

LMSC Standards Checklist

Standard	Type	Achieved?	Comment (cite Bylaws section when appropriate)
Leadership			
Elect Chair, Treasurer, Secretary	Required	YES	All posts currently filled. (Article I, Sections 3B and 6)
Appoint or elect: Registrar (cannot also be Treasurer), Communications chair, Top 10 Recorder, Sanctions chair, Coaches chair, Officials chair	Required	YES	No formal "communications chair," but we have both a newsletter editor and webmaster. All posts currently filled. (Article I, Sections 3C-D)
Appoint or elect: Fitness chair, Safety chair, Vice chair, Long Distance chair, Awards chair	Suggested	NO	We do not have an awards chair. (Article I, Section 3B-D for others)
Broad club representation on BOD	Suggested	YES	All clubs of 10 or more members have a representative on the BOD. All smaller clubs collectively have a single representative on the BOD. (Article I, Section 3E)
Annual meeting minutes to USMS	Required	YES	Also archived on LMSC website.
Appoint members to the HOD (even if they can't attend Convention)	Required	YES	Every year 3 members (our allotted number) are appointed.
Send all delegates to USMS Convention; have delegates be active volunteers in the LMSC; reimburse delegates for Convention expenses	Suggested	YES	Routinely send 3 VA delegates, they are all generally actively participating, and we reimburse according to FOG.
Plan for orderly succession in the organization, including club representation and new people to succeed.	Suggested	YES	During election years, Nominating Committee is formed and to seek out viable candidates, including new and broadly representative ones. Clubs with 10 or more members choose their own representatives. (Sections 3E and 6B)
Set annual goals and a realistic plan to achieve them	Suggested	YES	Vague standard, but I think we do this.
Obtain feedback from members	Suggested	YES	Polled members this year; contact info for officers published on the website and in the print newsletter.
Provide resources and support for coaches, including a Coaches committee and scholarships.	Suggested	Partially	Only have a Coaches chair, not a full committee. We provide scholarships. This year we had a clinic.
Ensure LMSC events are successful by coordination of finance, sanction and registration.	Suggested	YES	No problems that I am aware of.
Follow USMS logo style guide.	Required	YES	No problems that I am aware of.
Have term limits for the LMSC chair	Suggested	YES	Chair is limited to two consecutive 2-year terms. (Article I, Section 6A3)

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By-laws and Administration			
Governed by By-laws consistent with USMS objectives	Required	YES	No conflicts that I am aware of.
By-laws Should include: Statement of purpose, Goals & objectives, Declaration of nonprofit status, Mgmt structure, Election process, Procedure for filling vacant positions between elections, Procedure for removing directors, officers or committee members, Members and voting rights, Meeting requirements, Financial requirements, Indemnification, Procedure to amend By-Laws, Grievance procedure, Dissolution procedure.	Suggested	NO	No indemnification clause; the procedure for removing some Board members is unclear. All others: Article I Section 1A (purpose, goals, objective), Article III Section 3 (nonprofit), Article I Sections 3-4 (mgmt structure), Article I Section 6 (elections and vacant positions), Article I Section 5 (mtg requirements), Article III Section 3 (financial), Article III Section 1 (amending By-laws), Article II (grievances), Article III Section 3C (dissolution).
By-laws must require an annual meeting that is open to all members.	Required	YES	(Article I, Sections 5A and 5D)
By-laws must provide for periodic election of officers.	Required	YES	(Article I, Section 3B)
Assure broad representation of clubs.	Suggested	YES	Clubs with 10 or more members each have a representative on the BOD, and all other clubs are represented by a single person appointed by the Chair. (Article I, section 3E)
Copy of By-laws on file with USMS	Required	YES	We send the file whenever updated.
By-laws available on website	Suggested	YES	http://www.vaswim.org/By-Laws.pdf
By-laws contain provision for handling disputes in the LMSC	Required	YES	(Article II). Currently there is no Review Chair; it is unclear if we need one unless there is a dispute. It is also unclear how the Review Chair is to be selected (presumably not by those involved in the dispute).
Assure that a dispute is handled in a timely and efficient manner.	Suggested	N/A	We haven't had a dispute recently, hard to know if we would handle it in a timely and efficient manner.
By-laws describe the duties/responsibilities of the Chair, Sanctions chair, Long Distance chair, Treasurer, Registrar, Secretary, and Top 10 Recorder.	Required	YES	(Article I, Section 3)
Registration			
Notify clubs of USMS club renewal process no later than Oct 31.	Required	??	
Notify clubs of USMS club renewal process no later than Oct 1.	Suggested	??	
Registrar clubs annually within 14 days of receipt of form.	Required	??	
Send email notification to club with links to paper form and online system. Mail paper form to clubs without an email address.	Suggested	??	
Notify current members of USMS renewal process.	Required	YES	Through print newsletter, electronic mail, and website.
Send email notification to club with links to paper form and online system. Mail paper form to individuals without an email address. Notify members by Jan 1.	Suggested	YES	See above. Included in Nov or Dec newsletter.
Process individual registrations within 14 days of receipt.	Required	??	
Process all registrations by the end of the month.	Suggested	??	

