

OZARK LMSC POLICY and PROCEDURES

Duties and Responsibilities of LMSC Officers and Committee Chairs

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Duties and Responsibilities of LMSC Officers and Committee Chairs

Officers of the Ozark LMSC shall perform those duties as detailed in the Ozark LMSC Bylaws and relevant sections of the USMS Guide to Operations. These include, but are not limited to, the following:

LMSC Chair

Unless otherwise provided by the Board, the Chair shall be the Chief Executive Officer of OZARK-LMSC and shall have general charge of the activities of OZARK-LMSC. The Chair is elected by the Board of Directors and is a member of the Board of Directors and the Executive Committee and must be a currently registered member of USMS and the Ozark LMSC. The Chair shall keep the Board fully informed of his or her activities on behalf of OZARK-LMSC. In addition, the Chair shall perform such other duties as from time to time may be assigned to the Chair by law, the Code, the Board, or the Ozark LMSC By-Laws.

1. The Chair shall call and preside at all meetings of the OZARK-LMSC, Ozark LMSC Board of Directors and the Executive Committee. The Chair shall ensure that the LMSC holds an annual membership meeting that is open to all LMSC members, and that minutes are taken at that meeting and submitted to the USMS National Office.
2. The Chair shall create standing or ad hoc committees when necessary and appoint chairs of those committees. The Chair shall serve as an ex-officio member of all standing committees.
3. If there should occur a vacancy among officers of the OZARK-LMSC, the Chair, with the consent of the remaining members of the Executive Committee, shall nominate a current representative of the OZARK-LMSC Board to fill the unexpired term of the vacated office.
4. Following the Ozark LMSC policy regarding appointment of Convention delegates, the Chair shall be responsible for collecting applications from potential delegates to the annual USMS convention and seek the approval of the Ozark LMSC Board in appointing the appropriate number of delegates and submitting their names to the National Office.
5. The Chair of the Ozark LMSC shall automatically be named each year as Ozark's first delegate to the annual USMS National Convention unless the Chair is unable to attend, in which case the Board shall select a replacement.
6. The Chair shall be familiar with the LMSC Minimum Standards http://www.usms.org/admin/lmschb/lmsc_hb_min_standards.pdf and ensure that required standards are being met by the appropriate LMSC officers. Examples include submitting an annual financial statement and submitting Top Ten tabulations.
7. The Chair shall perform or delegate the responsibility of performing at least an annual internal audit of the LMSC Financial records. The individual responsible for this audit shall not be a signatory to the Ozark LMSC bank accounts.

8. The Chair shall receive communications from USMS and relay relevant information to the appropriate LMSC officers and/or LMSC membership.

9. The Chair shall be responsible for determining which communications to our members warrant the use of the Ozark LMSC Club Assistant email distribution as detailed in the Ozark LMSC Communications Policy. All messages require the approval of the LMSC Chair prior to being sent.

10. The Chair shall oversee the content to be posted on the Ozark LMSC website and published in LMSC newsletters.

LMSC Vice Chair

The Vice Chair shall have such powers and shall perform such duties as may be assigned to him or her by law, the Code, the Board, the Chair, or the Ozark LMSC By-Laws. In the absence or disability of the Chair, or at any time upon his or her request, the powers and duties of the Chair shall be performed by the Vice Chair.

The Vice Chair is elected by the Board of Directors and is a member of the Board and the Executive Committee. The Vice Chair must be a currently registered member of USMS and the Ozark LMSC.

The Vice Chair shall perform such duties as the Chair may direct. This may include performing at least an annual internal audit of the LMSC Financial records, provided that the Vice-Chair is not a current signatory to the Ozark LMSC bank accounts.

Immediate Past LMSC Chair

The Immediate Past LMSC Chair shall be a member of the Ozark LMSC Board of Directors and Executive Committee. The Immediate Past LMSC Chair must be a currently registered member of USMS in order to serve on the Ozark LMSC Board of Directors and the Executive Committee.

