

# PACIFIC NORTHWEST ASSOCIATION OF MASTERS SWIMMERS

## Board Position Description

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|---|--|-----------|
| <b>Position title</b>   | PNA Top 10 Recorder                              |           |
| <b>Start date / End date or Term length</b>   | Ongoing  | Appointed |
| <b>Estimated hours/days required per month</b>  | 5 - 10 hours per month                           |           |
| <b>Reports to</b>   | PNA President, USMS National Swims Administrator |           |
| <b>Direct Reports</b>   | None   |           |
| <b>Role overview and purpose, and how it relates to the organization's mission</b>  |  |           |
| <p>The Top 10 Recorder position tracks and reports competitive results for the PNA membership. The Top 10 Recorder submits regular result reports to the National Swims Administrator and communicates notable results to PNA's Newsletter editor and Webmaster for broadcast to the local membership. This position also works closely with the sanctioned and recognized Meet Directors, as well as PNA's Officials Chair to confirm appropriate details related to USMS competitive rules and regulations.</p>   |  |           |
| <b>Key Responsibilities</b>   |  |           |
| <ul style="list-style-type: none"> <li>• Forward and/or upload meet results to the Meet Results database throughout the year for the PNA's Sanctioned meets</li> <li>• Compile and report individual Top 10 times for each course (SCY, LCM, SCM) from all recognized and sanctioned events held within their LMSC by the deadlines, in the proper format, as described in the Guide to Operations (<a href="http://www.usms.org/admin/lmschb/">www.usms.org/admin/lmschb/</a>). Work with PNA Meet Directors to ensure that appropriate Record Applications are submitted in a timely manner to the appropriate person</li> <li>• Track PNA pool measurement forms and submit new forms for inclusion in the national database</li> <li>• Work with the PNA Sanctions Chair/s to ensure that all events are submitted to the USMS calendar of events and all event records and tabulations requirements are met</li> </ul> |  |           |
| <b>Key Deliverables</b>   |  |           |
| <ul style="list-style-type: none"> <li>• Upload and validate all event results held within the PNA to the USMS Event Results Data Base</li> <li>• Generate and submit SCY Top 10 file to National Swims Administrator by June 30</li> <li>• Generate and submit LCM Top 10 file to National Swims Administrator by Oct. 20</li> <li>• Generate and submit SCM Top 10 file to National Swims Administrator by Jan. 26</li> <li>• Ensure that all record applications, from events held within PNA, are submitted within the deadlines as prescribed by the USMS Rule Book</li> <li>• Ensure that all PNA pool measurement forms are maintained per the requirements in the USMS Rule Book</li> <li>• It is suggested that the Top 10 Recorder maintain PNA records for each course (SCY, LCM, SCM) and USMS Postal events</li> </ul>   |  |           |

**Recommended Skills, Experience and Attributes**

- A computer with Internet access
- Software, such as Meet Manager, to compile Top 10 submissions (the specific software used will be based on LMSC needs and available through the National Office).
- Good computer skills, including:
  - Develop an understanding of relevant files and file extensions (.txt, .xls, .cl2, .zip)
  - Develop an understanding of how to extract individual files from a ZIP file
  - Develop an understanding of how to use a text file editor, such as Notepad (Windows) or TextEdit (Mac)
- Detail oriented
- Ability to work with web applications
- Familiarity with rules for USMS meets, such as splits, legal relays, etc
- Familiarity with USMS membership IDs and how to determine current membership
- Familiarity with USMS rules regarding club affiliation, especially for relays

**Recommended Training**

- Develop proficiencies in related software, files, file handling

**Benefits for the Volunteer**

- Providing a high level of customer service for our members who participate in recognized and sanctioned swimming events within and outside of USMS
- The opportunity to interact in a common purpose with a broad range of dedicated and positive individuals who are equally passionate about swimming

**Benefits to USMS**

- Consistent and accurate record keeping and tabulations of all swims for all events by our USMS members

**Other Suggested Requirements of the Role**

- Succession planning to recruit a capable successor for handling your role and responsibilities