

# PACIFIC NORTHWEST ASSOCIATION OF MASTERS SWIMMERS

## Board Position Description

<b>Position title</b>	Open Water Chair	
<b>Start date / End date or Term length</b>	Ongoing	Appointed
<b>Estimated hours/days required per month</b>	June-September (OW Season): 15 hours per month October-May: 5 - 10 hours per month	
<b>Reports to</b>	PNA President	
<b>Direct Reports</b>	none	
<b>Role overview and purpose, and how it relates to the organization's mission</b>		
<p>This position is charged with</p> <ul style="list-style-type: none"> <li>• Ensuring that sanctioned open water events operate under USMS and PNA guidelines in a safe manner</li> </ul>		
<b>Key responsibilities</b>		
<ul style="list-style-type: none"> <li>• Assure that all open water events in PNA are safe and well run</li> <li>• Encourage the development of open water swims in PNA's geographical area</li> <li>• Work with local open water event hosts to promote common event guidelines, such as entries, results submissions, safety, overall event management</li> <li>• Enhance and maintain local policies based on USMS policies and guidelines for open water</li> <li>• Oversee submittals from OW event hosts through the open water sanction process at the USMS National Office</li> <li>• Create or coordinate open water clinics</li> <li>• Work with event hosts to submit open water events to the USMS calendar</li> <li>• Coordinate with the USMS Long Distance Committee and the event host when national championship open water events are being held in the PNA</li> <li>• Help recruit open water events for national championship consideration</li> <li>• Tabulate and publish results and distribute prizes for the PNA Open Water Series High Point Awards</li> <li>• Assist in soliciting sponsorships for PNA open water events</li> </ul>		

<b>Key deliverables</b>
<ul style="list-style-type: none"> <li>• Annual calendar of PNA’s Open Water events for member reference</li> <li>• Post-event reviews to communicate and apply lessons learned</li> <li>• Generate articles on local open water accomplishments and submit to PNA’s website, blogs, Facebook page, newsletter</li> <li>• Review PNA Open Water policies and proposals when necessary</li> <li>• Prepare and post PNA Open Water Series High Point standings</li> </ul>
<b>Recommended skills, experience, and attributes</b>
<ul style="list-style-type: none"> <li>• Ability to be organized and oversee a number of events at the same time</li> <li>• Experience in participating in OW events, hosting OW events, working with OW event organizers, attending OW safety conferences, working with or as a life safety personnel</li> <li>• Knowledge of Part 3 of the USMS Rule Book and PNA Open Water policies including those for safety and organization</li> <li>• Working knowledge of Microsoft Excel and Word</li> </ul>
<b>Recommended training</b>
<ul style="list-style-type: none"> <li>• Review USMS Open Water Manual and other documents</li> <li>• Participate in OW safety conferences and clinics</li> <li>• Certified as a USMS Open Water Referee and Safety Director</li> <li>• Serve as a OW event director or safety officer</li> </ul>
<b>Benefits for the volunteer</b>
<ul style="list-style-type: none"> <li>• Developing organizational skills</li> <li>• Learning more about OW racing, safety, personnel, athletes, etc</li> <li>• Working with local event directors</li> <li>• Learning about USMS’s OW procedures, safety recommendations, operations, etc</li> </ul>
<b>Benefits to USMS</b>
<ul style="list-style-type: none"> <li>• Supporting USMS OW brand by conducting safe, well run events in PNA</li> <li>• Providing to USMS, feedback about local OW events so that comparisons can be made between different types of venues, safety setup, etc., which all can be used by USMS to better their OW water information database and personnel</li> </ul>
<b>Other suggested requirements of the role</b>
<ul style="list-style-type: none"> <li>• Succession planning to recruit a capable successor for handling your role and responsibilities</li> </ul>