- Ensuring that all sanctioned/recognized events are listed in the USMS Calendar of Events.
- Sending sanctions fee checks (and indicating which event it is for) to the LMSC Treasurer.
- Following up with the LMSC Top Ten Recorder to ensure meet results are submitted in a timely manner.
- Working with event directors to avoid conflicting dates with other local, regional or national events.
- Following up with event directors to avoid deficiencies at future meets.

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- Be aware of the past performance of event hosts and call particular attention to any prior deficiencies. A performance bond may be required and further sanctions may be denied to an organization failing to live up to its obligation to conduct such events in accordance with applicable rules and regulations.

LMSC Top Ten Recorder

The Top Ten Recorder position tracks and reports competitive results for the LMSC membership. The top ten recorder uploads result files to the USMS Event Results Database, and communicates notable results to the LMSC Newsletter and Web Master for broadcast to the local membership. This position also works closely with the sanctioned and recognized event directors, as well as the LMSC Officials Chair to confirm appropriate details related to USMS competitive rules and regulations.

Key Responsibilities

- Work with LMSC event directors to ensure that all posted event results are correct so they can be used for publication, upload to the USMS Event Results Database and for Top Ten consideration. The LMSC Top Ten Recorder is authorized to make his/her own decisions whether results are valid and make corrections if deemed appropriate.
- Achieve consistency between meet results posted in the USMS Event Results Database and results posted on the LMSC website.
- Maintain contact with the USMS Records and Tabulation Committee and the National Office if needed to fulfill the assigned responsibilities.
- Upload event results to the USMS Event Results Database throughout the year for the LMSC sanctioned events and for swims by LMSC members in any recognized events that are of importance for the National Top Ten tabulations.
- Compile and report individual Top Ten times for each course (SCY, LCM, SCM) from all sanctioned events held within the LMSC and any recognized event by the deadlines using the web tools made available by the National Office.
- Work with LMSC event directors to ensure that appropriate Record Applications are submitted in a timely manner to the address stated on the Application for USMS and/or World Record form.
- Track LMSC pool measurement forms and submit new forms for inclusion in the national database. Event directors shall be responsible for providing pool length certifications if required.
- Work with the LMSC Sanction Chair to ensure that all event records and tabulations requirements are met.

- Maintain LMSC records for each course (SCY, LCM, SCM) using results from sanctioned USMS events and any recognized events as input. The LMSC Top Ten Recorder may use help from a designated Individual Members.

LMSC Coaches Chair

The Coaches Chair acts as the LMSC liaison with the local LMSC coaching community to facilitate the flow of relevant information between coaches and the LMSC, USMS Coaches Committee and the National Office. This position leads the effort to develop effective relationships with coaches, and assists them in their effort to develop their skills and grow their programs.

Key Responsibilities

- Receive communications from the USMS Coaches Committee and distribute that information to coaches within the LMSC.
- Work with the LMSC Registrar to maintain a list of coaches within the LMSC.
- Facilitate communication among the coaches with LMSC.
- Distribute information on coach training opportunities.
- Solicit LMSC clubs/workout groups/facilities to determine interest in hosting coach and swimmer clinics.
- Survey coaches within the LMSC and if the demand warrants, coordinate Masters coach certification through USMS Club and Coach Development and the Coaches Committee.
- Act as a resource in providing coaching and training information to the LMSC, Coaches Committee, and the National office so that it may be considered for publication on the LMSC website, LMSC Newsletter, USMS.org, *STREAMLINES* and *SWIMMER* magazine.
- Serve as a LMSC ambassador in helping LMSC coaches grow their USMS programs or helping other coaches start an USMS program. Call or email the USMS Club and Coach Development Director at clubdevelopment@usms.org to gain assistance from the National Office.

LMSC Officials Chair

The LMSC Officials Chair is responsible for implementing policies and procedures to ensure that USMS sanctioned and recognized events within the LMSC boundaries are conducted uniformly and in accordance with USMS rules and regulations. The LMSC Officials Chair



should be the primary source for the Board and LMSC members when questions arise about interpretation of the rulebook.

Key Responsibilities

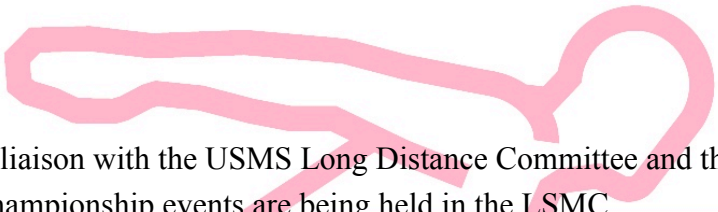
- Providing regular updates on USMS rule changes, current interpretations, lessons learned, and best practices to event directors, referees and other officials with the LMSC.
- Advise event directors on the appropriate number of officials for specific events, based on the number of swimmers, venue, and type of event.
- Assist in locating Meet Referees or other key officials for LMSC sanctioned events.
- Coordinate training and certification programs for new officials according to the USMS guidelines.
- Receive meet evaluation reports from the Meet Referee, the LMSC Top Ten Recorder or the LMSC Sanctions Chair, when practical.
- Provide USMS rule books for official prior to events and ensure that officials are aware of pertinent rules differences between USMS and other governing bodies. If cost is concern, Masters Meet Officials can access the online version of the Rule Book.
- Encouraged to work closely with their USA-Swimming Local Swim Committee (LSC) counterparts as well as governing bodies on which the LSMC may rely for officials. LSC Officials Committees should maintain a schedule of clinics and rosters of certified officials that LMSCs may also be able to utilize.

