

National Times Coordinator Job Description

- Maintain a listing of all SWIMS Times Officers (including NTV, Top 16).
 - This list includes those who do the data entry into SWIMS, clean up the holding tanks, maintain Top 16 lists, authorize observation of non-USA-S meets for loading into SWIMS, maintain LSC records. Currently there are around 150 individuals on this listing.
- Communicate with all SWIMS Times Module volunteers on a regular basis and provide them with training materials, policy updates, issues relating to handling of data, etc. Communication is also sent from HQ (Larry, Chelsey, Susan) on technical issues with the database system. Chelsey maintains the listing of Times Module volunteers on the USA-S website and updates it as needed.
- Work individually with LSCs in the structure of their Times Module set-up and troubleshoot and advise as needed at any time during the year.
- Authorize, on behalf of the Program Ops Vice President, meets for observation of swims that are not in the “championship” progression, i.e., high school invitationals, college invitationals and dual meets.
- Maintain a listing of the above meets, as well as those authorized by the host LSC (high school and college championship progression meets).
- Until the US Open meet this year, attend all national level USA Swimming championship meets (or provide volunteer coverage) in order to prove times entered in the meet (old OVS system). (It was decided that given the OME system and the ability to work from any site to do this work that the NT Coordinator would not need to attend every national level meet. Staff members Larry and Susan handle the entries through OME and are in communication with coaches on any unproven times throughout the process.)
- Assess fines for unproven times at national meets on behalf of the Program Ops VP.
- Coordinate and present workshops at convention and any off site workshops as available.
- Develop and put forward any legislation that may be needed to update the Rules and Regulations Book. Participate on subcommittees as asked by Rules Committee.
- Supervise and work with a task force to develop an enhancement list of upgrades to the SWIMS Times Module database. Larry, Chelsey, and Susan are integral in the development, implementation, and communication of these enhancements. The task force makes the suggestions, does testing, re-evaluates items based on work performed by in-house or contract programmers, and approves these enhancements. The Program Ops VP maintains final say on the status of the enhancements.

Activities Post 2006 Convention

- Sent minutes and handouts from two convention workshops to all attendees and all SWIMS Times Officers electronically.
- Participated with Bruce Stratton and several YMCA leadership members in a task force to come up with guidelines for handling the YMCA meets as “approved” rather than observed.
- Communicated these guidelines and information to all SWIMS Times Officers; asked for feedback as to the success of this new status and on the workload for the LSCs.
- Maintained the listing of officers and a list of meets authorized for observed swims for all the LSCs. Updated as necessary based on feedback from the LSCs.
- Monitored, generally, the ongoing work by the LSCs in loading meets and cleaning holding tanks. Did troubleshooting as necessary.
- Upon taking the role of Chair of the T & R, worked with Pat Lunsford and staff members to develop role of the committee. Communicated with committee members.
- Communicated the committee members’ names to all SWIMS Times Officers and asked for their support and communication of interest in serving on a subcommittee for enhancements.
- Reviewed the set up for the joint workshop with Registration (this workshop was planned by Pam Cook, former Registration chairman, and me last year and proposal was accepted by the BOD for 2007 funding).
- Communicated with Cathy Durance on workshops needed by our committee or sub groups for the 2007 convention.