



U.S. Masters Swimming

# LMSC Chair & LMSC Vice-Chair

# Peer-to-Peer

January 6, 2022 Webinar

LMSC Development Committee  
Peer-to-Peer Webinar

# LMSC Development Facilitators



**Linda Chapman** swims with Puget Sound Masters in the Pacific Northwest LMSC. Linda currently serves on the USMS LMSC Development committee as well as serving as Chair of the Pacific Northwest LMSC.

**Kris McPeak** swims in Pasadena, CA. Kris currently serves on the Mentorship Team for the USMS LMSC Development committee.

**Tom Moore** swims with Minnesota Masters Swimming in Minnetonka, MN. Tom currently serves on the Webinars Team for the USMS LMSC Development committee as well as on the USMS Diversity & Inclusion committee.

**Katherine Olson** swims with the Sioux Falls Prairie Masters team in Sioux Falls, South Dakota and is the Communications Chair for the South Dakota LMSC. Katherine currently serves on the Mentorship Team for the USMS LMSC Development Committee.

# Welcome Everyone!



- The webinar will begin in a few minutes; please stand by as everyone gets connected
- All attendees will be muted throughout the presentation
- You can submit questions to the moderator via the Q&A 'Chat' window



# LMSC Development Facilitators



Linda Chapman



Kris McPeak



Tom Moore



Katherine Olson



# Agenda

- Webinar Series (Do you and your LMSC board know what is available?) - Tom
  - Peer-to-Peer
  - LMSC Update
  - Community
  - Education
- LMSC Chair & LMSC Vice-Chair Role Description - Linda
- Peer-to-Peer Relationship Building Exercise – Kris & Katherine
- Peer Discussion / Q&A – share issues, identify resources
- Wrap-Up
- Resource Links

# Webinars

- Peer-to-Peer
  - Annual 30min to 60min session hosted by LMSC Dev and/or relevant nat'l committee for a specific LMSC role focused on establishing and growing relationships and sharing best practices
- LMSC Update
  - Regular 30min to 60min session hosted by LMSC Dev to welcome new volunteers, build community, review webinar schedule, guide volunteers to available information
- Community
  - Scheduled 60min session coordinated by relevant national committee, hosted by subject-matter expert, focused toward a specific group of volunteers (“Education” session designed for “Peer” group)
- Education
  - Scheduled 60min session hosted by subject-matter expert on a specific topic, schedule and pace driven by current BOD & USMS priorities



# Peer-to-Peer Webinars

Annual session hosted by LMSC Development and any relevant national committee for a specific LMSC role focused on establishing and growing mentoring relationships.

<https://www.usms.org/volunteer-central/lmscs/peer-to-peer-calls> Upcoming Schedule (subject to change):

9/30 – LMSC Membership Coordinator

11/4 – LMSC Secretary

1/6 – LMSC Leadership (Chair / Vice-Chair)

2/3 – Event Hosting (Sanctions, Officials, Safety, Top10 Recorder, etc.)

3/3 – LMSC Treasurer

3/31 – LMSC Diversity & Inclusion Coordinator

4/7 – LMSC Awards & Recognition

5/5 – LMSC Coach & Club Development

6/2 – LMSC Communication

6/30 – LMSC Results & Records

7/7 – LMSC Hall of Fame

8/4 – LMSC Community Service

# December LMSC Update - New & Notable (1 of 4)



- Streamlines for Volunteers (now Monthly!) – Dec Issue next week, Nov Issue sent 11/9
  - Letter from President Peter Guadagni
    - [Link](#) for volunteers to schedule a conversation with CEO Dawson Hughes
    - Board communication strategy coming soon, including USMS's strategic direction and vision for the future, which includes a focus on clubs, events, and community and making better use of our volunteers' effort and time.
    - BOD meetings are open and schedule (with links) of BOD and open national committee meetings coming soon
    - Summary of board meetings and decisions to be included in Streamlines
  - Volunteer working [Calendar](#)
  - 2022 Registration Initiatives (registration now open – [renew today!](#))
    - USMS + Add-on Option ([Benefits](#) listed online)
    - Updated Club & Workout Group Registration
  - Volunteer Spotlight: Jim Clemmons, Snake River LMSC

# December LMSC Update - New & Notable (2 of 4)



- “Volunteer Relay” – in person meeting planned for Fri March 4 – Sun March 6, 2022  
<https://www.usms.org/volunteer-central/lmscs/lmsc-leadership-summit/relay-2022>
  - Westin Denver International Airport
  - The theme of Relay 2022 is **Club Development** with a focus on
    - building relationships with facilities,
    - recruiting and supporting coaches, and
    - providing resources for clubs to grow.
- LMSCs should select attendees who have the interest, skills, and passion for helping develop USMS clubs at the local level. LMSCs are recommended to consider bringing at least one tenured volunteer, one volunteer who also coaches, and one volunteer who has never participated in a national-level meeting.

