



U.S. MASTERS SWIMMING

**LMSC Development Committee:
Standards Scorecards & LMSC Resources
September 12, 2013**



**U.S. MASTERS
SWIMMING**

LMSC Development Committee
Members

insert new picture here

Chair **Paige Buehler**
Subcommittee Chairs

- **Chris McGiffin**
- **Tom Moore**
- **Tim Waud**

- Tyler Blessing
- Stacy Broncucia
- Jerry Clark
- Daniel Cox

- Leianne Crittenden
- Randy Crutchfield
- Mary Hull
- Cheryl Kupan
- Michael Moore

- Lynn Morrison
- Nicole Rembach
- Jeffrey Strahota
- Eric Sullivan



U.S. MASTERS SWIMMING

LMSC Development Committee Executive Summary

1. In 2012 scores were very good (93 % overall compliance, 9 LMSCs with 100% compliance), and in 2013 scores were even better (95% overall compliance, 11 LMSCs with 100% compliance),
2. Our overall goal is to strengthen governance and improve operations at the LMSC level. We will continue to provide an annual assessment of standards compliance, and are now also focusing attention on fostering communication and developing resources for LMSC volunteers, including:
 - A. An online resource library, including recommended practices
 - B. Online discussion forums organized by practice area
 - C. Peer-to-peer teleconferences
 - D. Outreach and mentoring through the zone chairs
 - E. Educational seminars and workshops on selected topics
3. The committee needs assistance from other USMS members and USMS committees
 - A. We need “Practice Area Point Persons” – members of USMS committees or others with experience and knowledge, to 1) participate in online discussion forums, 2) participate in (and perhaps lead) peer-to-peer teleconferences and 3) to help identify and document recommended practices
 - B. We need LMSC Officers and volunteers to be engaged in the conversations



