

<b>Committee Name:</b>	LMSC Development	<b>Session #:</b>	<b>Report #:</b>
<b>Committee Chair:</b>	Paige Buehler	<b>Vice Chair:</b>	Michael Moore
<b>Minutes recorded by:</b>	Sally Dillon	<b>Date/time of meeting:</b>	July 18, 2016 – 5:30pm PDT

## Motions Passed:

1. MSA – Ratify offline decision to approve meeting minutes from May 16, 2016.
2. MSA – Approve the submitted legislation proposal to change 502.10
3. MSA – Amend committee policies to include guidelines on committee recommendations to VP Local Operations for financial assistance to LMSCs for delegates to attend annual meetings.

**Number of committee members present: 10**

**Absent: 8**

**Number of other delegates present: 0**

**Committee members present (list all, including chair and vice chair):** Paige Buehler, Michael Moore, Linda Chapman, Jerry Clark, Viki Hill, Marcia Anziano, Matt Hooper, Sally Dillon, Bruce Rollins, Mary Hull

## Minutes

The meeting was called to order at 5:37pm PDT

1. May 16 meeting minutes were approved using surveymonkey. MSA to ratify approving the minutes outside of a meeting.
2. LMSC Standards policy revisions – Paige for Hugh
  - a. Chris reported via email that the version attached to the meeting announcement was approved by the BOD with one grammatical change (but we don't know what it was). The board discussed the revisions at their June meeting, and voted on it this past weekend in Sarasota. Paige acknowledged the great work by Hugh Moore for tracking the changes throughout the process of approval. It needs to get published, which we assume will be preceded by the BOD's approval of their meeting minutes. Paige will check to see if we can publish them prior to the posting of the minutes. It would be good to give the LMSCs the info so they can be prepared to ask questions at convention. Message should come from Paige and Chris to represent the committee and board.
  - b. Legislation proposal to change 502.10 – ratify submission – Hugh recommended we revise the legislative article that deals with LMSC Standards as follows:

Each LMSC shall ~~meet the required standards comply with LMSC Standards policy established approved~~ by the USMS Board of Directors and ~~published in the USMS Policy Manual~~ posted on the USMS website.

The proposal has already been submitted to Legislation so we would need to pull this. It was suggested that we underline, quote, or italicize “USMS Policy Manual” in the rationale. Paige will consult Meg Smath to see if this is still possible. MSA to approve the submitted legislation proposal to change 502.10.

3. Subcommittee Reports
  - a. Practices & Standards Subcommittee
    - i. Surveying LMSC Standards – the timeline is different than anticipated due to the delay in Board approval. The schedule will be pushed till after convention. Discussion around when to survey the LMSCs against the new LMSC standards policy. Paige thought we should do the survey right after convention to provide data with which we could react for Mentoring and Education topics. Marcia said that people on our committee know things that many others don't – such as how to find things on the website. The average person doesn't know how to find these resources. She suggests we do this right away as a preliminary check, and then we can help them with what they need help with. It even takes board members a long time to figure out what is going on in their LMSCs. We circled back to the idea that most of the standards are the same, just the wording is different. Michael likes doing it sooner rather than later. If we indicate we are evaluating their standards, the LMSCs might be inspired to get these done. Marcia wants us to be “nice” about the survey and the results. Linda wondered if we do this now, would want to do it again next spring. Michael suggested that we only do it again in 2017 for those who fell short of the goal and need remediation.
    - ii. Consensus decision: use convention to promote and education about the revised standards. Conduct a full standards survey in the fall. Follow-up with those needing remediation and re-evaluate those before the end of June. Present that info at 2017 convention. Linda and subcmte are building surveys: one for the LMSC chair, one for the LMSC treasurer. Combine with data that is provided from the National Office and National Swims Admin. At convention we develop the parameters of our LMSC survey.

b. Education Subcommittee

i. Webinars

1. Conflict of Interest – May 15 & May 25 – both went well. It should be put in rotation every couple of years on a regular basis.
2. Dual sanctioning – Paige has been working with Tim Waud who is very busy with Summer Nationals. Will re-energize after August.

ii. Convention Workshops – We will be responsible for 7 workshop this year.