## Communications and Updates

- September 13, 2021 - [2022 USMS Volunteer Relay – Save the Date](#)
- September 15, 2021 - [STREAMLINES for Volunteers](#)
- September 26, 2021 - [Update to HOD 3 Agenda - 2021 Annual Meeting](#)
- December 2, 2021 - [2022 Volunteer Relay - Update 1](#)
- [Business Proposal - USMS Volunteer Relay](#) - presented during the 2021 Annual Meeting HOD 3

# December LMSC Update - New & Notable (3 of 4)



- Upcoming Deadlines for Volunteers:
  - December 17 last chance to have a conversation with CEO Dawson Hughes.
  - LMSCs need to have a 2021 annual meeting before December 31.
  - LMSC bank accounts need to be reconciled at least once each year by someone not authorized to sign checks.
  - National and Local volunteers need to be registered for 2022 by January 1, 2022
  - SCM Top Ten season ends Dec 31, due January 26, published in April
  - LMSCs begin planning your representation at the Volunteer Relay March 4 – 6. LMSCs should begin planning for a number of attendees that aligns with the number of LMSC-entitled delegates for an annual meeting, and are encouraged to begin considering a selection process for representatives willing and able to implement programs to provide membership value and best serve our members as part of our focus on local programming.

# December LMSC Update - New & Notable (4 of 4)



- Published Minutes (<https://www.usms.org/admin/minutes/index.php>)
  - 11/9 Finance Committee [Minutes](#) & 11/2 Finance Committee [Minutes](#)
    - Approved Draft Budget with \$500K net loss (includes comp & benefit changes, 2 in-person mtgs)
  - 11/1 Board of Directors [Minutes](#)
    - 2021 final Membership: 50,937 (<1% less than 2020)
    - Strategic Plan discussion
  - 10/18 Board of Directors [Minutes](#)
    - USMS Privacy policy to be maintained by professional staff
    - Budget: Relay 2022 (in-person) + Annual Meeting (hybrid) – how deal with 2 in-person mtgs?
    - Strategic Plan Update – proposed process to engage entire organization
    - 2021 Annual Meeting Review
  - 10/4 Executive Committee [Minutes](#)
    - Communication: Pres/CEO reports to be monthly, low participation in mtg w/ CEO (why?), desire for national committees to use “Community” feature on USMS.org
    - 2022 Committees: chair & member appointment process underway
    - Committee Restructuring planning

# Upcoming Webinars

<https://www.usms.org/volunteer-central/lmscs/peer-to-peer-calls>



## January

- **Thur 1/6 LSMC Leadership P2P (Chair / Vice-Chair)**
- **Tue 1/11 “Diversity & Inclusion Interactive Session: Creating an Inclusive Culture at your LMSC”**
- **Thur 1/13 LSMC Update – Focus on LMSC Guest Speakers**
- *Mon 1/17 Martin Luther King Day*
- **Thur 1/20 Coaches Community: “So you want to start your own masters team?”**
- **Thur 1/27 ALTS Community: “Calming the Anxious Adult Swimmer” (Marie Ruf)**

## February – *Black History Month*

- **Thur 2/3 LSMC Event Hosting P2P (Sanctions, Officials, Safety, Records, Top10)**
- **Thur 2/10 LSMC Update – Focus on USMS Website Meetings, Minutes & Webinars**
- **Tue 2/8 Education: “USMS Volunteer Calendar”**
- **Thur 2/17 Coaches Community: TBD**
- **Thur 2/24 ALTS Community: “Becoming a More Effective ALTS Instructor” (Rick Field)**

## March – *Women’s History Month, National Developmental Disabilities Awareness Month*

- **Thur 3/3 LSMC Treasurer P2P**
- **Tue 3/8 Education: “LMSC Volunteer Development”**
- **Thur 3/10 LSMC Update – Focus on LMSC Standards for Governance & Financials**
- **Thur 3/17 Coaches Community: TBD**
- **Thur 3/24 ALTS Community: TBD**
- **Tue 3/29 Education: “Local Event Hosting: How To ...”**
- **Thur 3/31 LSMC Diversity & Inclusion Coordinator P2P**

# LMSC Chair Role Description (1 of 2)

## ROLE OVERVIEW

- The Chair provides oversight for LMSC operations and leads the USMS mission which is to promote adult swimming within the LMSC.

## KEY DUTIES & RESPONSIBILITIES

- Oversee the day-to-day management of the operations of the LMSC.
- Preside at all LMSC meetings.
- Preside over the annual membership meeting.
- Ensure required duties of other officers are performed.
- Submit reports to USMS and LMSC board as necessary.
- Communicate with LMSC volunteers and members.
- Promote leadership development within the LMSC.
- Encourage and acknowledge Board and Committee volunteers.
- Act as the direct point of contact for any LMSC member regarding any USMS/LMSC questions, concerns, or comments.

