

SPMS Contractor Bids

Send all contractor bid requests to Diana LaMar, SPMS Secretary, no later than August 31, 2020 at the following email address: secretary@spmasterswim.org
Bids will be reviewed and presented at the SPMS Meeting on September 17, 2020 for voting.

SPMS is accepting bids for the following contractor positions.
The recommended bid amounts and job descriptions are listed:

Membership Coordinator - \$250.00/month for up to 4,000 members, with an additional \$0.75 per member over 4,000 paid at the end of the fiscal year (December 31)

The SPMS Membership Coordinator shall:

- communicate with swimmers, clubs, meet directors and SPMS officers regarding the membership registration process.
- process paper, individual, club, and one event registrations and transfers within SPMS.
- print and mail membership cards and donation letters if requested.
- work with Meet Directors, Sanctions Chair, and Top-Ten/Records Coordinator regarding memberships.
- provide information to the SPMS webmaster in a timely manner
- provide member information to SPMS Chair, and SPMS newsletter editor upon request.
- process member transfers and deposit funds received into the SPMS bank account and transmit all related documentation to the SPMS Treasurer and SPMS Chair
- direct registration questions to the USMS National Office when deemed necessary
- direct phone calls and/or emails regarding SPMS and USMS swim clubs, meets, and policies as appropriate

Required skills, experience and attributes:

- access to a computer with Internet access, email address, printer, and phone
- knowledge of computer software programs – Excel and Word
- required to be a member of SPMS

Top-Ten/Records Coordinator - \$500/month

The Top-Ten/Records Coordinator shall:

- compile and maintain annual Top-Ten/Records 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
- maintain an up-to-date list of all known records for each course, for each age group, for each gender, and for both individual and relay events
- interact with the SPMSC, National Top-Ten Recorder, National Registrar, SPMS Membership Coordinator, competition directors, and individual swimmers regarding results and registration information, problems, or questions, in a timely and courteous manner
- submit SPMS Top-Ten lists to USMS along with the proper verification within the time limit as prescribed by USMS.

Required skills, experience and attributes:

- access to a computer with Internet access, email address, printer, and phone
- knowledge of computer software programs – Excel and Word
- required to be a member of SPMS

Newsletter Editor - \$250/month

The SPMS Newsletter Editor shall:

- produce six electronic issues of the SPMS Newsletter each year
- gather information and meet links from meet directors for upcoming meets and open water events to assist with posting meet information to the SPMS website and for inclusion in the newsletter
- gather articles and photographs for inclusion in the newsletter and solicit and write articles as needed.
- Obtain mailing addresses of SPMS members who desire a hard copy of newsletter and mail newsletters as necessary

Required skills, experience and attributes:

- access to a computer with Internet access, email address, printer, and phone
- knowledge and skills of computer software programs to produce electronic newsletter
- required to be a member of SPMS

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