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Print/deliver registration cards for all paper registrations, and for online registrations if requested.	Required	??	
Mail cards within 7 days; mail "welcome letter/donation receipt" with card; email "welcome letter" to members who chose not to receive a card.	Suggested	??	
Deposit registration money in a timely manner, do reconciliations, inform Treasurer as to deposit amts and categories.	Required	??	
Deposit money at least every month.	Suggested	??	
Make USMS registration forms available for prospective members.	Required	YES	Online access; also this year at Expo and the clinic.
Create LMSC registration form, post on website	Suggested	YES	http://www.vaswim.org/Forms.shtml
Maintain original registration documents (dry, secure, safe) for legal time period as required by state law.	Required	??	<i>What is that time period in VA?</i>
Communications			
Create and maintain an LMSC website.	Suggested	YES	www.vaswim.org , maintained by a webmaster who is a BOD member.
Make USMS registration forms available for prospective members.	Required	YES	Online access; also this year at Expo and the clinic.
Website has LMSC registration form and link to online registration.	Suggested	YES	http://www.vaswim.org/Forms.shtml ; link to online registration prominently displayed on Home Page (www.vaswim.org).
Communications sent to members at least once a year.	Required	YES	Monthly newsletter and email; past issues are archived.
Communications sent to members at least once each season (SCY, SCM, LCM) to members via email, website, and regular mail.	Suggested	YES	See above.
Post annual meeting minutes on website.	Suggested	YES	http://www.vaswim.org/lmsc_business.shtml
Post schedule of sanctioned events; publicize them; submit to USMS calendar.	Suggested	YES	http://www.vaswim.org/cgi-bin/calendar.cgi ; publicized in print and electronic newsletters.
Post info for meet directors: sanction/recognition forms, manual, insurance information and forms.	Suggested	NO	http://www.vaswim.org/Forms.shtml contains only the Financial Report form for post-meet report by MD.
Information for clubs: how to start a club, resources/links for clubs.	Suggested	NO	
Post meet results on website for meets held within LMSC; submit them to Meet Results Database.	Suggested	YES	http://www.vaswim.org/cgi-bin/meet_results.cgi ; all meets submitted to MRDB.
Post and maintain LMSC records.	Suggested	YES	http://www.vaswim.org/records.shtml
Keep USMS Places to Swim updated.	Suggested	Partially	Past performance on this is spotty.

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Finance			
Registrar and Treasurer are separate individuals.	Required	YES	They are, and have been for as long as I remember. But the By-laws do not state that this is a requirement.
Monthly bank accounts reconciled quarterly by a person other than a person authorized to sign checks, or the Registrar.	Suggested	??	
Bank accounts reconciled by person other than a person authorized to sign checks; dual signatures required on checks \$5000 or more.	Required (bonding insurance)	??	
Checks from USMS deposited within 60 days.	Required	??	
Checks from USMS deposited within 30 days.	Suggested	??	
Registration payments made to USMS within one week of receipt of prior month's invoice, unless the amount is trivial.	Required	??	
Registration payments made to USMS within 60 days, no matter the amounts.	Required	??	
Registration payments made to USMS within 30 days, no matter the amounts.	Suggested	??	
In the first week of every month, the Registrar provides the Treasurer with: check registrations for the previous month indicating amt due to USMS; credit card registration for the previous month indicating amt due to LMSC & clubs. Treasurer reconciles the check report and the credit card report, and keeps as backup.	Suggested	??	
Submit annual financial statements to USMS within 4 months of year's end. Use the same fiscal year as USMS (ie, the calendar year). Statement includes itemized revenue and expenses, based on sound accounting.	Required	??	
Make annual financial statement available to LMSC members (eg via website or email).	Suggested	NO	Not on the website.
Document expenditures greater than \$25 according to IRS guidelines.	Required	??	
Keep documentation on file for a minimum of 3 years, possibly up to 7 years, after tax filing deadline for the year of the expenditure.	Suggested	??	
Do not operate a cash deficit for any 12 month period unless reserves are adequate.	Suggested	YES	Currently we have adequate reserves.
LMSC bank account separate from others and used only for LMSC business.	Required	??	
BOD should review budget, income and expenses on a monthly or quarterly basis.	Suggested	YES	Treasurer sends out regular budget reports.
Financial records should be reviewed by someone other than Treasurer, including (a) verification of acct balances, (b) review samples of revenue items, (c) review expenses documentation.	Suggested	??	
File return annually with IRS.	Required	??	