# LMSC Chair Role Description (2 of 2)

## KEY DUTIES & RESPONSIBILITIES (CONTINUED)

- Comply with current LMSC bylaws and USMS Rules.
- Organize necessary LMSC committees in accordance with the bylaws Understand the LMSC. Standards policy and promote actions to meet standards.
- Receive communications from USMS and relay relevant information to the appropriate LMSC officers and/or membership.
- Maintain a clear focus on the Mission and Vision statements of USMS.
- Communicate delegate appointments to the USMS Annual Meeting to USMS.
- If possible, attend the annual USMS Annual Meeting.

# LMSC Vice-Chair Role Description

## ROLE OVERVIEW

- The Vice Chair of the LMSC is responsible for assisting the LMSC Chair in managing the operation of the LMSC in accordance with the LMSC's Bylaws and the USMS Rule Book.
- Along with the Chair the Vice-Chair works directly with the other volunteer officers to ensure that the LMSC is delivering membership needs in accordance with the LMSC Standards policy.
- The position can also act as a succession planning capacity for the Chair role, or as a successive role after having served as Chair

## KEY DUTIES & RESPONSIBILITIES

- Assist LMSC Chair with chairperson duties when necessary.
- Learn the responsibilities of the LMSC Chair.
- If the person is the former Chair, offer guidance and assistance to the current Chair.
- Assist the LMSC Chair in projects and/or other duties as requested.
- Ability to serve as leader of ad-hoc committees as appointed by the Chair.
- Prepare to take over as chair in the future.

# P2P Relationship Building Exercises

- We want to connect each LMSC Chair and Vice-Chair with 1-5 Peers in other LMSCs
- Fill out online survey (survey closes Sunday 1/16)  
[https://docs.google.com/forms/d/e/1FAIpQLSeMaiQJtSlxy2K9\\_zZ3b3S9u0ClnaKH1qory\\_3MYSqf24ae\\_g/viewform?vc=0&c=0&w=1&flr=0&usp=mail\\_form\\_link](https://docs.google.com/forms/d/e/1FAIpQLSeMaiQJtSlxy2K9_zZ3b3S9u0ClnaKH1qory_3MYSqf24ae_g/viewform?vc=0&c=0&w=1&flr=0&usp=mail_form_link)
  - Your contact info
  - How often does your LMSC hold meetings?
  - How many Pool Meets does your LMSC hold each year?
  - How many Open Water events does your LMSC hold each year?
  - Best Practice suggestions?
  - Any challenges?
- LMSC Development will send you contact information for your Peer(s), along with some suggested conversation starters – we recommend you share contact information with each other, do a phone call in the next 30 days to get to know each other, then do a follow up in 3 months, and whenever you need a ‘buddy’ to talk to about being an LMSC Chair or Vice-Chair.

## Peer Discussion / Q&A

- What Issues are you having?
  - Is this a USMS issue, or do you need additional resources/training?
- What questions do you have?
  - Is this a USMS question, or can we answer it for you?

# Wrap-Up / Q&A

- What would you like to see from the LMSC Development Committee?
  - Are there things we should do more of? Less of? New things to start doing?

# Additional Resources

- USMS Volunteer Central  
<https://www.usms.org/volunteer-central>
- LMSC Chair Role Description  
[https://usms-cdn.azureedge.net/-/media/usms/pdfs/guide%20to%20operations%20-%20gto/lmsc%20management/role%20descriptions/role\\_descrip\\_chair.pdf?rev=d56acf8a8c1a4197b486e2461b9ae8f5&hash=4E9B8E89E215D54AAACE2B1C04CEE82D8](https://usms-cdn.azureedge.net/-/media/usms/pdfs/guide%20to%20operations%20-%20gto/lmsc%20management/role%20descriptions/role_descrip_chair.pdf?rev=d56acf8a8c1a4197b486e2461b9ae8f5&hash=4E9B8E89E215D54AAACE2B1C04CEE82D8)
- LMSC Vice-Chair Role Description  
[https://usms-cdn.azureedge.net/-/media/usms/pdfs/guide%20to%20operations%20-%20gto/lmsc%20management/role%20descriptions/role\\_descrip\\_vc.pdf?rev=b6252bf99f0141639681acdaaf36025&hash=51649BF73EEEDA87D0BBC32A654261DD](https://usms-cdn.azureedge.net/-/media/usms/pdfs/guide%20to%20operations%20-%20gto/lmsc%20management/role%20descriptions/role_descrip_vc.pdf?rev=b6252bf99f0141639681acdaaf36025&hash=51649BF73EEEDA87D0BBC32A654261DD)
- LMSC Standards and Resources  
<https://www.usms.org/volunteer-central/lmscs>
- USMS Guide to Local Operations  
<https://www.usms.org/volunteer-central/guide-to-local-operations/lmsc-operations>
- USMS Webinars Page  
<https://www.usms.org/volunteer-central/lmscs/peer-to-peer-calls>
- USMS Meeting Minutes Page  
<https://www.usms.org/admin/minutes/>