LMSC Open Water Chair

The LMSC Open Water Chair is charged with ensuring that sanctioned open water events operate under USMS and LMSC guidelines in a safe manner.

Key Responsibilities

- Promote USMS postal events with the LMSC.
- Encourage the development of open water swims in the LMSC geographical area.
- Work with local open water event hosts to promote USMS' common event guidelines such as entries, results submissions, safety, overall event management.
- Assist the Sanctions Chair in overseeing the LMSC Open Water sanction process.
- Create or coordinate open water clinics.
- Work with event hosts to submit open water events to the USMS calendar.
- Create structure around open water training venues.

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- Act as the liaison with the USMS Long Distance Committee and the event host when national championship events are being held in the LMSC.
 - Help build and recruit open water events for national championships consideration.
 - Enhance and maintain local policies based on USMS policies and guidelines for open water events.
 - Assure that event results are submitted to the Open Water Events database.
 - Work with the LMSC Safety Chair, as needed.

LMSC Fitness Chair

The LMSC Fitness Chair works to develop, collect and disseminate information to USMS members about nutrition, training, and fitness through the LMSC newsletter, website and other means of communication. The LMSC Fitness Chair also helps to coordinate clinics to encourage members to set personal goals, emphasizing dry side and wet side training for overall wellness. The LMSC Fitness Chair may also coordinate with local health, safety and fitness professionals in the swimming community to promote events, activities, and educational initiatives that relate to health and wellness through swimming.

Key Responsibilities

- Coordinate with pools and Workout Groups to promote participation in fitness and postal events.
- Create or coordinate local area fitness and postal (or virtual) events.
- Promote or solicit articles on local long distance pool accomplishments and submit them to the USMS and LMSC website, blogs, Facebook page, newsletter.
- Write or solicit articles related to nutrition, training, and fitness and submit them to publish for member reference.



ADDENDUM C **Masters Swimming**

STANDING COMMITTEES

The standing committees of the LMSC shall be as follows:

LMSC Awards and Recognition Committee

The LMSC Communications Chair, Top Ten Recorder, Open Water Chair, and at least one other LMSC Individual member shall make up the Recognition and Awards Committee. The responsibilities of the Recognition and Awards Committee are to conduct the calculations that form the basis for the Annual LMSC Awards, and making any national awards nominations. In addition, the committee may recommend to the Board to give an award for exceptional accomplishment in the pool, in open water, or in support of the LMSC and its membership.

Key Responsibilities

- Take the lead in the development of new LMSC awards.
- Solicit or make nominations for LMSC established awards.
- Plan or arrange for presentation.
- Present or coordinate the presentation of LMSC awards.
- Maintain LMSC award criteria documentation.
- Order appropriate trophies, certificates, etc.
- Write or solicit articles about LMSC award recipients for publication to the membership.

The LMSC has created four annual awards for swimmers, to be given out at the first pool meet of the year. They are Outstanding Female and Male Pool Swimmer of the Year, Outstanding Female and Male Long Distance/Open Water Swimmer of the Year. The pool award is determined by accumulated USMS Top Ten points by any one swimmer during the entire previous calendar year. The long distance/open water award is determined by the rules for Long Distance All Star of the USMS Long Distance Committee. No swimmer can win the award in consecutive years regardless of which category, pool or open water, he/she attained his/her points in. The Committee may recommend to the Board not to give out one of the annual awards when results do not justify the award.



LMSC Audit Committee

The LMSC Treasurer, Registrar and one other Board member appointed by the Chair will make up the Audit Committee. The responsibilities of the Audit Committee will be to deal with all aspects of the LMSC annual financial audits and reports. The responsibilities include, but are not limited to, the preparation of audit reports for the LMSC Annual Meeting, presentation of the audit reports at the LMSC Annual Meeting, securing approval of audit reports at the LMSC Annual Meeting and forwarding them to the USMS National Office in a timely fashion. The Audit Committee may recommend to the Board the audit be completed by an independent outside auditor.

LMSC Coaches Committee

The LMSC Coaches Chair along with at least two (2) coaches from different Clubs or Workout Groups appointed by the Chair will make up the Coaches Committee. The responsibilities of the Coaches Committee will include, but are not limited to, working with the Board to help promote swimming within Clubs and Workout Groups, assure coaches representation at LMSC and National meetings, and provide coaches input into the LMSC newsletter.

LMSC Nominating Committee

The Vice Chair shall serve as the chair of the Nomination Committee along with two (2) other Board Members appointed by the Chair. The responsibilities of the Nominating Committee are, but not limited to, secure at least one nomination for each position of the Board, submit nominations to the current Board, and assist with elections of new officers at the LMSC Annual Meeting.

LMSC Official Committee

One USMS official shall be the sole member of this committee.