**U.S. MASTERS
SWIMMING**

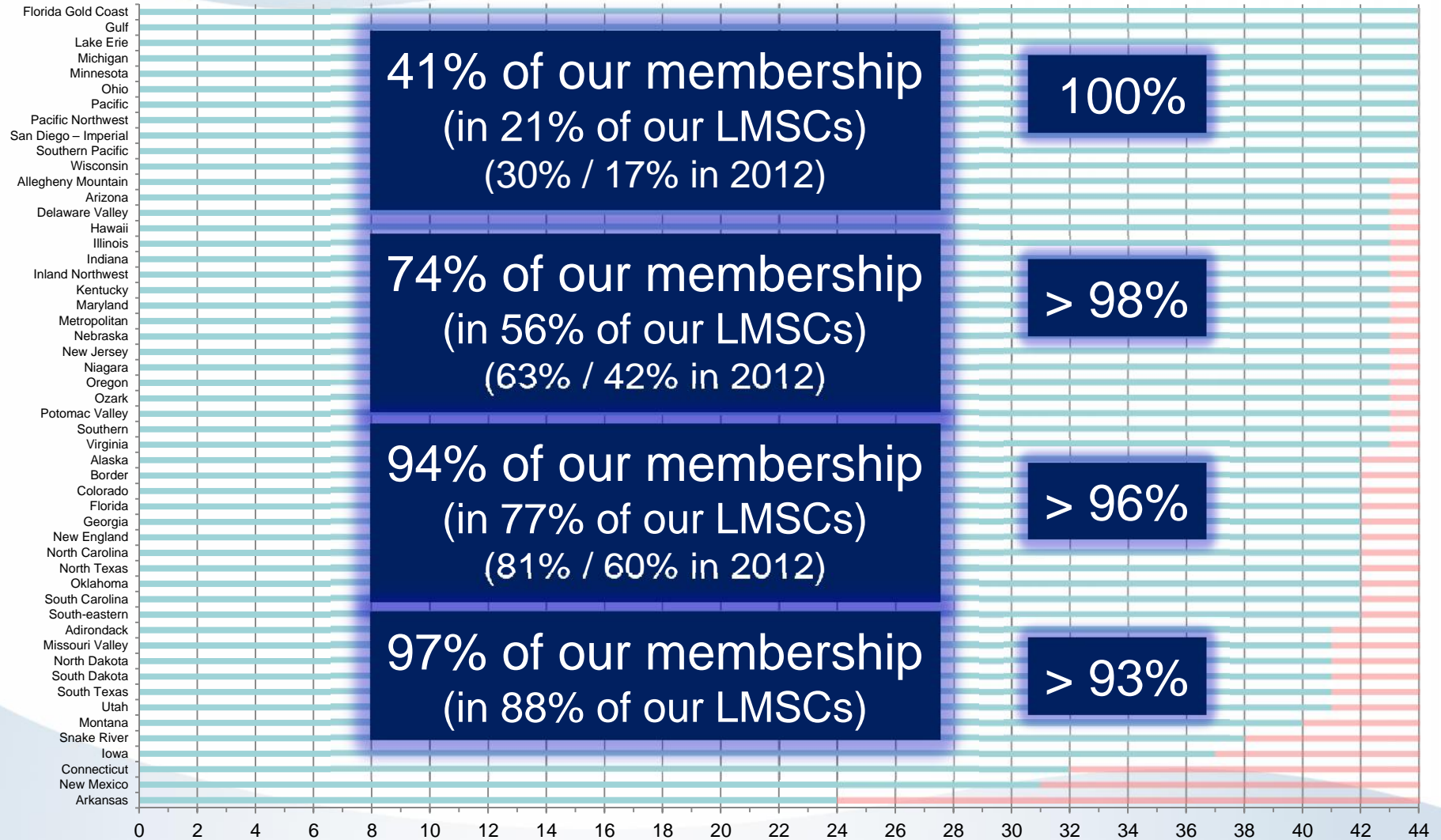
LMSC Development Committee
Outline

- Standards Scorecard Overview
 - 2013 Compliance “Coverage” Graph
- Standards Scorecard Details
 - 2012 and 2013, by Functional Area Graph
 - 2012 and 2013, by LMSC Graph
 - 2012 and 2013, by Standard Graph
 - Opportunities (Standards with Compliance < 90%) List
 - Potential Concerns (Standards where Compliance Decreased) List
 - Strengths (Standards with Compliance = 100%) List
 - Accomplishments (Standards where Compliance Increased) List



U.S. MASTERS SWIMMING

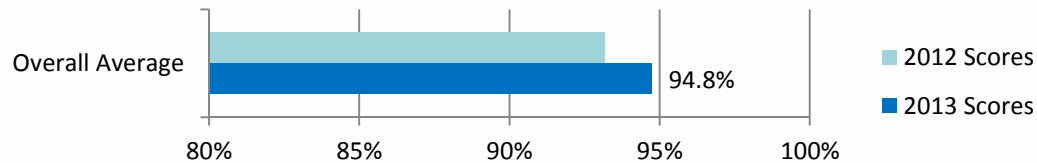
LMSC Standards Scorecard 2013 Compliance "Coverage"