The Immediate Past LMSC Chair shall provide advice and guidance to the currently Ozark LMSC Chair in order to promote an efficient transfer of office.

Secretary

The Secretary is elected by the Board of Directors and is a member of the Board and the Executive Committee. The Secretary must be a currently registered member of USMS and the Ozark LMSC.

The Secretary shall see that all notices are duly given in accordance with the provisions of the Ozark LMSC By-Laws, or as required by law, be custodian of the Corporation's records, keep a register of the post office addresses of all Directors, and have general charge of the books and records of OZARK-LMSC.

The Secretary shall be responsible for preparing minutes of the Director's meetings and for authenticating records of OZARK-LMSC. In addition, the Secretary shall perform such duties and have such powers as may be assigned to the Secretary by law, the Code, the Board, the Chair or Ozark LMSC By-Laws.

The Secretary shall forward to the USMS National office the minutes of the Annual Meeting within four (4) months (no later than April 30th) of the end of the OZARK-LMSC fiscal year.

The Secretary shall

1. Keep the minutes of all meetings of the LMSC and make the minutes available to the membership (or to the webmaster, for posting on the LMSC website).
2. Maintain current LMSC Bylaws and keep a record of all changes in the Bylaws. Send a copy of the current LMSC Bylaws to the USMS National office. The Bylaws shall be posted on the LMSC website.
3. The Secretary will serve as Communications Chair (unless the Ozark Chair delegates this responsibility to another individual). As indicated in the Ozark LMSC Communications policy, all newsletters and other communications sent by email to the entire membership should be sent by the LMSC Communications Chair via U.S. Postal Service to any member who does not have an email address on file. For that purpose, the Secretary shall maintain a list of mailing addresses for all members who have no functioning email address.
4. The Secretary should be familiar with the Communications section of the USMS Guide to Operations <http://www.usms.org/admin/lmschb/>

Treasurer

The Treasurer is elected by the Board of Directors and is a member of the Board and the Executive Committee. The Treasurer must be a currently registered member of USMS and the Ozark LMSC. The Treasurer and the Registrar may not be the same person.

The Treasurer shall have custody of, and be responsible for, all the funds and securities of OZARK-LMSC and shall deposit and withdraw such funds and securities in and from such banks, trust companies, or other depositories as shall be selected in accordance with the resolutions adopted from time to time by the Board. The Treasurer also shall have custody of and be responsible for the maintenance of the books of account of OZARK-LMSC, and shall perform such other duties as from time to time may be assigned to the Treasurer by law, the Code, the Board, the Chair or the Ozark LMSC By-Laws. The Treasurer must be a currently registered member of USMS and the Ozark LMSC.

The Treasurer shall present a yearly budget to the OZARK-LMSC and maintain all financial records.

The Treasurer shall be responsible for complying with all financial record keeping and reporting requirements of the Code and USMS (particularly as detailed in Treasurer section of the USMS Guide to Operations <http://www.usms.org/admin/lmschb/>), as well as the Financial Operating Guidelines as adopted by the Ozark LMSC Board of Directors.

Specifically this includes

1. Maintaining the LMSC's bank accounts and providing at least quarterly reports to the LMSC Board of Directors.
2. Depositing checks into the bank accounts. Overseeing deposits made by others (such as, registration checks deposited by the registrar).
3. Promptly issuing and signing checks for all expenses authorized by the LMSC, which includes monthly payment to Clubs which have assessed Club registration fees collected by the LMSC or USMS.
4. Obtaining a second signature on all checks of \$5000 or more.
5. Keeping accurate records of the accounts, including deposits, withdrawals and bank balances.
6. Creating an Annual Financial Report and sending a copy to the USMS National Office after it is approved by the LMSC Board of Directors, but no later than April 30th of the following year.
7. Filing appropriate (990-N or 990-EZ or 990) tax forms with the IRS annually within 5 months after the end of the fiscal year.
8. Insuring that the financial records are periodically inspected by a third party.
9. Creating/updating a reimbursement form to be included with all expense requests.
10. Compiling an annual proposed budget for the LMSC in collaboration with the LMSC Chair. This budget must be presented to the Board for approval prior to the beginning of the calendar year.
11. Issuing an IRS form 1099-Misc to any individual who receives more than \$600 for services rendered.
12. Archiving all financial records of the LMSC.

