



U.S. Masters Swimming
LMSC Leadership (Chair & Vice-Chair)
Peer-to-Peer

March 2, 2023 Online Meeting

LMSC Development Committee
Peer-to-Peer Meeting

LMSC Development Facilitators



Tom Moore swims with Minnesota Masters Swimming in Minnetonka, MN. Tom currently serves as the lead for the Communications Team on the USMS LMSC Development committee as well as the co-chair of the Minnesota LMSC Adult-Learn-To-Swim committee.

Agenda

Pre-Recording (informal relationship building)

- Agenda Review
- Breakout Rooms for small group get-to-know-you discussion 10-15 minutes
 - Name / LMSC / current Volunteer Role(s)
 - Swimming History (when did you start, how do you train, how do you compete?)
 - Volunteer History (club level, LMSC level, national level)
 - Pets?

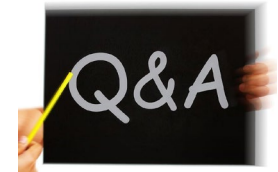
Recorded Meeting (information sharing & discussion)

- LMSC Volunteer Communication (are you aware / what do you think?)
 - USMS Forums, monthly Streamlines for Volunteers email, BOD rep webinars
 - Monthly zone chair email, Webinars
- LMSC Chair & LMSC Vice-Chair Role Description (information share)
- Peer-to-Peer Relationship Building Program (program description / request for input)
- What can the LMSC Development Committee do to help you? (discussion)
- Resource Links

Welcome Everyone!



- The meeting will begin in a few minutes; please stand by as everyone gets connected
- All attendees will be un-muted throughout the meeting
- If you don't have a microphone, you can submit comments via the 'Chat' window



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LMSC Volunteer Communication



“Formal”

- USMS Forums – daily/weekly summary available
- Monthly “Streamlines for Volunteers” email
- Annual BOD rep webinar

“Informal”

- Monthly zone chair emails from LMSC Development committee
- Monthly webinars
 - Peer to Peer
 - ALTS Community
 - Coaches Community
 - LMSC Community

“Internal”

- How do you communicate with your LMSC Board
- How do you communicate with other LMSC Volunteers?

Communication – LMSC Dev email (1 of 3)



UPCOMING DEADLINES AND EVENTS (<https://www.usms.org/volunteer-central/volunteer-working-calendar>)

- Election Nomination period opens March 1 (ends April 30)
- Thur 3/2 **LSMC Leadership (Chair/Vice-Chair) Peer-To-Peer (P2P) Zoom**
- Captain Ransom J Arthur MD Award Nomination deadline March 15
- Thur 3/16 **Coaches Community: “Generational Coaching”**
- Thur 3/23 **LMSC Community: “LMSC Volunteer Development & Inclusive Culture Support”**
- [Spring National Championship \(SCY\) April 27 – 30, Irvine CA](#)
- LMSC Annual Financial Statement and LMSC Annual Meeting Minutes both due April 30
- IRS Tax filing deadline April 30
- Election nomination period closes April 30
- Rule Book Amendment (Long Distance, Legislation, and Rules) deadline June 10
- Short Course Yards – Top10 Submission deadline June 30
- Other Volunteer Award nominations due July 1

FUTURE VOLUNTEER MEETINGS

- [Annual Meeting September 8-10, Hybrid \(Virtual or In-Person in Houston\)](#)
- [Relay 2023: “Event Development” October 20-22, Houston Airport Marriott](#)

Communication – LMSC Dev email (2 of 3)



FUTURE COMPETITION EVENTS

- [Ultramarathon Distance \(> 9mi\) Open Water Championship July 8, Portland OR](#)
- [Marathon Distance \(6-9mi\) Open Water Championship July 15 Applegate Lake OR](#)
- [Summer National Championship \(LCM\) August 2-6, Sarasota FL](#)
- [FINA World Masters Championship August 2-11, Kyushu Japan](#)
- [Middle Distance \(1-3 mi\) Open Water Championship August 12, Lake Oahe, SD](#)
- [2-mile Cable Open Water Championship TBD \(working on New York or Virginia in August or September\)](#)
- [Sprint Distance \(1 mi\) Open Water Championship September 15, Lake Mission Viejo, CA](#)
- [Long Distance \(3-6 mi\) Open Water Championship September 16-17, Lake Mission Viejo, CA](#)

RECENT MEETING MINUTES

- 1/16 BOD Special Meeting [Minutes](#)
- 1/16 BOD Regular Meeting [Minutes](#)

RECENT WEBINARS – presentation links & zoom recording links

- ...