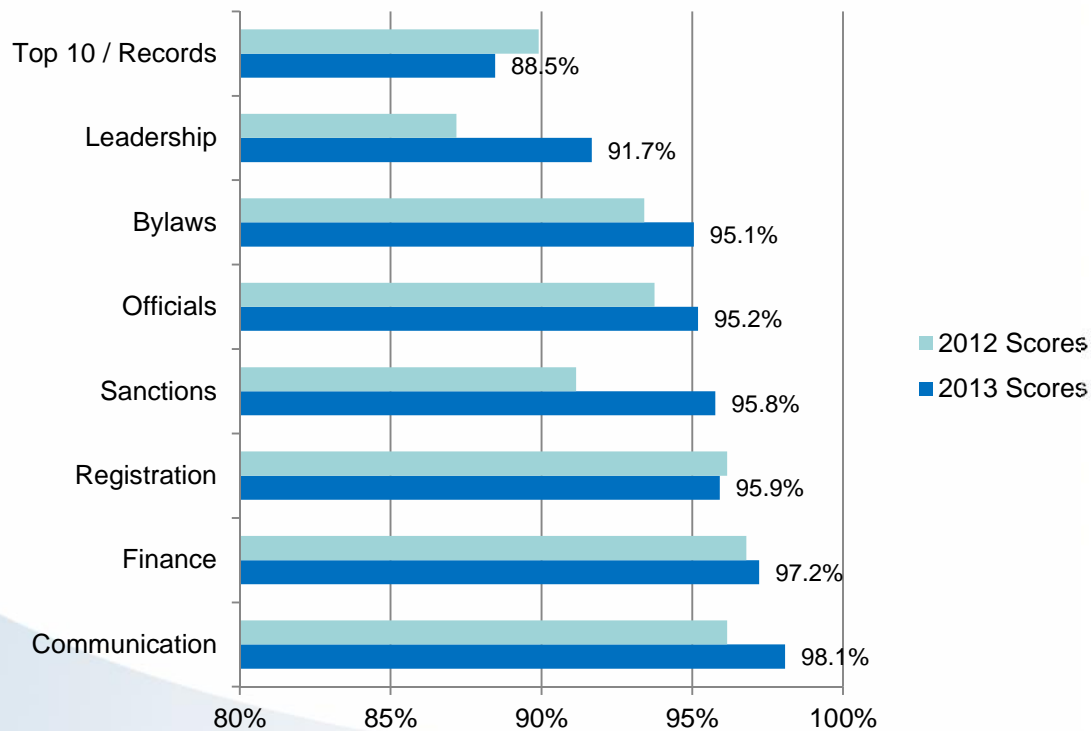


U.S. MASTERS SWIMMING

LMSC Standards Scorecard 2012 and 2013, by Functional Area



Overall Compliance
Increased
from 93.2 % in 2012
to 94.8% in 2013



6 of the 8 Functional Areas
had improvements from
2012 to 2013