1. Investing in your LMSC, reprised from 2012;
2. ALTS and SSL grants
3. Avoiding Grievances & Resolution
4. USMS Officials Certification
5. Social Media driver- how your LMSC can get behind the wheel
6. Diversity and getting underserved populations into Masters Swimming;
7. Saturday unopposed: “Speed dating” with Committee chairs – Discussion around how many stations with each committee. Sally says split half this year, half next year. Or offer all and let them pick which they can attend. Matt says “don’t leave any out”. Mike suggests grouping similar committees close to each other. Sense of the group is to do all cmtes this year and make people pick. The subcommittee needs to suggest groupings.

c. Mentoring subcommittee

i. P2P teleconferences - Jerry

1. Recent – Marcia did good job with registrars call last night 7/17.
2. Upcoming
  - a. Bruce will host Communications/Webmasters on Aug 15.
  - b. Michael will host Chairs/VCs in October (date TBD)
  - c. Hugh hopefully will host Secretaries in November (date TBD)
  - d. Jerry to host with Mary Jurey as the content expert for Fitness Chairs in December. Jerry wondered if we should use a convention year or calendar year for P2Ps. Paige likes calendar year so the fall events are publicized prior to convention. Michael mentioned that we discussed previously to skip convention month and the month of December. Paige said if we go with early Dec the attendance is good. Jerry wants us to get the minutes of the calls into Streamlines for Volunteers; also to the chairs and full committees of the subject call. Paige said she has sent some and they are stuck in the secretary’s pipeline. Sally thinks we need to push to get these things done.

ii. Convention financial assistance – policy proposal. Approved. This would take effect for 2017. Committee agrees to apply the “perennial” portion of the policy for 2016. Paige to notify Chris S.

4. Annual committee report – any changes or corrections are requested by Friday, 7/22 via email to Paige.
5. Annual meeting agenda – The committee agreed to review subcommittee work using written reports that we can distribute with the attendance sheet and delay setting 2017 goals until the meeting after convention. This will allow us more time (40 min of the 75 min) to focus on the new version of the LMSC Standards policy and answer questions from the audience.
6. Face to face goals – none immediately thought of.
7. LMSC Summit pre-planning – 2017 is when the 2<sup>nd</sup> biannual LMSC Leadership Summit is schedule to be held. Discussion included this committee’s potential role in organizing the event and that Paige is nudging the Board to include Zone Chairs in the list of invitees.

The meeting was adjourned at 7:22pm PDT

Next meeting: Thursday, Sept. 22 @ 2:00 – 3:15 PM at USMS Annual Meeting – Atlanta, GA Sept. 21-25

---

## LMSC Standards

### 1 Preamble

It is in the best interests of USMS that our Local Masters Swimming Committees deliver consistent high-quality services at a standard level across the country. To achieve that goal, the LMSC, under the leadership of its chair, is responsible for meeting the required level of service set forth in this policy. Resources are available from USMS to assist LMSCs in fulfilling these standards. The LMSC Development Committee is available specifically to assist LMSCs with achieving these standards.

These standards of service and governance are divided into Mandatory Standards and Target Standards. Mandatory Standards are the most critical standards. All LMSCs are expected to be fully compliant with Mandatory Standards. These are subject to a remediation procedure if they are not met. All LMSCs are expected to strive to be compliant with all Target Standards. However, even a highly functioning LMSC may occasionally miss one or more of these standards. In such cases, the shortfalls must be quickly resolved.

This document may be amended periodically by the USMS Board of Directors.

### 2 Mandatory Standards

The following Mandatory Standards are required for all LMSCs:

#### 2.1 Mandatory Bylaws and Administrative Standards

- 2.1.1 Each LMSC shall be governed by bylaws consistent with USMS objectives and goals (*article 502.2: Bylaws*) and applicable state laws.
- 2.1.2 LMSC bylaws shall provide for the periodic election of LMSC officers (*article 502.4: Election of Officers*).
- 2.1.3 LMSC bylaws shall require that the LMSC hold an annual meeting that is open to all individual members of the LMSC (*article 502.3: Annual Meeting*).
- 2.1.4 LMSC bylaws shall contain a provision for handling disputes within the LMSC (*article 403.2: Jurisdiction of the LMSC*). Note: Procedures may be addressed in LMSC policies.
- 2.1.5 Each LMSC shall submit a copy of its current bylaws to the USMS National Office (*article 502.5: Filing of Bylaws*).
- 2.1.6 [Each LMSC shall prepare and submit annual meeting minutes to the USMS National Office and retain a copy for the LMSC archive \(\*article 502.7: Records and Record Keeping\*\).](#)
- ~~2.1.6~~ 2.1.7 Club business shall not be conducted during an LMSC meeting (and vice versa).

#### 2.2 Mandatory Leadership Standards

- 2.2.1 Each LMSC shall elect [the following officers](#) at a minimum:
  - A. Chair
  - B. Treasurer
  - C. Secretary
- 2.2.2 Each LMSC shall appoint or elect:
  - A. Registrar (cannot be the same person as the treasurer)
  - B. Vice chair (cannot be the same person as the chair)
  - C. Top 10 recorder
  - D. Sanctions chair(Note: One person may cover more than one position, unless otherwise indicated).

