



LMSC VOLUNTEER ROLE DESCRIPTION SANCTIONS CHAIR OR COORDINATOR

ROLE OVERVIEW

The LMSC Sanctions Chair or Coordinator is responsible for coordinating and approving the sanction or recognition of USMS pool and open water competitions.

KEY DUTIES & RESPONSIBILITIES

- Approve LMSC competitions for sanction or recognition by confirming the meet or event announcement is accurate and contains all required elements for sanctioning.
- Assist meet or event host in applying for a USMS sanction or recognition of a competition. Approve the sanction in the USMS system when requirements are met.
- Work with other LMSC volunteers and event directors to optimize the LMSC meet schedule.
- Confirm the event director is aware of membership rules, fees, and code of conduct (Article 402 of USMS Rule Book) associated with the sanction or recognition
- Confirm that sanction, recognition, or dual sanction is appropriate for the competition.
- Confirm the meet referee has received USMS Rule Book Article 101, Article 103, and Officials Briefing documents 1 and 2, as required by LMSC Standard 2.6.4, and will brief the other meet officials.
- Confirm that the event director and referee for an Open Water event have received Articles 302 (Open Water Events) and 303 (Conduct of Competitive Open Water Events) and that the referee will brief the other event officials.
- Coordinate with event directors post-event sanction requirements, including the process and deadlines for submitting forms, results, pool measurements, etc.
- Follow up with the LMSC Top Ten Recorder to confirm proper submission of results and applications for world and national record-breaking swims.

RECOMMENDED EXPERIENCE & SKILLS

- Interpersonal and communication skills via phone and email
- Knowledge of USMS rules and protocols regarding Sanction/Recognition of USMS events
- Working knowledge of USMS website sanctions portal
- Knowledge of Club Assistant and Meet Manager software

RESOURCES

- USMS National Office
- [USMS Rule Book](#)
- USMS Rule Book [Article 102](#)
- USMS Rule Book [Article 103](#)



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- USMS Rule Book [Article 302 and 303](#)
- USMS Website:
 - Overview and General Sanction Information
 - [LMSC Operations: Sanctions Chair Forms and Tutorials](#)
- [LMSC Standards](#)
- Zone Chair (request mentor assistance from another LMSC in your zone).