



U.S. Masters Swimming

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

February 3, 2022 Webinar

LMSC Development Committee
Peer-to-Peer Webinar



LMSC Development Facilitators

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

Kris McPeak swims with (and is the co-owner of) SilverPeak Performance in Pasadena, CA. Kris currently serves on the Mentorship Team for the USMS LMSC Development committee & is Treasurer for the Southern Pacific LMSC.

Tom Moore swims with Minnesota Masters Swimming in Minnetonka, MN. Tom currently serves on the Webinars Team for the USMS LMSC Development committee as well as on the USMS Diversity & Inclusion committee.

Katherine Olson swims with the Sioux Falls Prairie Masters team in Sioux Falls, South Dakota. Katherine currently serves on the Mentorship Team for the USMS LMSC Development Committee and is the Communications Chair for the South Dakota LMSC.

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
- You can submit questions to the moderator via the Q&A 'Chat' window



LMSC Development Facilitators



Linda Chapman



Kris McPeak



Tom Moore



Katherine Olson





Peer-to-Peer Webinars

Annual session hosted by LMSC Development and any relevant national committee for a specific LMSC role focused on establishing and growing mentoring relationships.

<https://www.usms.org/volunteer-central/lmscs/peer-to-peer-calls> Upcoming Schedule (subject to change):

9/30 – LMSC Membership Coordinator

11/4 – LMSC Secretary

1/6 – LMSC Leadership (Chair / Vice-Chair)

2/3 – Event Hosting (Sanctions, Safety, Officials, LMSC Records, Top10 Recorder)

3/3 – LMSC Treasurer

3/31 – LMSC Diversity & Inclusion Coordinator

4/7 – LMSC Coach & Club Development

5/5 – LMSC Awards & Recognition

6/2 – LMSC Communication

6/30 – LMSC Fitness Event Coordinator

7/7 – LMSC Hall of Fame

9/1 – LMSC Community Service

Agenda

- Event Hosting Learning Opportunities - Tom
- Role Descriptions - Linda
 - Sanctions
 - Safety
 - Officials
 - Top10 Recorder
 - LMSC Records
- Peer-to-Peer Relationship Building Program – Kris & Katherine
- Peer Discussion / Q&A – share issues, identify resources
- Resource Links

Event Hosting Education Opportunities

- 2/3 Peer-to-Peer Webinar
 - Focused on establishing & growing relationships as well as sharing questions & best practices
- March 4-6 Volunteer Relay 2022
 - A weekend dedicated to club development and collaboration
 - Focus will be on supporting coaches, partnering with facilities, growing club membership, expanding workout opportunities, and building community engagement (socials, ALTS, etc) rather than on Event Hosting specifically, but getting back to hosting events post-pandemic is a priority for all of USMS.
- 3/29 Education Webinar: “Local Event Hosting: How To...”
 - For LMSC volunteers as well as for Event Directors / Meet Directors.

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.

P2P Relationship Building Program

- We want to connect each LMSC Volunteer with 1-5 Peers in similar LMSCs. [Program Overview Link](#)
 - Fill out online survey (survey closes Sunday 2/13)
 - Sanctions [LMSC Sanctions - Survey Link](#)
 - Safety [LMSC Safety - Survey Link](#)
 - Officials [LMSC Officials - Survey Link](#)
 - Top10Recorder [LMSC Top10 Recorder - Survey Link](#)
 - LMSC Records [LMSC Results & Records - Survey Link](#)
 - Your contact info
 - How many Pool Meets does your LMSC hold each year?
 - How many Open Water events does your LMSC hold each year?
 - Challenges?
 - Best Practice suggestions?
- LMSC Development will send you contact information for your Peer(s), along with some suggested conversation starters – we recommend you share contact information with each other, do a phone call in the next 30 days to get to know each other, then do a follow up in 3 months, and whenever you need a 'buddy' to talk to about being an LMSC Chair or Vice-Chair.