2.2.3 Each LMSC shall appoint member(s) to the USMS House of Delegates and ensure that at least one delegate attends the annual meeting (*article 504.1.1*).

~~2.2.3~~ 2.2.4 Each LMSC shall ensure that all officers and members of its board of directors are current USMS members (*article 501.2.5, Mandatory Membership*).

~~2.2.4~~ Each LMSC shall prepare and submit annual meeting minutes to the USMS National Office and retain a copy for the LMSC archive (*article 502.7: Records and Record Keeping*).

Formatted: Indent: Left: 0", Hanging: 0.25", Space Before: 2 pt

Formatted: Font: Italic

Formatted: Normal, Indent: Left: 0", First line: 0"

### 2.3 Mandatory Financial Standards

2.3.1 Each LMSC shall ensure compliance with section VIII: *Local Masters Swimming Committees Functions*, of the *USMS Financial Operating Guidelines*.

2.3.2 The LMSC registrar and treasurer shall be separate individuals.

2.3.3 Each LMSC shall use the same fiscal year as USMS (*article 508.1: Fiscal Year*), which is a calendar year.

2.3.4 Each LMSC shall submit annual financial statements to the USMS National Office by April 30 (*article 502.7: Records and Record Keeping*). The financial statement shall include an income statement with itemized revenues and expenditures and a balance sheet, prepared using sound accounting principles.

2.3.5 LMSC bank accounts shall be reconciled at least annually by a person other than a person who is authorized to sign checks.

2.3.6 LMSC expenditures of \$5,000 or more shall require LMSC Board of Directors' approval unless the expenditure is authorized in an annual operating budget.

2.3.7 LMSC bank accounts shall be separate and distinct from any other account (*article 502.8: Financial Controls*). LMSCs may not commingle funds with club funds for any reason or accept payment for matters not pertaining to the LMSC, member registration, or LMSC sanctioned or approved events.

2.3.8 Each LMSC, as a tax-exempt organization, shall 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, they are not listed here.

### 2.4 Mandatory Event Standards

2.4 Each LMSC shall administer processes that ensure compliance with the following:

Formatted: Normal

~~2.4.1~~ 2.4.1 Each LMSC shall ensure that all sanctioned and recognized events are run according to USMS rules and regulations.

~~2.4.2~~ 2.4.2 Each LMSC shall ensure that all participants in sanctioned events are USMS members or members of their country's Masters organization (*article 202.1: Sanctions*).

~~2.4.3~~ 2.4.3 Each LMSC shall ensure that all meets comply with *article 103.2: Required Personnel*.

~~2.4.4~~ 2.4.4 Each LMSC shall ensure that all sanctioned open water events comply with *article 303.8: Officials*.

~~2.4.5~~ 2.4.5 The LMSC shall ensure that entry forms for all sanctioned events include the current waiver liability release (*article 202.1.1A(1)*). The waiver liability release and requirements for its use are available on the USMS website on the *Policies and Governance* page under the *For Volunteers* tab.

2.4.6 All sanctioned events are submitted to the USMS Calendar of Events via the online tool available on the USMS website.

## **2.5 Mandatory Top 10 Standards**

- 2.5.1 Each LMSC shall submit results from meets in its territory that are eligible for the Top 10 times to USMS by the deadline for each course (*article 105.1.2: Deadlines*).

