



LMSC VOLUNTEER ROLE DESCRIPTION TOP TEN RECORDER

ROLE OVERVIEW

The Top Ten Recorder of the LMSC is responsible for accurate record keeping and tabulations of all swims for all events by USMS members.

KEY DUTIES & RESPONSIBILITIES

- Validate and upload meet results to the Meet Results database throughout the year for the LMSC's sanctioned and/or recognized meets.
- Compile and report individual and relay Top Ten times for each course (SCY, LCM, SCM) from all sanctioned and/or recognized events held within the LMSC by the deadlines.
- Work with LMSC Meet Directors to ensure that appropriate Record Applications are submitted in a timely manner to the appropriate person.
- Track LMSC pool measurement forms and submit new forms for inclusion in the national database.
- Work with the LMSC Sanctions Chairs to ensure that all event records and tabulations requirements are met.

RECOMMENDED EXPERIENCE & SKILLS

- Interpersonal and communication skills via phone and email.
- Basic skill in computer, printer, email, and meet management (e.g. Meet Manager) software.
- Knowledge of rules for USMS sanctioned and recognized meets and open water events.
- Knowledge of USMS membership IDs and how to determine current membership.
- Detail oriented and general computer skills.

RESOURCES

- National Swims Administrator at TopTen@usmastersswimming.org
- USMS Rule Book
- USMS Guide to Local Operations @ USMS Volunteer Central: <https://www.usms.org/volunteer-central>