Registrar

The Registrar will be appointed by the Chair and will serve as a member of the Board of Directors and the Chair of the Registration Committee. The Registrar is not a member of the Executive Committee. The Registrar must be a currently registered member of USMS and the Ozark LMSC. The Treasurer and the Registrar may not be the same person.

The Registrar shall be responsible for all duties associated with the registration and renewal of club and individual members as required by the Code and USMS (particularly as detailed in Registration section of the USMS Guide to Operations <http://www.usms.org/admin/lmschb/>) and the LMSC Minimum Standards http://www.usms.org/admin/lmschb/lmsc_hb_min_standards.pdf

In order to determine the appropriate number of Club representatives to serve on the Ozark LMSC Board of Directors, the Registrar will report to the Chair the membership numbers for each Club as of June 15th and October 31st of each year.

The Registrar shall also maintain permanent records containing names and current addresses of all registered OZARK-LMSC Masters swimmers, and Clubs. The Registrar shall make the current address file or Registrar's records available to any Member or Club that is organizing an event.

To provide individual Clubs with a means to contact their members, the LMSC Registrar will provide names, addresses, phone numbers, and email addresses to each Club President or expressly appointed designate of each club when requested, no more often than monthly. Upon request, the Registrar will provide monthly updates of newly registered or renewed Club members.

As provided in the Ozark LMSC Communications policy, the Registrar will be responsible for using Club Assistant mass email to send to our members messages that have been approved by the Ozark LMSC Chair. The Registrar will provide postal addresses to the Secretary for any member who has no functioning email address.

The Registrar shall not be a signatory on the Ozark LMSC bank accounts, but may have deposit privileges. Any deposit made to the Ozark LMSC bank account by the Registrar shall be reported to the Treasurer within one week of said deposit.

Other duties include:

1. Processing LMSC Club registrations and USMS swimmer registrations for each calendar year. All Clubs and swimmers MUST register each year.
 - A. Registering new swimmers as well as re-registering existing swimmers as the registrations come in.
 - B. Keeping track of online registrations and sending information to Clubs.
 - C. Sending list of monthly online and regular registrations to the Treasurer.
 - D. Registering new Clubs as well as existing Clubs as the registrations come in.
 - E. Processing transfers and "one event" registrations.
 - F. Printing and mailing USMS membership cards to all swimmers who request them, or arranging for the USMS National office to print and mail these cards.
2. Forwarding checks from individual and Club registrations to the LMSC Treasurer for deposit into the LMSC bank account. If mutually agreed upon by the Treasurer and Registrar, the Registrar may deposit checks and must provide a detailed deposit summary to the LMSC Treasurer including date of

deposit, check number, payee, date of check, amount of each check, and for what purpose (type of registration) the check was written.

3. Sending monthly registration summaries (accounting reports) to the LMSC Treasurer.
4. Communicating via phone and/or email with swimmers, Club reps, LMSC Board members and USMS National Office.
5. Providing prompt responses to email and phone requests.
6. Communicating with the LMSC webmaster to keep Club registration forms and contact information up to date.
7. Tracking down address changes that come in from USMS National Office. Requires emails to swimmer and Club registrar to get correct address for USMS National Office for USMS Swimmer Magazine delivery.
8. Taking care of any other demographic discrepancies that may arise with the USMS National Office.
9. Working with a new Clubs wanting to register and getting approval for Club abbreviations from the USMS National Office.
10. Providing reports to LMSC officers and to clubs on new members, renewals, and statistics related to LMSC membership.
11. It is recommended that the Registrar participate in the USMS Registrars Discussion Forum <http://forums.usms.org/>.