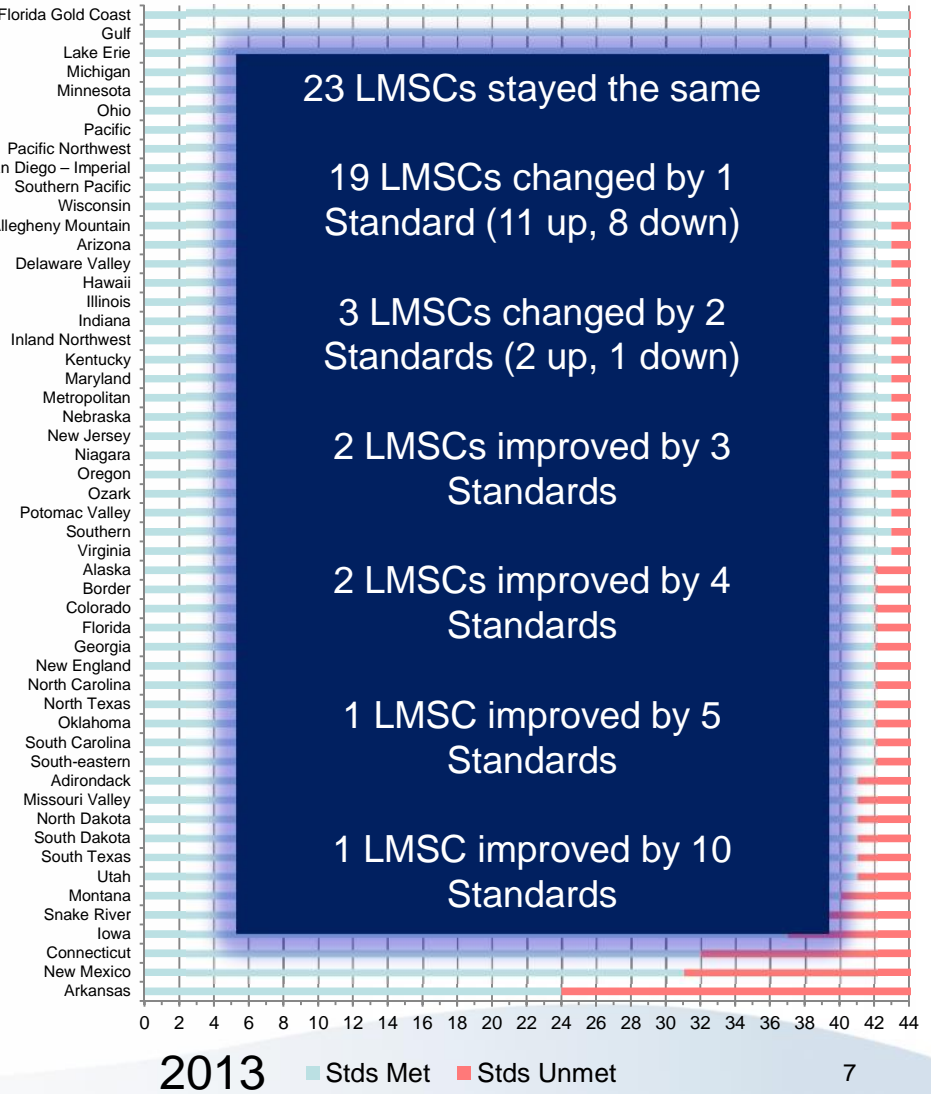
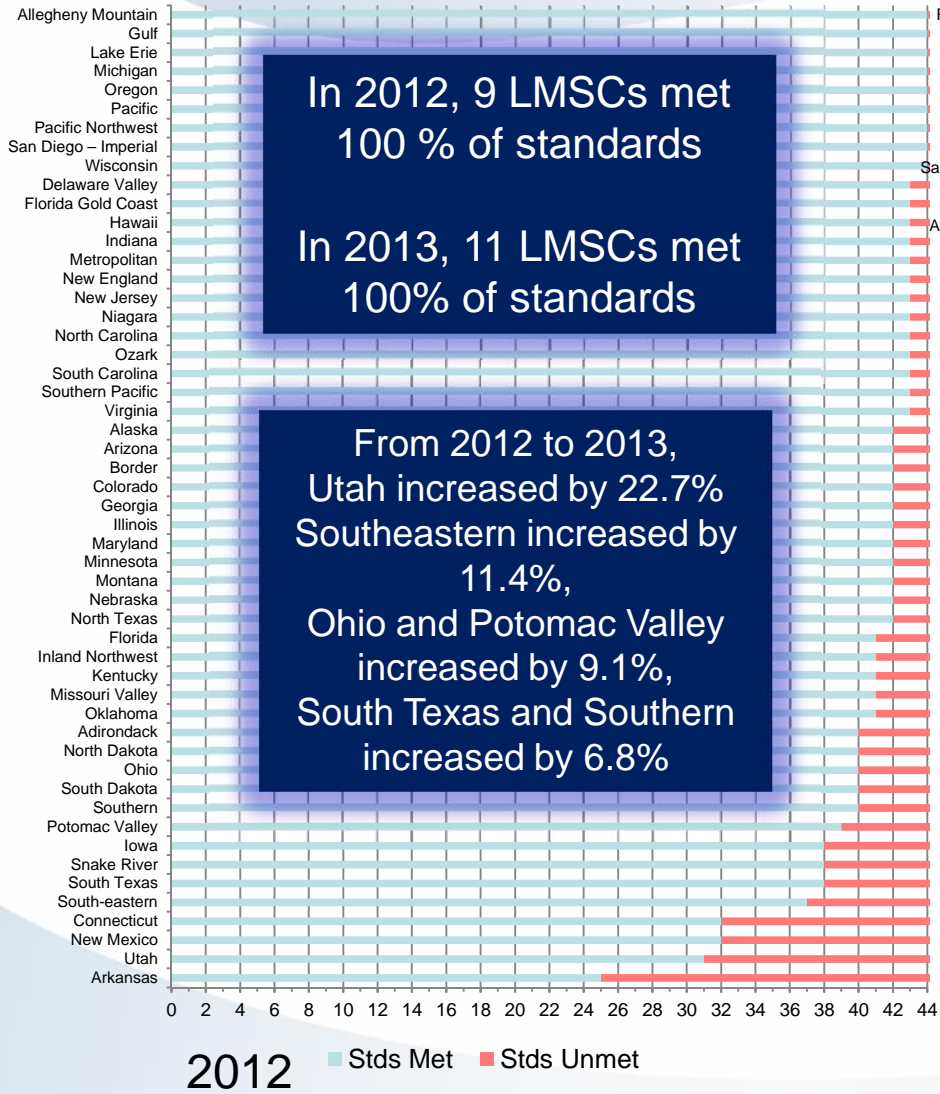
Top 10 / Records decreased from 89.9%
to 88.5% due to more Meet Results
rejected in 2013 for pools not meeting
certification requirements due to stricter
verification process (Standard T3)