Peer Discussion / Q&A

- Sanctions preliminary results from “biggest challenge” question in survey
 - Several challenges but all related to the USMS website. Entering initial information - no opportunity to save, must do it all in one sitting, cannot come back to it. Uploading docs - if there is a change after initial upload of entry form, requester or sanctions person cannot delete a document but must ask N.O. to do so. Entire process: input is archaic, confusing and could be greatly simplified (as in modernized). Information about uploading results is separate from sanctioning area - one must go looking for instructions. Sanctioning is challenging especially w dual-sanctioned meets as USA Swimming (in my area) rotates meet directors, so each year is starting over and the process is not especially user-friendly.
 - There needs to be a definitive, standard template for the meet information sheet (called the "meet letter" in USA Swimming) that every meet director should be required to use when setting up their meet. I see many meets that do not include the required statements for pool measurement, timing systems, etc. And those requirements are scattered in different places - some are in the rule book, some are in the Guide to Operations, and some (such as the policy about not counting a relay swum by two women and two men as a legal relay if it was listed in the meet information as simply the "200 Free Relay" without the word "Mixed") are in emails sent to the LMSC. As a sanctions chair I usually end up rewriting the meet director's meet information sheet for them.
 - The handover of prior knowledge to this volunteer role did not cover everything I needed to know. Information is fragmented.
 - Previously we were able to host sanctioned events. Currently, we are unable to host events due to the COVID pandemic.
 - The new online system can be hard to navigate for the potential meet director. The sanction director is being asked to sanction or deny before the meet info is seen. It is no longer uploaded into the sanction application, it is uploaded into a "Survey Monkey" which is lagging time wise with relation to the sanction application. The last sanction request I got I had to have the meet director send me the documents on the side(outside the sanction application process). The meet director complained to me that "it's harder to apply for sanction than to run a meet !"
 - Swimmer meet participation has been in a steady decline for several years - Also there are issues with the new Online Sanction system - still waiting for a response from N.O. Have two meets on hold because of the Sanction system problem.
 - Having new events/meets

Peer Discussion / Q&A

- Officials preliminary results from “biggest challenge” question in survey
 - No real challenges
 - limited facilities,
 - Declining swimmer attendance at meets
- Top10 preliminary results from “biggest challenge” question in survey
 - Previously, we were able to host competitions at all course lengths and had been doing so for more than 48 years. Currently, we are not able to host any competitions due to the COVID pandemic and the impact upon local facilities and the volunteer who helped run meets.
 - Trying to track down and resolve as many as 10 questions per meet regarding final times for swims. Usually these involve missed touchpads, which require a lot of investigative time to analyze the Meet Manager database, the console printouts, and the lane timer backup sheets. This year my LMSC has a new policy in place that will require every meet director to turn over all meet documentation (paper lane timer sheets, console printouts, DQ slips, split request slips, etc.) to me after each meet, which may help.
 - Not enough meets...mostly due to Covid
 - Organizational inertia
 - Participation in the events
 - Getting correct information from meet directors
 - Keeping up to date with LMSC records
 - Manually running state records.
 - missed pad touches in distance events
 - I don't fully understand the national/world record process and who owns that notification process and I don't like being "pushed" by meet directors to get results completed
 - Dealing with requests for records recording and getting swimmers to complete all the paperwork
 - Restarting after the last 2 years off

Peer Discussion / Q&A

- What additional resources would you like to receive?
 - ...
- Brainstorm / Prioritize Content for 3/29 “How To...” Session
 - ...
 - ...
 - How can we best reach Meet Hosts and Open Water Event Directors to invite them in this webinar?

Upcoming Webinars

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



February – *Black History Month*

- **Thur 2/3 LSMC Event Hosting P2P (Sanctions, Officials, Safety, Top10 Recorder, LMSC Records)**
- **Thur 2/10 LSMC Update – Focus on: additional LMSC Great Ideas**
- **Tue 2/8 Education: “USMS Volunteer Calendar”**
- **Thur 2/17 Coaches Community: TBD**
- **Thur 2/24 ALTS Community: “Becoming a More Effective ALTS Instructor” (Rick Field)**

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

- **Thur 3/3 LSMC Treasurer P2P**
- **March 4-6 Volunteer Relay 2022**
- **Tue 3/8 Education: “LMSC Volunteer Development”**
- **Thur 3/10 LSMC Update – Focus on LMSC Standards for Governance & Financials**
- **Thur 3/17 Coaches Community: TBD**
- **Thur 3/24 ALTS Community: TBD**
- **Tue 3/29 Education: “Local Event Hosting: How To ...”**
- **Thur 3/31 LSMC Diversity & Inclusion Coordinator P2P**

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

- **Sat 4/2 Ramadan Starts**
- **Thur 4/7 LSMC Coach & Club Development Coordinator P2P**
- **Tue 4/12 Education: “TBD”**
- **Thur 4/14 LSMC Update – Focus on Volunteer Relay 2022 Recap**

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>