

Committee Name:	LMSC Development Committee	Session #:	Report #:
Committee Chair:	Paige Buehler	Vice Chair:	Michael Moore
Minutes recorded by:	Paige Buehler	Date/time of meeting:	February 22, 2016 5:30pm PST

Motions Passed:

1. None

Number of committee members present: 13	Absent: 4	Number of other delegates present: 0
Committee members present (list all, including chair and vice chair): Paige Buehler, Michael Moore, Jerry Clark, Linda Chapman, Tim Lecrone, Lori Payne, Mary Hull, Hugh Moore, Marcia Anziano, CJ Rushman, Bruce Rollins, Matt Hooper, Leianne Crittenden		

Minutes

The meeting was called to order at 5:34pm Pacific

1. Paige reminded committee members of subcommittee updates sent via email on February 11 and to please vote to accept the November 23, 2015 meeting minutes on SurveyMonkey if they had not yet voted (link also in the email.) Subcommittee updates are appended to these minutes.
2. LMSC Standards policy revisions – Hugh Moore
 - a. Hugh asked that we “pull” any standards in the 2/18/16 draft for discussion in addition to the ones he thought merited discussion as published in the agenda. From that list we discussed each item and changes with consensus were incorporated into the **next draft (2/23/16) which is attached** as a record of the work done.
 - b. Next steps were discussed to outline how we would request, receive, consolidate and incorporate input from the LMSCs via the Zone Chairs.
 - i. LMSC Dev Comm send Hugh any housekeeping or last minute thoughts - AM Tuesday, Feb. 23
 - ii. Hugh sends P&S subcomm document updates for sanity check of tonight's meeting inputs - Tuesday, Feb. 23
 - iii. Hugh sends Stds Doc - LMSC Input Draft to the Zone Chairs - Friday, Feb 26 (or earlier...)
 - iv. Zone Chairs send review draft to their LMSC Chairs (and Vice Chairs ? :-)) along with Zone Meeting request - Monday Feb. 29 ?
 - v. March = Zone Meetings to discuss and get input from LMSCs
 - vi. Inputs due to LMSC Dev Comm/P&S Subcommittee - no later than Thursday, March 31

The meeting was adjourned at 7:24pm PST.

Subcommittee Updates as of February 11

1. P&S
 - 1) Linda, Paige and Hugh met on Wed. Jan 20th.
 - 2) We reviewed the latest updates to Hugh's evolving LMSC Standards policy change proposals. Voted to eliminate 2 registrations standards; otherwise all required standards are still required.
 - 3) Significant changes to look for and understand:
 - i. Required - Mandatory: triggers remediation
 - ii. Required - Target: recognizes even high-functioning LMSCs can miss on these items. LMSCs must still strive to meet these standards each year.
 - 4) Next Steps:
 - i. Hugh is soliciting feedback from Anna Lea, Tracy, Jeanne Seidler (Records & Tabulation Committee), and Mary Beth Windrath (Natl Swims Admin) on Event Standards and Top Ten Standards. Jeanne Ensign (Finance Cmte) has been asked for feedback on Finance Standards.
 - ii. Communication Standards discussion resulted in P&S dividing up the LMSCs by OW Zone to review each LMSC Website for 1) website exists?, 2) Registration form link, 3) bylaws, 4) policies, 5) LMSC contact person

- iii. ~Feb 18th expect to see a rev. 2 version of the LMSC Standards policy for committee members' review prior to the Monday, Feb 22 special meeting of the LMSCDC.
 - iv. A review draft will be sent to LMSC Chairs for their feedback on the suggested changes. It is hoped that Zone Chairs will have a significant role in understanding the changes, requesting review and feedback and ensuring it gets back to the LMSCDC and P&S subcomm by the end of March.
 - v. Hopefully we can get BOD approval of Revised Version by end of June
 - vi. Move into Survey Phase: design a survey, send out, record, analyze and publish results by Convention 2016.
2. Education
- 1) Michael is gathering the Education Subcommittee on Sunday 2/21 to brainstorm and map out a webinar and convention workshop schedule. He and Paige have talked a couple of times. The convention schedule is being finalized at the BOD mid-year meeting this weekend (2/12-14).
3. Mentoring
- 1) Arni Litt decided to resign from the LMSCDC because she has overextended herself volunteering and needs to focus more at the local LMSC level with the time she has (and make time to actually swim!) Paige will step in to chair the Mentoring subcommittee with Jerry heading up the P2P portion. Expect a meeting soon to discuss goals and timelines.
 - 2) Jerry is keeping the P2P engine going as P2P Coordinator.
 - 3) Mentoring primarily needs to define its goals, milestones and deliverables. March meeting agenda will have that info.
 - 4) Peer-to-Peers
 -) Jan. 17 - Treasurers: ~12 people attended. Good discussion around budgets, volunteer stipends, controls/audit
 -) Jan. 31 - CJ facilitated the Chairs/VCs P2P - always interesting!
 -) Feb 21 - Lori & Jerry: Meet Directors
 -) Mar - Mary - Officials Chairs
 -) Apr - Sally - OW Chairs and OW event directors
 -) May - Coaches Chairs (OPEN - CJ?)
 -) June - Paige tries to focus discussion among the Top 10 recorders
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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, it is realized that even a highly functioning LMSC may occasionally miss one or more of these standards. It is anticipated that such shortfalls will 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 & Administrative Standards

