

SPMS Top Ten Recorder/Records

Role overview and purpose:

The Top Ten Recorder tracks and reports competitive results for the SPMS membership.

The Top Ten Recorder works closely with sanctioned and recognized Meet Directors, as well as the SPMS Officials Chair to confirm appropriate details related to USMS competitive rules and regulations.

1. The Top Ten Recorder shall review and ensure swim meet results for all Masters meets conducted within SPMS are correct and are obtained following all USMS rules.
2. The Top Ten Recorder shall be responsible for compiling and maintaining annual Top Ten lists for all swimmers competing in sanctioned and recognized events within the Southern Pacific region in Short Course Yards, Long Course Meters, and Short Course Meters competitions.
3. The Top Ten Recorder shall maintain a list each year of all known records for each course, for each age group, for each gender, and for both individual and relay events.
4. The Top Ten Recorder shall interact with the SPMSC, National Top Ten Recorder, National Registrar, SPMS Registrar, various competition directors, and individual swimmers regarding results and registration information, problems, or questions, in a timely and courteous manner.
5. The Top Ten Recorder shall submit SPMS Top Ten lists to USMS along with the proper verification within the time limit as prescribed by USMS.
6. The Top Ten Recorder shall communicate notable results of SPMS members to the SPMS Newsletter Editor and SPMS Webmaster for broadcast to the membership.
7. The Top Ten Recorder shall provide a monthly report to the SPMSC one week prior to each SPMS meeting to be posted on the SPMS website.
8. The Top Ten Recorder shall provide the SPMS Executive Committee a monthly time tracking report detailing actions taken as the Top Ten Recorder/Records.

Estimated hours/days required per month:

10 - 40 hours per month, maybe more depending on the number of events.