## 2.6 Remediation Procedure for LMSCs That Fail to Meet Mandatory Standards

- 2.6.1 **Purpose** – This procedure’s primary purpose is to assist LMSCs with attaining and maintaining LMSC Mandatory Standards.
- 2.6.2 **Notice of LMSC Not Maintaining Mandatory Standards** – Any member of U.S. Masters Swimming or any employee of U.S. Masters Swimming may notify the vice president of local operations (VPLO) that an LMSC has fallen below its Mandatory Standards.
- 2.6.3 **Investigation** – Upon receipt of a notice that an LMSC has fallen below its Mandatory Standards, the VPLO will determine, within 14 days of receipt of the notice, whether the complaint is warranted and then notify the person who filed the complaint and the chair of the LMSC Development Committee of this determination.
- 2.6.4 **Resolution** — If the VPLO determines that the complaint is warranted, the VPLO will, within one month of the receipt of notice, consult with the LMSC and develop a remediation plan that includes deadlines. The VPLO will provide details of the remediation plan to the chair of the LMSC, the chair of the LMSC Development Committee, and the [USMS](#) Board of Directors.
- 2.6.5 **Remediation** – The VPLO may revise the remediation plan, including deadlines, at any time. As long as the LMSC is in compliance with the remediation plan, no further action will be taken. Upon completion of the remediation plan, the VPLO will notify the chair of the LMSC, the chair of the LMSC Development Committee, and the [USMS](#) Board of Directors. If the LMSC does not comply with the remediation plan, the VPLO will notify the chair of the LMSC, the chair of the LMSC Development Committee, and the USMS Board of Directors.
- 2.6.6 **Board of Directors Action for Unsuccessful Remediation** — Unsuccessful remediation is deemed a very significant failure of the LMSC. [The USMS Board of Directors has the duty to oversee any such failure and may impose limitations on the LMSC for failure to meet Mandatory Standards following an unsuccessful attempt at remediation. If remediation is unsuccessful, the USMS Board of Directors is authorized to impose and enforce penalties or other remedial actions related to the failed Mandatory Standard.](#)

### **3 Target Standards**

The following Target Standards are expected for all LMSCs:

#### **3.1 Target Bylaws and Administrative Standards**

- 3.1.1 Each LMSC shall ensure that current LMSC bylaws and policies are easily accessible to all members.
- 3.1.2 LMSC bylaws and/or policy shall describe the duties and responsibilities of:
  - A. The chair
  - B. The treasurer
  - C. The secretary
  - D. The registrar
  - E. The position responsible for recording and reporting Top 10 times
  - F. The position responsible for pool meet sanctions and recognitions
  - G. The position responsible for long distance/open water event sanctions and recognitions
  - H. The position responsible for reporting USMS and world records.

#### **3.2 Target Leadership Standards**

- 3.2.1 Each LMSC shall appoint or elect:
  - A. Coaches chair
  - B. Officials chair(Note: one person may cover more than one position, unless otherwise indicated)
- 3.2.2 Each LMSC shall ensure that all elected or appointed volunteer leaders of an LMSC are current USMS members.
- 3.2.3 Each LMSC shall follow the *U.S. Masters Swimming Brand Logo Style Guide*, located on the USMS website under *Guide to Operations*, and use the logo appropriately. Note: Third parties not listed as authorized users must get permission from the National Office before using the logo.

#### **3.3 Target Financial Standards**

- 3.3.1 Each LMSC's financial records shall be reviewed annually by someone other than the LMSC's treasurer.
- 3.3.2 Each LMSC shall ensure that checks received from USMS are deposited within 30 days of receipt.
- 3.3.3 Each LMSC shall make payments to USMS within one week of receipt of an invoice from the National Office unless the amount is clearly immaterial.
- 3.3.4 Each LMSC shall maintain documentation for all revenues and expenditures in accordance with IRS guidelines.
- 3.3.5 Each LMSC shall prepare an annual LMSC operating budget.
- 3.3.6 Each LMSC shall report any changes of treasurer or registrar to the USMS Membership Director as soon as known.

### 3.4 Target Event Standards

- 3.4.1 Each LMSC shall ensure that sanctioned meets comply with *article 103.3: Qualification of Officials*.
- 3.4.2 Each LMSC shall ensure that all officials who report to an event are briefed on USMS rules, including current interpretations.
- ~~3.4.3~~ [Each LMSC shall ensure that all sanctioned and recognized events are submitted to the USMS Calendar of Events via the online tool available on the USMS website. \[Note: moved to 2.4.6, but without recognized events.\]](#)
- ~~3.4.4~~ [3.4.3](#) Each LMSC shall ensure that all USMS sanctioned or recognized event results are uploaded to the online meet results section of the USMS website within two weeks of an event's end date.

### 3.5 Target Top 10/Records Standards

- 3.5.1 Each LMSC shall comply with the *Top 10 and Records & Tabulation* section of the *USMS Guide to Operations*.
- 3.5.2 Each LMSC shall ensure that all results submitted for Top 10 times are from facilities that meet pool certification requirements (*article 105.1.6: Pool Certification* and *article 105.1.7: Pool Measurement*).
- 3.5.3 Each LMSC shall ensure that all record applications are submitted by appropriate deadlines (*article 105.1.2: Deadlines*).