In addition, the Registrar shall perform such duties and have such powers as may be assigned to the Registrar by law, the Code, the Board, the Chair or Ozark LMSC By-Laws.

Legal Counsel/Grievances Committee

The Grievance Committee Chair (Legal Counsel) must be a currently registered member of USMS and the Ozark LMSC. If designed as Legal Counsel, this person must be a licensed attorney-at-law.

The Grievance Committee Chair (Legal Counsel) is appointed by the Chair and shall be a member of the LMSC Board of Directors and non-voting member of the Executive Committee.

The Grievance Committee Chair (Legal Counsel) should be familiar with the Insurance Section of the USMS Guide to Operations <http://www.usms.org/admin/lmschb/>

The Grievance Committee Chair (Legal Counsel) is appointed by the LMSC Chair and is a member of the Review Section for purposes of grievance hearings brought by members of the Ozark LMSC.

Club Representative

Must be a currently registered member of USMS and the Club represented.

Appointed by the respective Clubs in proportion to the number of registered members as described in the Ozark LMSC Bylaws.

Serves as a Director on the Ozark LMSC Board and as a member or Chair of LMSC Committees when appointed by the LMSC Chair.

Attends Ozark LMSC Board meetings as scheduled by the LMSC Chair, representing the respective Club and communicating back to the respective Club the actions of the Board.

Is eligible to be nominated as an officer of the Ozark LMSC Board of Directors.

Sanctions Chair

The Sanctions Chair must be a currently registered member of USMS and the Ozark LMSC.

The Sanctions Chair must be familiar with the USMS rules of competition <http://www.usms.org/rules/>

The Sanctions Chair must be familiar with the Sanctions and Insurance sections of the USMS Guide to Operations <http://www.usms.org/admin/lmschb/>

Duties include

1. Developing and/or maintaining a Sanctions/Recognitions packet to supply to meet directors, etc. who request a sanction or recognition for an event. The packet may include:
 - A. The application for sanction or recognition (pool and open water).
 - B. A Pool Length Certification Form.
 - C. Suggestions for warm-up and warm-down and safety requirements.
 - D. Guidelines for preparing the entry form and meet results.
 - E. "Report of Occurrence" form (used to report ALL incidents, no matter how minor)
 - F. A timeline from application to submission of results.
 - G. Application for National and World records
 - H. Official relay cards
 - I. Certificates of insurance
 - J. Split request forms

2. 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.

3. Ensure that all sanctioned events are listed in the USMS Calendar of Events.
4. Send sanctions fee checks (and indicate which meet it is for) to the LMSC Treasurer. Maintain records of when sanction checks were received and when they were deposited or mailed to the Treasurer. If mutually agreed upon by the Treasurer and Sanctions Chair, the Sanctions Chair may deposit checks, but must provide a detailed deposit summary to the LMSC Treasurer including date of deposit, check number, payee, date of check, amount of each check, and for which event(s) the check was written.
5. Follow up with the LMSC Top Ten Recorder to ensure meet results are submitted in a timely manner.
6. The Sanctions Chair should be aware of the past performance of meet 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 USMS swimming rules and administrative regulations or as stated on the entry form.

