

REGISTRAR DUTIES / RESPONSIBILITIES

Perform the duties of Local Masters Swimming Club (LMSC) Registrar, including, but not limited to: recommend, design, and distribute approved forms necessary for and process the registration of clubs and individual members using the United States Masters Swimming (USMS) software.

- 1) Register new swimmers as well as re-register existing swimmers as registrations are received
- 2) Keep track of online registrations
- 3) Send registration information to clubs
- 4) Process transfers and "one event" registrations
- 5) Register new clubs as well as re-register existing clubs as registrations are received
- 6) Process all registrations within seven (7) days of receipt
 - a) Print and mail USMS cards to all members who submit paper registrations and to members who register online and check the box requesting a paper copy of their registration card.
 - b) Replace lost USMS cards upon request.
 - c) Provide a monthly registration report to the SPMS Chair and Treasurer, and also to the USMS National Registrar.
 - d) Account for and deposit funds received from individual and club registrations and transmit documentation regarding the deposits to the SPMS Treasurer.
- 7) Communicate via telephone and/or e-mail with the SPMS Executive Committee, SPMS Committees, USMS National Registrar, National Top Ten Recorder, various competition directors, club representatives, and individual swimmers with regards to registration information, problems, or questions, in a timely and courteous manner.
- 8) Assist with communication between the SPMS Committee, SPMS members, and USMS. This may be accomplished by regular email messages, mailings, meetings, newsletter articles, and telephone communications.
- 9) Communicate with the SPMS webmaster to keep club registration forms and contact information up to date.
- 10) Work with the SPMS Newsletter Editor to maintain the list of clubs and club contacts for the SPMS Newsletter.
- 11) Work with new clubs wanting to register and obtain approval for club abbreviations from the USMS National Office.
- 12) Provide to the Marketing Committee the details of new clubs that are in the pipeline and that have joined.
- 13) Maintain paper registrations with signed liability releases and electronic copies of registrations for a minimum of six (6) years or/as required by California and Nevada state law.

14) Provide to the SPMSC a monthly registration report on request from the Treasurer or the SPMSC highlighting financial activity and registration statistics for current month, year to date, and prior year to date.

15) Provide membership information as requested (membership list, email addresses, mailing labels); provide a current list of registered members for each club upon request; provide membership lists to event directors as requested and approved by the SPMSC.

16) Send RE1 file to the meet host/administrator prior to the (first) day of the swim meet. Work with the Open-Water Chair by providing him/her a current registration list of the participants denoting both members and one-event registrations (OEVT) for each event.

17) Provide courteous and pleasant telephone answering service and prompt responses to email and telephone requests.

18) Provide printed agendas for in-person SPMS Committee meetings as directed by the SPMS Chair.

19) Adhere to all USMS policies and timelines including but not limited to data collection and storage, codes of conduct, and proof of compliance. In the event that there is a conflict of interest or if SPMS is out of compliance, the Registrar is to alert the SPMS Committee at the next committee meeting, if not sooner.

20) Communicate with USMS National Office regarding USMS Rule Book orders and distribution.

21) Attend meetings of the Registration Committee at the USMS Convention if selected to attend as a delegate for SPMS.

NEWSLETTER EDITOR DUTIES / RESPONSIBILITIES

1) Produce a bi-monthly newsletter to provide information on past and upcoming swim meets and open water events, awards, meetings, and other items of interest to SPMS members.

2) Gather information and meet forms from the SPMS Meet Operations Chair for upcoming swim meets and open water events.

3) Request and receive current stories and articles for the SPMS Newsletter, including photos. These may be articles on the swimmer or coach of the year, or other outstanding accomplishments.

4) The final draft of the newsletter shall be forwarded to the Chair for proof-reading.

5) The completed newsletter, in a pdf file, shall be forward to the SPMS Registrar for posting to the SPMS website three days prior to publication, and to the Marketing Chair for distribution at swim meets.

6) Establish and maintain a database of all hardcopy newsletter recipients.

7) Print mailing labels sent by the Registrar to be used to mail newsletters to those individuals requesting hardcopy newsletters.

8) Make black-and-white double-sided copies of the SPMS Newsletter and mail them to selected members.

TOP TEN RECORDER DUTIES / RESPONSIBILITIES

- 1) Produce Short Course Yards, Short Course Meters, and Long Course Meters Top Ten lists for all swimmers competing at SPMS-sanctioned or SPMS-approved competitions and at USMS National Championships, as well as at internationally sanctioned competitions by the date specified in the USMS Rule Book. SPMS-registered swimmers who compete abroad must submit official results from the competition in order to be included in the Top Ten list. The due date for each course is 10 days before the date specified in the USMS Rule Book (for that course).
- 2) Interact with the SPMS Committee, National Top Ten Recorder, National Registrar, various competition directors, and individual swimmers with regards to results and registration information, problems, or questions, in a timely and courteous manner.
- 3) Maintain a list once a year of all known individual SPMS records for each course, for each age group and gender.
- 4) Report to the National Top Ten Recorder all possible national and world records for SPMS-sanctioned or SPMS approved competitions within 30 days of the race. (Competition directors are obligated to provide those results within 10 days of the race).
- 5) Maintain a file of all results (including timer sheets or tapes) for SPMS-sanctioned or SPMS-approved competitions for a minimum of two years after the end of each competition.
- 6) Inform the SPMS Treasurer to return any bond monies collected in advance for sanctioned and approved competitions, when applicable.
- 7) Attend meetings of the Records and Tabulation Committee at the USMS Convention if selected to attend the convention as a delegate for SPMS.