



## Position Description

<b>Position title</b>	LMSC Officials Chair	
<b>Start date / End date or Term length</b>	Ongoing	Elected or appointed position, term varies by LMSC.
<b>Estimated hours/days required per month</b>	3 - 8 hours per month	
<b>Reports to</b>	LMSC Chair	
<b>Direct Reports</b>		
<b>Role overview and purpose, and how it relates to the organization's mission</b>		
<p>The LMSC Officials Chair is responsible for implementing policies and procedures to ensure that USMS sanctioned and recognized meets within the LMSC boundaries are conducted uniformly and in accordance with USMS rules and regulations.</p>		
<b>Key responsibilities</b>		
<p>Depending on the size of the LMSC, number of competitions, and other LMSC policies, responsibilities may include any or all of the following:</p> <ul style="list-style-type: none"> <li>• Providing regular updates on USMS rule changes, current interpretations, lessons learned, and best practices to Meet Directors, Referees and other officials within the LMSC.</li> <li>• Advising Meet Directors on the appropriate number of officials for specific meets, based on the number of swimmers, venue, and type of meet.</li> <li>• Assisting in locating Meet Referees or other key officials for LMSC sanctioned competitions. (Some LMSCs may require the name of a qualified Meet Referee along with an application for sanction.</li> <li>• Assisting Meet Directors in obtaining a sufficient number of qualified officials for scheduled meets.</li> <li>• Coordinating training and certification programs for new officials according to USMS guidelines. (Approval of the USMS Officials Committee is required for the LMSC to conduct its own training and certification program.)</li> <li>• Receiving meet evaluation reports from the Meet Referee, when practical.</li> <li>• Providing USMS rule books for officials prior to meets and ensuring that officials are aware of pertinent rules differences between USMS and other governing bodies. If cost is a concern, Masters Meet Officials can access the online version of the Rule Book.</li> </ul> <p>LMSC Officials Chairs are encouraged to work closely with their USA-Swimming Local Swim Committee (LSC) counterparts as well as governing bodies on which the LMSC 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.</p>		

<b>Key deliverables</b>
<ul style="list-style-type: none"> <li>• Maintain a list of certified officials willing to work USMS sanctioned and recognized meets within the LMSC.</li> <li>• Submit any meet evaluation reports to the LMSC Board for review to plan and enable future event improvements.</li> <li>• Promote local training and certification opportunities to officials that work LMSC events.</li> </ul>
<b>Recommended skills, experience and attributes</b>
<ul style="list-style-type: none"> <li>• USA-Swimming Officials' certification.</li> </ul>
<b>Recommended training</b>
<ul style="list-style-type: none"> <li>• Train and encourage officials to attend National Meets.</li> <li>• USA-Swimming Officials' certification.</li> </ul>
<b>Benefits for the volunteer</b>
<ul style="list-style-type: none"> <li>• Opportunity to gain valuable knowledge and develop relationships with local officials.</li> </ul>
<b>Benefits to USMS</b>
<ul style="list-style-type: none"> <li>• Members can have confidence that rules were followed, and records set were done correctly.</li> </ul>
<b>Other requirements of the role</b>
<ul style="list-style-type: none"> <li>• Help conduct or participate in pre-event officials' briefing.</li> <li>• Succession planning to recruit a capable successor for handling your role and responsibilities.</li> </ul>