

LMSC Standards

(As approved by the U.S. Masters Swimming Board of Directors on 7/14/2016)

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*).
- 2.1.7 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*).
- 2.2.4 Each LMSC shall ensure that all officers and members of its board of directors are current USMS members (*article 501.2.5, Mandatory Membership*).

2.3 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

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

- 2.4.1 All sanctioned events are run according to USMS rules and regulations.
- 2.4.2 All participants in sanctioned events are USMS members or members of their country's Masters organization (*article 202.1: Sanctions*).
- 2.4.3 All meets comply with *article 103.2: Required Personnel*.
- 2.4.4 All sanctioned open water events comply with *article 303.8: Officials*.
- 2.4.5 Entry forms for all sanctioned events include the current liability release (*article 202.1.1A(1)*). The 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. If remediation is unsuccessful, the USMS Board of Directors is authorized to impose and enforce penalties or other 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 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 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.