Top Ten Recorder

- The Top Ten Recorder must be a currently registered member of USMS and the Ozark LMSC.
- Must be knowledgeable of the Top Ten / Records and Tabulations Section of the USMS Guide to Operations <http://www.usms.org/admin/lmschb/>
- Must be familiar with the USMS rules of competition <http://www.usms.org/rules/>

Mandatory:

- A computer with Internet access
- Software, such as Meet Manager, to compile Top Ten submissions (the specific software used will be based on LMSC needs and available from the LMSC or the Records & Tabulation Committee)
- Good computer skills
- Detail Oriented

Duties include the following:

- Forward and/or upload meet results to the Meet Results database throughout the year for the LMSC's Sanctioned meets and received recognized meets.
- Compile and report individual Top Ten times for each course (SCY, LCM, SCM) from all sanctioned LMSC meets and all received recognized meets, by the deadlines, in the proper format, as described in the Guide to Operations (GTO) http://www.usms.org/admin/lmschb/gto_rectab_general.pdf.
- Report all valid relay times along with the above Top Ten times, per the GTO.
- 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.

Officials Chair

The Officials Chair must be a currently registered member of USMS and the Ozark LMSC.

The Official Chair must be familiar with the **Officials** section of the USMS Guide to Operations <http://www.usms.org/admin/lmschb/> and the USMS rules of competition <http://www.usms.org/rules/>

The LMSC Officials Chair is responsible for implementing policies and procedures to ensure that USMS sanctioned and recognized meets with their LMSC boundaries are conducted uniformly and in accordance with USMS rules and regulation. Depending on the size of the LMSC, number of competitions, and other LMSC policies, these duties may include any or all of the following:

- Maintaining a list of certified officials willing to work USMS sanctioned and recognized meets within the LMSC.
- Providing regular updates on USMS rule changes, current interpretations, lessons learned, and best practices to Meet Directors, Referees and other officials within the LMSC.
- Advising Meet Directors on the appropriate number of officials for specific meets, based on the number of swimmers, venue, and type of meet.
- Assigning Meet Referees or other key officials at LMSC sanctioned competitions. (The name of a qualified Meet Referee and Starter must be included an application for sanction.)
- Assisting Meet Directors in obtaining a sufficient number of qualified officials for scheduled meets.
- 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.)
- Receiving meet evaluation reports from the Meet Referee.
- 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.

LMSC Officials Chairs are encouraged to work closely with their USA-Swimming Local Swim Committee (LSC) counterparts as well as other governing bodies on which the LMSC may rely for officials (NCAA, YMCA, High School Federation). LSC Officials Committees should maintain a schedule of clinics and rosters of certified officials that LMSCs may also be able to utilize.

Coaches Chair

The Coaches Chair must be a currently registered member of USMS and the Ozark LMSC.

The Coaches' Committee Chair provides liaison and coordination with coaches of the Ozark LMSC for educational and communication purposes.

Desired:

- Familiar with the structure of USMS (LMSCs, clubs, workout groups)
- Familiar with the USMS rules of competition
- Familiar with the USMS insurance program
- Familiar with USMS and LMSC procedures for starting a new club

Some Job Duties:

1. Receive communications from the USMS Coaches Committee and distribute that information to coaches within the LMSC
2. Work with the LMSC Registrar to maintain a list of coaches within the LMSC
3. Facilitate communication among the coaches within the LMSC
4. Act as a resource in providing information to the LMSC regarding swimming and training techniques

Fitness Chair

The Fitness Chair must be a currently registered member of USMS and the Ozark LMSC.

The Fitness Committee Chair promotes and encourages an emphasis on physical fitness in the Ozark LMSC.

Some Job Duties:

- Coordinate with pools, teams or groups to promote participation in fitness and postal events
- Create or coordinate local area fitness and postal (or virtual) events
- Promote the USMS Go the Distance event within the LMSC
- Write or solicit articles on local long distance pool accomplishments - submit to USMS and LMSC website, blogs, Facebook page, newsletter

Long Distance/Open Water Chair

The Long Distance/Open Water Chair must be a currently registered member of USMS and the Ozark LMSC.

The Long Distance/Open Water Chair should be familiar with the Long Distance/Open Water Section of the USMS Guide to Operations <http://www.usms.org/admin/lmschb/> and the Sanctions Section as relates to Open Water events.