Registration decreased slightly from
96.2% to 95.9% due to issues with more
LMSCs providing printed registration
cards in a timely manner (Standard R5)



U.S. MASTERS SWIMMING

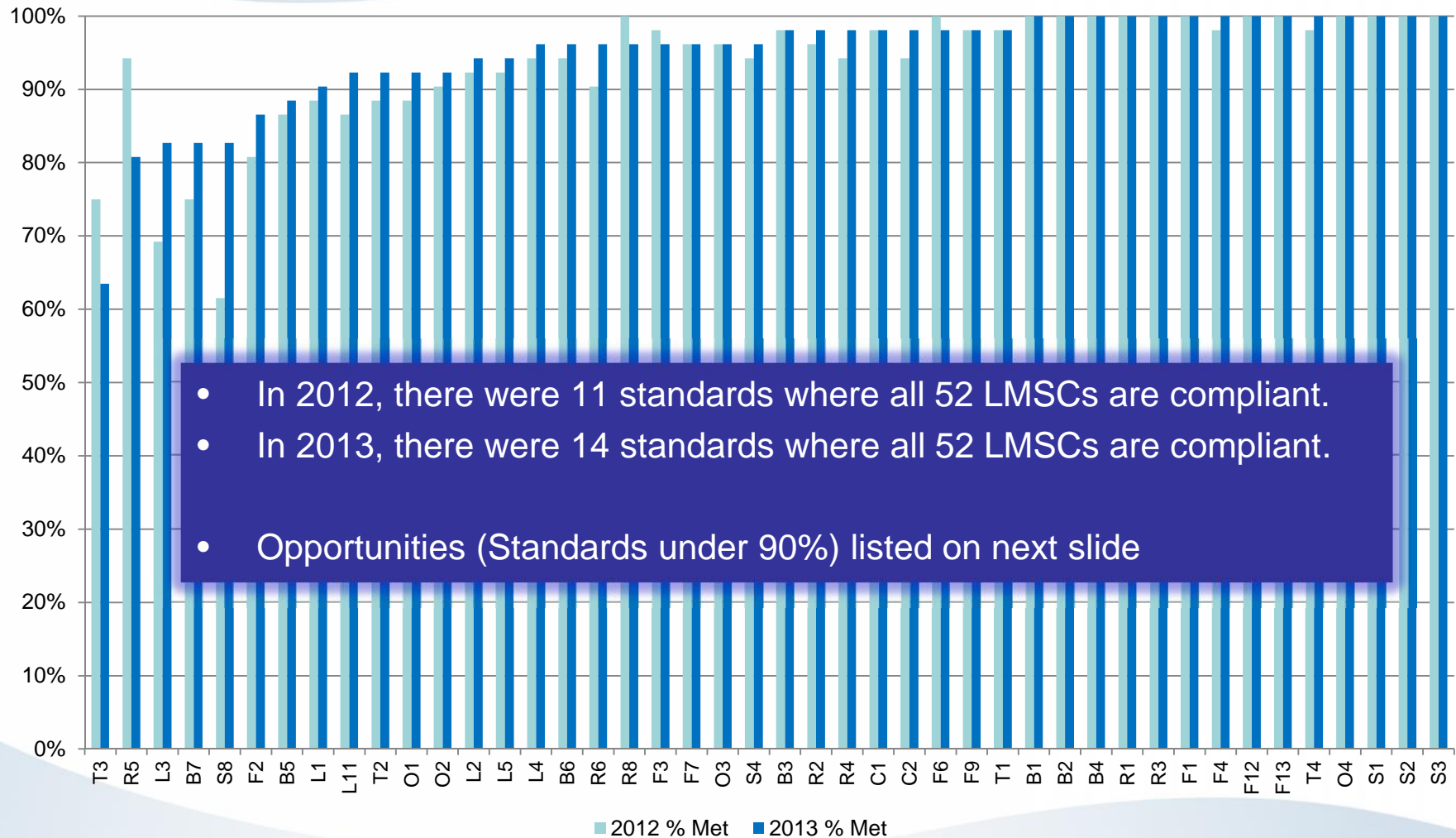
LMSC Standards Scorecard 2012 and 2013, by LMSC





