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| <b>Position title</b>  | USMS Open Water Compliance Coordinator  |
| <b>Start date / End date</b>   | As soon as hired through December 31, 2013  |
| <b>Estimated time commitment</b>   | 4 - 8 hours for each event  |
| <b>Compensation</b>  | This is an independent contractor position. No relocation is required. The Compliance Coordinator will be compensated \$50 for each reviewed and approved sanction. |
| <b>Reports to</b>  | USMS National Office  |
| <b>Role overview, purpose, and how it relates to the organization's mission</b>  |   |
| <p>The sanction authority for USMS open water events resides with each LMSC. Due to new insurance compliance standards, USMS is instituting a second level of review before an open water sanction will be approved. The Compliance Coordinator will serve as the second level of review for every OW sanction ensuring all standards are met. Events not in compliance may have their sanction revoked by the President or Executive Director.</p>  |   |
| <b>Compliance Coordinator Key Responsibilities</b>   |   |
| <p>Review OW sanction requests that are submitted via the USMS online sanction database ensuring compliance with USMS rules and Administrative Regulations. Including the following:</p> <ol style="list-style-type: none"> <li>1. Each motorized boat operator that is in support of the event or a participant in the event must provide to the USMS National Office a certificate of insurance for \$1,000,000 per occurrence and \$2,000,000 aggregate naming USMS, LMSC, event host, volunteers, and sponsors. The Certificate of Insurance (COI) is required 24 hours prior to the event.</li> <li>2. Each volunteer boat operator that is in support of the event or a participant in the event must provide to the USMS National office proof of insurance. The proof of insurance is required 24 hours prior to the event.</li> <li>3. All propeller driven motorized boats, regardless of hired or volunteer, that are supporting the event must have a propeller guard or prop guard. The Event Director must inspect all watercraft prior to the event.</li> </ol> <p>Contact the event director to ensure these standards will be met and gather information as necessary. If the standards are not met, the sanction may be revoked.</p> <p>Work with the Open Water Committee Safety Subcommittee to review and make recommendations to the overall safety plan for the sanction request. If the safety plan is inadequate, the sanction may be revoked.</p> <p>Determine the type of OW swim and bill the appropriate insurance surcharge to the LMSC.</p> <p>Submit a monthly report to USMS that documents</p> <ol style="list-style-type: none"> <li>1. How many sanctions were approved and fees owed to USMS</li> <li>2. How many events were conducted, # of entrants, event type, level of compliance with rules, administrative regulations and safety plan, number and type of water craft</li> </ol> |   |

## Skills, Experience and Attributes

- Experience directing, overseeing and/or conducting open water events
- Must be a self starter who has the time to invest towards or for this role
- Demonstrates sound decision-making ability
- Ability to work effectively with other people to resolve problems
- Ability to gather and organize information from multiple sources in order to detect and understand problems
- Ability to operate well under pressure and meet deadlines for approvals and reporting
- Uses appropriate questioning approach and asks appropriate questions
- Ability to identify cause-and-effect relationships
- Excellent communication skills both verbally and in writing

To apply, please send letter of interest to Claudia Woods at [cwoods@usms.org](mailto:cwoods@usms.org). In the letter, please indicate why you would like this contractor position.