The Open Water Chair promotes, coordinates, and publicizes the scheduling of all open water swims. The Open Water Chair may assist event hosts in the development of event announcements, entry forms and sanction applications. The Open Water Chair seeks to improve the safety of open water swimming.

Some Job Duties:

- Work with local open water event hosts to promote USMS' common event guidelines, such as entries, results submissions, safety, overall event management
- 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
- 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 championship consideration
- Write or solicit articles on local open water accomplishments - submit to USMS and LMSC website, blogs, Facebook page, newsletter
- Oversee the LMSC open water sanction process (some LMSCs use the Open Water chair to sanction open water events)
- Enhance and maintain local policies based on USMS policies and guidelines for open water
- Submit event results to the Open Water events database (future)

Technology Chair (Webmaster is Chair)

The Technology Chair (Webmaster) must be a currently registered member of USMS and the Ozark LMSC.

The Technology Chair (Webmaster) should be familiar with the Webmasters, Communications and Marketing sections of the USMS Guide to Operations <http://www.usms.org/admin/lmschb/>

The Technology Chair (Webmaster) should be familiar with FTP and HTML editing programs.

The Technology Chair (Webmaster) shall maintain the Ozark LMSC website, keeping it up-to-date with current news and events of interest to our members.

The Technology Chair will post articles, notices, newsletters, etc. with the prior approval of the LMSC Chair.

The Technology Chair will provide advice as to best methods of marketing our LMSC and servicing our membership through the use of technology.

Safety Chair

The Safety Chair must be a currently registered member of USMS and the Ozark LMSC.

The Safety Chair should be familiar with the Insurance Section of the USMS Guide to Operations <http://www.usms.org/admin/lmschb/>

The Safety Committee Chair promotes and disseminates information on all aspects of health and safety for regular practices and events.

Awards Chair

The Awards Chair must be a currently registered member of USMS and the Ozark LMSC.

The Awards Chair should be familiar with the Awards Section of the USMS Guide to Operations <http://www.usms.org/admin/lmschb/>

The Awards Chair will distribute to the membership in February/March nomination forms for the annual Ozark LMSC Service Award and other awards as may be offered in the future. The Awards Chair will collect the award nominations and will present the nominations to the Ozark LMSC Board for their consideration in March.

The Awards Chair will purchase or obtain a suitable award (e.g., sporting goods store gift certificate) and produce or cause to be produced a suitable framed award certificate as designated by the LMSC Board. Recipients of the annual Ozark LMSC Service award may be paid employees, such as coaches, or volunteers, as long as they have served Ozark Masters swimming in a significant way. This award will be presented at the Ozark LMSC Short Course Championship each spring.

The LMSC Board will reimburse the Awards Chair for the pre-approved purchase of above mentioned items.

Records Chair

The Ozark LMSC Records Chair must be a currently registered member of USMS and the Ozark LMSC.

The Records Chair coordinates and maintains Ozark LMSC Swimming Records and publishes them on the Ozark LMSC website for Short Course, Long Course, and Short Course Meters, updating them each season. Only times swum by Ozark LMSC registered members in a USMS sanctioned or recognized

competition will be recognized for the purpose of Ozark LMSC records. However, this does include times swum at USA Swimming sanctioned competitions.

The Records Chair collaborates with the Ozark Top Ten Chair in finding potential Ozark LMSC records among meets swum within our LMSC, but must also check results from meets outside our LMSC where our members may have competed, especially national and international championships.

Multi-Sport Chair

The Multi-Sports Chair must be a currently registered member of USMS and the Ozark LMSC.

The Multi-Sport Chair promotes and disseminates information regarding triathlons and other sports events which may be of interest to our members. Likewise, the Multi-sport Chair promotes and disseminates information about USMS at triathlon and other sports events where we might interest participants in joining US Masters Swimming.

APPROVED AND ADOPTED BY THE BOARD this 23rd day of October, 2011