U.S. MASTERS SWIMMING

LMSC Standards Scorecard 2012 and 2013, by Standard



- In 2012, there were 11 standards where all 52 LMSCs are compliant.
- In 2013, there were 14 standards where all 52 LMSCs are compliant.
- Opportunities (Standards under 90%) listed on next slide



U.S. MASTERS SWIMMING

LMSC Standards Scorecard Opportunities

Standards with Compliance < 90%

- **T3 (63%)** Ensure that all results are from facilities that meet pool certification requirements. [in 2013, verification of pool measurements were required to be submitted] [T3 also on Potential Concerns List]
- **R5 (81%)** Print and deliver cards for all paper registrations and if requested, to online registrants within 14 days of registration by a member. [R5 also on Potential Concerns List]
- **L3 (83%)** Appoint or elect: Registrar (cannot be the same person as the Treasurer), Vice Chair, Communications Chair (newsletter/webmaster), Top 10 Recorder, Sanctions Chair, Coaches Chair, Officials Chair (Note: one person may cover more than one position, unless otherwise indicated). [L3 also on Accomplishments List]
- **B7 (83%)** LMSC bylaws and/or policy shall describe the duties and responsibilities of the chair, the position responsible for pool meet sanctions and recognitions, the position responsible for long distance/open water event sanctions and recognitions, the financial officer, the position responsible for membership registration, the position responsible for recording meeting minutes, the position responsible for recording and reporting Top 10 times, the position responsible for reporting USMS and world records. [B7 also on Accomplishments List]
- **S8 (83%)** All USMS sanctioned or recognized event results shall be uploaded to the online meet results section of the usms.org website within two (2) weeks of an event end date. [S8 also on Accomplishments List]
- **F2 (87%)** LMSC bonding insurance provided by USMS, which covers LMSC officers, requires the following: (a.) Bank accounts be reconciled annually by a person other than a person who is authorized to sign checks (b) Dual signatures are required on all checks of \$5,000 or more. [F2 also on Accomplishments List]
- **B5 (88%)** LMSC bylaws shall contain a provision for handling disputes within the LMSC.



U.S. MASTERS SWIMMING

LMSC Standards Scorecard Potential Concerns

Standards where Compliance Decreased

- **R5 (-13.5%)** Print and deliver cards for all paper registrations and if requested, to online registrants within 14 days of registration by a member. [R5 also on Opportunities List]
- **T3 (-11.5%)** Ensure that all results are from facilities that meet pool certification requirements. [in 2013, verification of pool measurements were required to be submitted] [T3 also on Opportunities List]
- **R7 (-1.9%)** Make USMS registration forms available for prospective members.
- **F6 (-1.9%)** Submit annual financial statements to USMS National office within four months of the LMSC's year.
- **F3 (-1.9%)** Checks received from USMS are deposited within 60 days of receipt.