- 2.1.1 Each LMSC shall be governed by bylaws consistent with USMS objectives and goals and applicable state laws.
- 2.1.2 LMSC bylaws shall provide for the periodic election of LMSC officers.
- 2.1.3 LMSC bylaws shall require the LMSC hold an annual meeting that is open to all individual members of the LMSC.
- 2.1.4 LMSC bylaws shall contain a provision for handling disputes within the LMSC. Note: May refer to policy.
- 2.1.5 Each LMSC shall submit a copy of its current bylaws to the USMS National Office.
- 2.1.6 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 at a minimum:
 - A. Chair
 - B. Treasurer
 - C. Secretary
- 2.2.2 Each LMSC shall prepare and submit annual meeting minutes to USMS national office and retain a copy for LMSC archive.
- 2.2.3 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)

- 2.2.4 Each LMSC shall appoint member(s) to the USMS House of Delegates and ensure that at least one delegate attend the annual meeting.

2.3 Mandatory Financial Standards

- 2.3.1 Each LMSC shall ensure compliance with section VIII, Local Masters Swim Committees Function, of USMS Financial Operating Guidelines
- 2.3.2 LMSC registrar and treasurer shall be separate individuals.
- 2.3.3 Each LMSC shall use the same fiscal year as USMS, which is a calendar year.
- 2.3.4 Each LMSC shall submit annual financial statements to USMS National office by April 30th. 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 bank accounts shall require dual signatures on all checks of \$5,000 or more.
- 2.3.7 LMSC bank accounts shall be separate and distinct from any other account. LMSCs may not comingle 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 we have not listed them here.

2.4 Mandatory Event Standards

- 2.4.1 Each LMSC shall ensure that all sanctioned and recognized events are run according to USMS rules and regulations.
- 2.4.2 Each LMSC shall ensure that all participants are USMS members for sanctioned events.
- 2.4.3 Each LMSC shall ensure that all meets comply with *103.2 Required Personnel* of the USMS rulebook.
- 2.4.4 Each LMSC shall ensure that all Open Water events comply with *303.8 Officials* of the USMS rulebook.
- 2.4.5 The LMSC shall ensure that entry forms for all sanctioned events include the current waiver. The waiver and requirements for its use are available on the USMS website on the *Policies and Governance page* under the *For Volunteers* tab.

2.5 Mandatory Top 10 Standards

- 2.5.1 Each LMSC shall submit LMSC Top 10 eligible results to USMS by the deadline for each course.

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 Required 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. The VPLO shall notify the person who filed the complaint and the chair of the LMSC Development Committee whether or not the VPLO determines that the complaint is warranted.
- 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. The remediation plan will include deadlines. The VPLO will provide details of the remediation plan to the chair of the LMSC, to the chair of the LMSC Development committee, and to the 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 final completion of the remediation plan, the VPLO will notify the chair of the LMSC, the chair of LMSC Development Committee, and the Board of Directors. If the LMSC involved 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.

3 Target Standards

The following Target Standards are expected for all LMSCs.

3.1 Target Bylaws & 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 position responsible for pool meet sanctions and recognitions,
 - C. the position responsible for long distance/open water event sanctions and recognitions,
 - D. the financial officer,
 - E. the position responsible for membership registration,
 - F. the position responsible for recording meeting minutes,
 - G. the position responsible for recording and reporting Top 10 times,
 - 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 USMS logo style guide and use the logo appropriately. Note: Third parties not listed as authorized users shall get permission from the national office before using the logo.

3.3 Target Financial Standards

- 3.3.1 Each LMSC shall ensure that its financial records are 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 60 days of receipt.
- 3.3.3 Each LMSC shall ensure that 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.
- 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 *103.3 Qualification of Officials* of the USMS rulebook.
- 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.
- 3.4.4 Each LMSC shall ensure that all USMS sanctioned or recognized event results are uploaded to the online meet results section of the usms.org website within two (2) weeks of an event end date.

3.5 Target Top 10/Records Standards

- 3.5.1 Each LMSC shall ensure that all rules for Top 10 consideration of results, as listed in the USMS Guide to Operations, are followed.
- 3.5.2 Each LMSC shall ensure that all results submitted for Top 10 are from facilities that meet pool certification requirements.
- 3.5.3 Each LMSC shall ensure that all record applications are submitted by appropriate 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.
- 3.6.3 Each LMSC shall 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.
- 3.6.4 Each LMSC shall make USMS registration forms available for prospective members.
- 3.6.5 Each LMSC shall maintain original signed paper registration documents (dry, secure and safe) for legal time period as required by state law.

3.7 Target Communications Standards

- 3.7.1 Each LMSC shall maintain an LMSC website that as 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.