

PACIFIC NORTHWEST ASSOCIATION OF MASTERS SWIMMERS

Board Position Description

Position title	PNA Meets/Sanctions Coordinator	
Start date / End date or Term length	No term limit	Appointed position
Estimated hours/days required per month	3 -15 hours per month	
Reports to	PNA President	
Direct Reports		
Role overview and purpose, and how it relates to the organization’s mission		
<p>The Meets Coordinator is the primary PNA contact who interfaces with event directors to assist them with submitting the required information needed to obtain a USMS sanction or recognition for a particular pool or open water competition.</p>		
Key responsibilities		
<ul style="list-style-type: none"> • Developing and/or maintaining a Sanctions/Recognitions resource to supply to meet directors, etc., who request a sanction or recognition for an event • Receiving and processing applications for event sanction or recognition (pool and open water) • Offering advices for complying with USMS warm-up, warm-down, and safety requirements, and other USMS meet rules • Advising event directors of guidelines for preparing the entry form and meet results • Confirming and retaining “Report of Occurrence” forms (used to report ALL incidents, no matter how minor) [see www.usms.org/club-central/insurance] • Emphasizing the expected timeline from event sanction application to submission of result • Coordinating the application for National and World records • Assisting with the issuance of Certificates of Insurance when requested • Issuing Sanctions and Recognitions for events held within the LMSC • Ensuring all sanctioned events are listed in the USMS Calendar of Events • Sending sanctions fee checks (and indicate which meet it is for) to the LMSC Treasurer • Forwarding Meet results/backup from meet host to Top 10 Chair • Working with event directors to avoid conflicting dates with other local, regional, or national events • The Sanctions Chair should be aware of the past performance of meet hosts and call particular attention to any prior deficiencies. A performance bond may be required and further sanctions may be denied to an organization failing to live up to its obligation to conduct such events in accordance with applicable USMS swimming rules and administrative regulations or as stated on the entry form. <p>(continued next page)</p>		

<ul style="list-style-type: none"> • Assist meet hosts in creating meet info/sanction document • Assist meet hosts in setting up and testing online entry • Oversee submittal of meet host budget to PNA BOD for approval of meet fees • Facilitate email blasts reminding membership of meet due dates • Educate meet hosts on USMS rule changes and impact on running meets
<p>Key deliverables</p>
<ul style="list-style-type: none"> • Maintain PNA Meet Guide for event directors • Maintain a list of PNA sanctioned or recognized events on the PNA website • Approve the return of any event performance deposit to sanction applicant • Report to PNA Board on recent LMSC event sanctions • Post results on PNA website
<p>Recommended skills, experiences, and attributes</p>
<ul style="list-style-type: none"> • Familiar with the USMS rules of competition • Familiar with the Insurance section of the USMS Guide to Operations • Familiar with online USMS Event Sanctioning process • Familiar with steps to acquire Certificates of Insurance through current vendor
<p>Recommended training</p>
<ul style="list-style-type: none"> • Review online Event Sanctioning tutorials http://www.usms.org/comp/sanction/request.php • Review records and documents from prior Sanctions Chair • Review USMS rules of competition
<p>Benefits for the volunteer</p>
<ul style="list-style-type: none"> • A better appreciation of the preparations needed for hosting a good meet • Closer contacts with swimmers and team officers outside my home city • Feeling you have helped promote swimming and helped PNA
<p>Benefits to USMS</p>
<ul style="list-style-type: none"> • Local knowledge to evaluate entry, facility, safety for USMS sanctioned events
<p>Other requirements of the role</p>
<ul style="list-style-type: none"> • Sanctions Coordinator should be available and ready to respond on short notice to requests for information, willing to take the time to proof read submitted entry forms, and be able to work with other committee chairs • Succession planning to recruit a capable successor for handling your role and responsibilities