

IV. SPMS CONTRACTORS

Contractor services shall be for a period of two (2) years, commencing on October 1st of even-numbered years.

All Contractor services shall be awarded following a formal bid procedure:

- The specifications for each Contractor position shall be published by SPMS no earlier than ninety (90) days and no later than sixty (60) days prior to the expiration of the current contracts. Bid contracts shall be published on the SPMS website and in the next scheduled issue of the SPMS newsletter in an email notification to the membership.
- In the event that a Contractor position becomes vacant during the first year of the contract period, the SPMSC shall open the position to bids.
- In the event that a Contractor position becomes vacant during the second year of the contract period, the SPMSC shall appoint a replacement to fulfill the remaining term of the contract with the same terms and conditions.
- A Contractor may, but is not required to, bid on and be confirmed for one or more of the positions listed below.
- Certain contracts may be entered into and services provided by the Contractor to SPMS without compensation, as shall be mutually agreed to in writing between the Contractor and SPMS.
- Contractor services to SPMS shall be provided as independent contractors. The Contractor shall be responsible for keeping all records and collections, and paying all social security, income, and like taxes.
- The Contractor may sub-contract to any party; however the primary Contractor bears the ultimate responsibility of meeting requirements, deadlines, performance, and costs. All sub-contractors must be approved by the SPMSC.
- Either SPMS or the Contractor may terminate the contract without cause with sixty (60) days notice to the other party.
- Modifications to any contract must be approved and accepted by both the contractor and the SPMSC.
- Contractor positions may be increased or the responsibilities, services, and reporting requirements changed from time to time to meet the needs of SPMS. Any such change shall require an amendment to these Policies & Procedures.
- Data is the property of USMS. It is the policy of SPMS that any use, personal or commercial, by an SPMS Contractor is expressly forbidden unless prior written permission is obtained from SPMS.
- Each contractor shall be paid according to the terms of his or her contract with SPMS.

The SPMS Contractor positions shall be as follows:

A. Registrar/Membership Coordinator

1. The SPMS ~~Registrar~~ Membership Coordinator shall be responsible for processing the ~~transfer registration~~ of clubs and individuals within SPMS, account for and deposit funds received into the SPMS bank account, and transmit all related documentation to the SPMS Treasurer and SPMS Chair.
2. The SPMS ~~Registrar~~ Membership Coordinator shall operate **the SPMS office**, including all related business services for SPMS and its club and individual members.
3. The Registrar cannot be the same person as the Treasurer.
- 3.4. The Membership Coordinator must maintain a current USMS membership within SPMS during the period of contract.

B. Top Ten Recorder/Records Coordinator

1. 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.
2. 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.
3. The Top Ten Recorder shall interact with the SPMSC, National Top Ten Recorder, ~~National Registrar~~, SPMS Membership Coordinator ~~Registrar~~, various competition directors, and individual swimmers regarding results and registration information, problems, or questions, in a timely and courteous manner.
4. 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.
- 4.5. The Top Ten Recorder must maintain a current USMS membership within SPMS during the period of contract.

C. **Newsletter Editor/Communications Coordinator**

1. The **SPMS Newsletter Editor**/Communications Coordinator shall be responsible for compiling six issues each year of the SPMS Newsletter, maintaining the SPMS Facebook, monitoring and updating the SPMS website, and performing other communication and social media as needed.
2. The **SPMS Newsletter Editor** shall gather information ~~and meet forms~~ from meet directors for upcoming meets and open water events ~~to produce meet information files~~ for the SPMS website and for inclusion in the newsletter.

3. The SPMS Newsletter Editor shall gather articles and photographs for inclusion in the newsletter, and write articles as needed.

~~3.4.~~ The SPMS Communications Coordinator must maintain a current USMS membership within SPMS during the period of contract.