U.S. MASTERS SWIMMING

LMSC Standards Scorecard Strengths

Standards with Compliance = 100%

- **B1 (100%)** Each LMSC shall be governed by bylaws consistent with USMS objectives and goals and the state(s) in which the LMSC is located.
- **B2 (100%)** LMSC bylaws must provide for the periodic election of LMSC officers.
- **B4 (100%)** A copy of the current LMSC bylaws shall be on file with the USMS National Office.
- **R1 (100%)** Notify clubs of USMS club renewal process no later than October 31st.
- **R3 (100%)** Notify current members of USMS renewal process.
- **F1 (100%)** Registrar and treasurer must be separate individuals.
- **F4 (100%)** Registration payments are made to USMS within one week of receipt of prior month's invoice from National Office unless amount is clearly immaterial. All payments for registration, regardless of amount, are due within 60 days to National Office.
- **F12 (100%)** The LMSC, as a tax exempt organization, must file an annual return with the IRS. Based on the amount of gross receipts and total assets, the return will be either Form 990, 990-EZ or 990-N (e-Postcard). Because the dollar thresholds change from year to year we have not listed them here. You can find information at www.irs.gov/charities/. You may use the USMS Controller as a resource if you need assistance.
- **F13 (100%)** Report any changes of treasurer or registrar to the National Office Administrator, Registration Committee Chair, and Controller as soon as known. Information is to include: name, address, phone, and email.
- **T4 (100%)** Ensure that all record applications are processed in a timely manner.
- **O4 (100%)** LMSC Officials Chair shall have a current hardcopy of the USMS rulebook.
- **S1 (100%)** Provide a process for obtaining an LMSC sanction or recognition after determining that all prerequisites are met (e.g., officials, pool length).
- **S2 (100%)** All USMS sanctioned or recognized events shall be listed using the USMS Calendar of Events/Sanction Request Tool.
- **S3 (100%)** All sanctioned and recognized events shall be run according to USMS rules and regulations. Ensure all participants are USMS members for sanctioned events.



U.S. MASTERS SWIMMING

LMSC Standards Scorecard Accomplishments

Standards where Compliance Increased

- **S8 (+ 21.2%)** All USMS sanctioned or recognized event results shall be uploaded to the online meet results section of the usms.org website within two (2) weeks of an event end date. [S8 also on Opportunities List]
- **L3 (+ 13.5%)** Appoint or elect: Registrar (cannot be the same person as the Treasurer), Vice Chair, Communications Chair (newsletter/webmaster), Top 10 Recorder, Sanctions Chair, Coaches Chair, Officials Chair (Note: one person may cover more than one position, unless otherwise indicated). [L3 also on Opportunities List]
- **B7 (+ 7.7 %)** LMSC bylaws and/or policy shall describe the duties and responsibilities of the chair, the position responsible for pool meet sanctions and recognitions, the position responsible for long distance/open water event sanctions and recognitions, the financial officer, the position responsible for membership registration, the position responsible for recording meeting minutes, the position responsible for recording and reporting Top 10 times, the position responsible for reporting USMS and world records. [B7 also on Opportunities List]
- **L11 (+ 5.8%)** Follow the USMS logo style guide and use the logo appropriately. Obtain approval from USMS National Office before allowing a 3rd party to use, or contracting with third party to use, the logo on merchandise, or when a club or sanctioned event uses or contracts to use the logo.
- **R6 (+ 5.8%)** Deposit checks and cash for registrations in a timely manner and reconcile registrations, donations, etc., with money received. The registrar (or designated person other than the registrar) who makes the deposits, shall keep the treasurer informed as to the deposit amounts and categories.
- **F2 (+ 5.8%)** LMSC bonding insurance provided by USMS, which covers LMSC officers, requires the following: (a.) Bank accounts be reconciled annually by a person other than a person who is authorized to sign checks (b) Dual signatures are required on all checks of \$5,000 or more. [F2 also on Opportunities List]