### 3.6 Target Registration Standards

- 3.6.1 Each LMSC shall process individual and club registrations within 14 days of receipt.
- 3.6.2 Each LMSC shall print and deliver cards for all paper registrations and, if requested, to online registrants within 14 days of registration by a member. Paper registration forms may include an opt-out option, which may be honored by the LMSC.
- 3.6.3 Each LMSC shall deposit checks and cash for registrations ~~in a timely manner~~ [within 30 days of receipt](#).
- 3.6.4 Each LMSC shall reconcile registrations, donations, etc., with money received.
- 3.6.5 The registrar shall keep the treasurer informed as to deposit amounts and categories.
- 3.6.6 Each LMSC shall maintain original signed paper registration documents (dry, secure, and safe) for the legal time period as required by state law.

### 3.7 Target Communications Standards

- 3.7.1 Each LMSC shall maintain an LMSC website that at a minimum makes the following available:
  - A. Link to online registration as well as a printable registration form
  - B. LMSC bylaws
  - C. Contact information for one or more officers.
- 3.7.2 Each LMSC shall send communications to all its members at least once a year.



Submitted by LMSC Development Committee

Proposed Change:

Each LMSC shall ~~meet the required standards~~ comply with LMSC Standards policy established approved by the USMS Board of Directors and ~~published in the USMS Policy Manual posted on the USMS website.~~

Rationale:

LMSC Standards have been revised so that there is no longer a distinction between required and suggested. This revision to 502.10 allows for future revisions to LMSC Standards without creating potential ambiguities between 502.10 and the actual standards. The standards have not been established by the BOD, but rather through a process involving many USMS Committees. Finally, they are not part of the USMS Policy Manual document, but are easily found on the USMS website using a simple search.

[Input from the LMSCDC was that the rationale as to where the LMSC Standards policy is found is a little complex. The Stds policy is not even on the Policies and Governance page but is within the Guide to Operations (to which there is a link on the P&G page) and then under the "LMSC Management" section. However, using the Search tool on usms.org and the phrase "LMSC Standards" takes any user straight to the document.]

/s/ Paige Buehler

LMSC Development Committee, chair

Formatted: Font: Italic

Formatted: Font: Not Italic

Proposed addition to the LMSCDC policies as Item #IV and renumber subsequent.

#### Convention financial assistance

The LMSC Development Committee can make recommendations to the Vice President of Local Operations as to which LMSCs are in need of financial assistance in order to send their allotted delegates to the annual meeting.

LMSC Development Committee will recommend assistance as follows:

- A. Perennial assistance
  - a. Alaska and Hawaii – \$500 each, unless convention is held in either of those states, as an offset for simply getting to the mainland U.S.
  - b. Small LMSCs – with membership:
    - i. Under 50 - \$700
    - ii. 50-99 - \$500
    - iii. 100-150 - \$300
  - c. In order to receive the assistance, the LMSC must have sent a delegate for two of the previous three years
- B. As-needed assistance
  - a. LMSCs may request financial assistance for other circumstances
  - b. Requests should be received by the same date that at-large delegate requests are due to the president of USMS
  - c. Items to include in request
    - i. Name of delegate
    - ii. Reason for requesting assistance
    - iii. LMSC financial information including current assets and liabilities and any forecasted cash flows to help illustrate the financial need
    - iv. Other grants/assistance to which the LMSC is entitled
  - d. LMSC Development Committee will review all as-needed requests and make recommendations to the VPLO within 10 days
- C. Receiving assistance
  - a. All financial assistance will be based on reimbursement and may not exceed actual amount spent on allowable convention expenses per Financial Operating Guidelines
  - b. Requests for reimbursement shall use the USMS Reimbursement Form on the Financial Policies section of usms.org and submitted to the Vice President of Local Operations for approval
  - c. Zone Chairs shall assist as needed with ensuring eligible LMSCs are reimbursed

## Illustrations:

### Forecasted Allotments

- ) 2015 LMSCs under 50: Border
- ) 2015 LMSCs under 100: North Dakota, South Dakota
- ) 2015 LMSCs under 151: Arkansas

Total perennial assistance based on policy proposal: \$3,000

VPLO financial assistance budget for last 6+ years: \$3,000

### Small LMSC - Segmentation based on Burden Per Member

Average Convention Expense: \$940

Registration 180 + Hotel 300 + Ground Xport 60 + Airfare 400\*

\*I looked up origination in El Paso, Little Rock, and Grand Forks, ND to the following convention destinations: ATL, DFW, JAX for Sept 21-25 this year and roughly averaged airfare.

BORDER \$700

$\$940/39 = \$24/\text{member}$

$\$240/39 = \$6.14/\text{member}$

DAKOTAS \$500

$\$940/93 = \$10.10/\text{member}$

$\$440/93 = \$4.73/\text{member}$

ARKANSAS \$300

$\$940/124 = \$7.58/\text{member}$

$\$640/124 = \$5.16/\text{member}$