



# U.S. MASTERS SWIMMING

## Position Description

<b>Position title</b>	LMSC Sanctions Chair	
<b>Start date / End date or Term length</b>	Ongoing	Elected or appointed position, term varies by LMSC
<b>Estimated hours/days required per month</b>	3 -8 hours per month	
<b>Reports to</b>	LMSC Chair	
<b>Direct Reports</b>	none	
<b>Role overview and purpose, and how it relates to the organization's mission</b>		
<p>The Sanctions Chair is the primary LMSC contact that interfaces with event directors to assist them with submitting the required information needed to obtain a USMS sanction or recognition for a particular pool or open water competition.</p>		
<b>Key responsibilities</b>		
<ul style="list-style-type: none"> <li>• Developing and/or maintaining a Sanctions/Recognitions packet to supply to meet directors, etc. who request a sanction or recognition for an event. The packet may include:</li> <li>• Receiving and processing applications for event sanction or recognition (pool and open water).</li> <li>• Offering suggestions for warm-up and warm-down and safety requirements.</li> <li>• Advising event directors of guidelines for preparing the entry form and meet results.</li> <li>• Confirming and retaining "Report of Occurrence" forms (used to report ALL incidents, no matter how minor)</li> <li>• Emphasizing the expected timeline from event sanction application to submission of results.</li> <li>• Coordinating the application for National and World records</li> <li>• Assisting with the issuance of Certificates of insurance when requested</li> <li>• Issuing Sanctions and Recognitions for events held within the LMSC boundaries or in the case of open water sanctions if the event originates in the LMSC.</li> <li>• Ensuring that all sanctioned events are listed in the USMS Calendar of Events.</li> <li>• Sending sanctions fee checks (and indicate which meet it is for) to the LMSC Treasurer.</li> <li>• Following up with the LMSC Top Ten Recorder to ensure meet results are submitted in a timely manner.</li> <li>• Working with event directors to avoid conflicting dates with other local, regional or national events.</li> <li>• The Sanctions Chair should be aware of the past performance of meet hosts and call particular attention to any prior deficiencies. A performance bond may be required and further sanctions may be denied to an organization failing to live up to its obligation to conduct such events in accordance with applicable USMS swimming rules and administrative regulations or as stated on the entry form.</li> </ul>		

**Key deliverables**

- Maintain LMSC Meet and Open Water Sanction guide for event directors.
- Maintain a current record of LMSC Pool Length Certification forms.
- Maintain official relay cards
- Maintain a list of LMSC sanctioned or recognized events.
- Approve the return of any event performance deposit to sanction applicant.
- Report to LMSC Board on recent LMSC event sanctions

**Recommended skills, experience and attributes**

- Familiar with the USMS rules of competition
- Familiar with the Insurance section of the USMS Guide to Operations
- Sanctions will eventually require computer access, as USMS is moving toward a web-based sanctioning system
- Familiar with new online Event Sanctioning process.
- Familiar with steps to acquire Certificates of Insurance through [www.certificatesnow.com](http://www.certificatesnow.com).

**Recommended training**

- Review online Event Sanctioning tutorials <http://www.usms.org/comp/sanction/request.php>.
- Review records and documents from prior Sanctions Chair.

**Benefits for the volunteer**

- A better appreciation of the preparations needed for hosting a good meet.
- Closer contacts with swimmers and team officers outside my home city.
- Feeling that you have helped promote swimming and helped your LMSC.

**Benefits to USMS**

- Local knowledge to evaluate entry, facility, safety for USMS sanctioned events.

**Other requirements of the role**

- Sanctions person has to be available and ready to respond on short notice to requests for information, willing to take the time to proof read submitted entry forms, and be able to work with other committee chairs.
- Succession planning to recruit a capable successor for handling your role and responsibilities.