Communication – LMSC Dev email (3 of 3)



STREAMLINES FOR VOLUNTEERS

- Streamlines for Volunteers – February Issue sent 2/16
- Letter from CEO Dawson Hughes
 - [Club Development Program](#)
 - [Event Development Program](#)
 - **First, review** [our guide for LMSCs about these programs](#).
 - **Second, determine** how your LMSC can contribute, through matching grants or consulting or marketing help.
 - **Third, let** them know about the programs and how your LMSC plans to support them.
- Volunteer working [Calendar](#)
- 2023 Elections – [Nomination Information](#)
- 2023 Volunteer Service Awards – [Volunteer Awards](#)
- [LMSC Financials and Tax Filings](#)
- LMSC Annual Meeting Minutes Due – [Send to Volunteer Services](#)
- Volunteer Spotlight: April Wncott

- Volunteer Meetings 2 Year Plan
 - 2023 Annual Meeting Sept 8-10 (Hybrid – virtual or in-person @ Houston)
 - 2023 Relay Oct 20-22, Houston Airport Marriott
 - 2024 Annual Meeting Sept 13-15 (Virtual)
 - 2024 Relay Oct 18-20, Houston Airport Marriott
 - 2024 National Coaches Clinic Oct 18-20, Houston Airport Marriott

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LMSC Chair Role Description (1 of 2)

<https://www.usms.org/volunteer-central/guide-to-local-operations/lmsc-operations/lmsc-volunteer-roles>

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 Program (formerly “Mentoring”)



- Connect each LMSC Chair or Vice-Chair with 1-5 Peers in other LMSCs
 - Fill out online survey to collect info
 - Receive contact information for 1-5 peers in other LMSCs
 - Hold “get to know you” meeting via phone or zoom
 - Setup group email / group text for informal communication
 - Hold follow-up meeting in ~3 months
- What is the best way to identify who your “peers” are?
 - Number of members in your LMSC?
 - How often does your LMSC hold board meetings?
 - How often does your LMSC send member communication emails?
 - How many Pool Meets does your LMSC hold each year?
 - How many Open Water events does your LMSC hold each year? (lake versus ocean?)
 - How many Fitness Events (member clinics & group workouts) does your LMSC hold each year?
 - How many Adult-Learn-to-Swim Events does your LMSC hold each year?
 - How many Coaches clinics does your LMSC hold each year?
 - How many charity & community service events does your LMSC hold each year?
 - Other?

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Resource Links

- 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
- 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
- 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/>

Upcoming Webinars

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



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

- Thur 3/2 **LSMC Leadership (Chair/Vice-Chair) P2P**
- Thur 3/16 **Coaches Community: “Generational Coaching”** [Register Here](#)
- Wed 3/22 *Ramadan Starts*
- Thur 3/30 **LMSC Community: “LMSC Inclusive Culture & Volunteer Development (+Awards)”** [Register Here](#)

April – *Celebrate Diversity Month*

- Wed 4/5 *Passover Starts*
- Thur 4/6 **LMSC Treasurer P2P** [Register Here](#)
- Sun 4/9 *Easter*
- Thur 4/13 *Passover Ends*
- Fri 4/21 *Ramadan Ends*
- Thur 4/27 – Sun 3/30 *USMS Spring National Championship, Irvine CA*

May – *Asian Pacific American Heritage Month, Jewish American Heritage Month*

- Thur 5/4 **LMSC Event Hosting (Sanctions, Safety, Officials, Top10, LMSC Records, LMSC HOF) P2P** [Register Here](#)
- Thur 5/25 **LMSC Community: “LMSC Coach Support and Club Development”** [Register Here](#)
- Mon 5/29 *Memorial Day*

June – *Pride Month*

- Thur 6/1 **LMSC Club Development & Coach Support P2P: “Working with Club Board of Directors”** [Register Here](#)



Peer-to-Peer Webinars

Session for volunteers with specific LMSC role to connect with similar volunteers in other LMSCs

Upcoming Schedule (subject to change):

1. Thur 3/2 **LMSC Leadership (Chair /Vice-Chair) P2P**
2. Thur 3/30 **LMSC Awards & Recognition P2P**
3. Thur 4/6 **LMSC Treasurer P2P**
4. Thur 5/4 **LMSC Event Hosting (Sanctions, Safety, Officials, Top10, LMSC Records, LMSC HOF) P2P**
5. Thur 6/1 **LMSC Club Development & Coach Support P2P**
6. Thur 7/6 **LMSC Diversity & Inclusion Coordinator P2P**
Thur 8/3 no session (Summer Nationals)
Thur 9/7 no session (Annual Meeting)
7. Thur 10/5 **LMSC Membership Coordinator P2P & LMSC Communication P2P**
8. Thur 11/2 **LMSC Secretary P2P**



LMSC Community Webinars

Sessions for LMSC leaders to discuss issues and hear presentations from guest speakers

Upcoming Schedule (subject to change):

1. Thur 3/23 **LMSC Volunteer Development & Inclusive Culture Support**
Thur 4/27 no session (Spring Nationals)
2. Thur 5/25 **LMSC Coach Support and Club Development**
3. Thur 6/22 **LMSC Communication & Marketing**
4. Thur 7/27 **LMSC Standards & Leadership Development**
5. Thur 8/24 **Spending LMSC Cash Reserves / Building a Budget**
Thur 9/28 no session (Annual Meeting)
Thur 10/26 no session (Relay 2023)