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Changes in Treasurer or Registrar reports to USMS as soon as known; include contact info.	Required	YES	All changes in LMSC officers are reported as soon as they occur.
Top Ten and Records			
Submit times for Top 10 consideration by the appropriate deadlines.	Required	YES	
Maintain LMSC records	Suggested	YES	http://www.vaswim.org/records.shtml
Verify that all submitted results are from registered members, that numbers are valid and that rules for Top 10 consideration are followed.	Required	YES	Within two weeks of a meet, the results are submitted to the MRDB, the swimmers are audited, and any discrepancies resolved with the assistance of the Registrar.
Ensure that all results are from facilities that meet pool certification requirements.	Required	YES	Pool certification for all our meets are on file and are in the national database. Appropriate measurements collected for meets in pools with movable bulkheads, and kept on file. Times submitted from Top 10 consideration are all from pools whose lengths have been certified.
Process record applications in a timely manner.	Required	YES	We have met FINA and new USMS deadlines for all records in recent years.
Officials			
Ensure that all sanctioned/recognized events meet minimum requirements for number of required officials.	Required	??	
Ensure that qualified referees are assigned for all sanctioned events.	Required	??	
Ensure that all officials briefed on USMS rules and interpretations prior to sanctioned events.	Required	??	
Officials chair has a current copy of the USMS Rule Book.	Required	YES	I think we got this one covered.
Officials chair provides Meet Referees with updates on interpretations and points of emphasis prior to sanctioned meets.	Suggested	??	
Individuals certified only at Stroke & Turn level receive additional training on duties of Referee, administrative rules, and starting rules before serving as Meet Referee.	Suggested	??	
Officials chair attended USMS-sponsored Officials Workshop within the previous 4 years.	Suggested	??	
Officials chair maintains a roster of qualified officials in the LMSC.	Suggested	??	
Officials chair receives reports (verbal or written) from Meet Referees for sanctioned events. Report includes (minimum): roster of officials at the meet with certification levels, any significant officiating issues that occurred.	Suggested	??	
Non-certified officials working USMS meets attended a USMS-sponsored Officials Clinic within the past two years.	Suggested	??	
If needed, work with Officials Committee to establish a certification program to increase the pool of qualified officials.	Suggested	??	

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<i>Events, Sanctions, Recognitions</i>			
Provide a process for obtaining LMSC sanction/recognition after determining that all prerequisites are met.	Required	YES	Should this be online?
All sanctioned/recognized events run according to USMS rules and regulations. Ensure all participants in sanctioned events are USMS members.	Required	YES	
Run one sanctioned/recognized pool or OW event per year, reporting results to USMS.	Suggested	YES	In the past 12 months we have run 7 sanctioned events (5 pool, 2 OW) and 1 recognized event. All pool results submitted to MRDB. Results from 1 OW meet (a national championship) submitted to USMS. All results available online at http://www.vaswim.org/cgi-bin/meet_results.cgi
Hold clinics for members.	Suggested	YES	Held one clinic in Richmond. Others?
Promote USMS meets, postal and fitness events.	Suggested	YES	Promoted on website and in print and electronic newsletters.
Provide event directors with a list of required activities for conducting an event.	Required	??	I think we do this, but again: should this be online?
Submit all results to MRDB in a timely manner.	Suggested	YES	Submitted by Top 10 recorder within 2 weeks of the event (assuming official results are available by then).