

USA Swimming

LSC Evaluation and Achievement Program (LEAP)

NC Swimming Status

Required Item not Completed

A Required Item is Missing

Area	Lvl	Req / Add / Tot	Item No.	Item	Description	Required Points	NCS Points	Responsibility	Comments
Org	1	R	1	LSC Portal	Every LSC has a portal on the USA Swimming website. This portal contains contact information for the LSC as well as meet results and records. LSC Records' Chairs were given the password to access this area. Contact USA Swimming to obtain the LSC's password. Click on the "Save" button below when the LSC has finished updating the portal.	1	1	Webmaster	
Org	1	R	2	Mission Statement	A successful organization maximizes effectiveness by having its members working for a common purpose as described in its Mission Statement. Enter your Mission Statement in the box below	1	1	General / Vice Admin Chair	
Org	1	R	3	Vision Statement	Long-term success is achieved by pursuing a strategic objective as described in the organization's Vision Statement. Enter your Vision Statement in the box below.	1	1	General / Vice Admin Chair	
Org	1	R	4	Create and adopt bylaws	Bylaws govern the operation of an organization. USA Swimming provides a mandatory template for LSC Bylaws. Upload your bylaws.	1	1	Legislative Chair	
Org	1	R	5	Develop Annual Budget	Each LSC should have an annual operating budget. Upload a copy of your budget. (Note: You may group items together. For example, USA Swimming does not need to see individual salaries of staff, but would like to see a single line item for salaries)	1	0	Treasurer	Need budget from Treasurer Future: Modify(develop) the process for setting the budget.
Org	1	R	6	Comply with State and Municipal Business Laws	This may require the LSC to file Articles of Incorporation, acquire a Business License and/or Register the LSC name with the state. Check the box if these criteria have been met.	1	1	Finance Chair	
Org	1	R	7	Comply with Ted Stevens Olympic & Amateur Sports Act	The Ted Stevens Olympic & Amateur Sports Act established a governance structure for amateur sports in our country. Click here for a succinct summary (link to Understanding the Sports Act document)(link to hidden doc) of the relevant provisions of the Ted Stevens Olympic & Amateur Sports Act. Check the box if your LSC complies.	1	1	Legislative Chair	20% of board should be athletes, Appointing Athletes and proposed By Law Change
Org	1	R	8	501(c)(3)	Every LSC is a 501(c)(3) non-profit organization and as such, must comply with state and federal requirements for 501(c)(3) non-profit status. Check the box if your LSC complies.	1	1	Finance Chair	
Org	1	R	9	Conflict of Interest policy	LSC Board and committee members must serve for the good of the entire organization, rather than for personal or professional gain. Each LSC should develop, publish and enforce a "Conflict of Interest" policy. (link to hidden doc) Upload your Conflict of Interest Policy.	1	1	Admin Vice-Chair	Standard one posted on the USA-S web site - General Chair, Carl, John Roy, Joel to review; Board would need to approve at the February meeting (conference call); completion by LSC members by March meeting. - DONE
Org	1	R	10	Rules & Regulations	Each LSC must provide competitive opportunities for its athletes and these competitions must be governed by specific rules and regulations. LSCs should establish, publish and maintain a document that applies to the conduct of competitions. This document is sometimes called "Rules & Regulations"(link to Pacific doc) and should include meet sanction procedures, meet entry procedures and warm-up & Safety procedures. Upload your document.	1	1	Legislative Chair	called bylaws part 2 right now
Org	1	R	11	Policies & Procedures	Each LSC will have governance items that are not specifically covered under the LSC By-Laws. Each LSC should establish, publish and maintain a document that applies to the administration of LSC business. This document is sometimes called "Policies & Procedures" (link to sample from Pacific or MA) and should include a schedule of LSC meetings, deadlines, operating procedures, etc. Upload your "Policies & Procedures."	1	1	Legislative Chair	Included in Parts II and III - DONE Future: Need to move info to a policy manual - legislative committee responsibility; electronic document and posting, back up necessary
Org	1	R	12	BOD Meetings	LSC's must conduct regular, scheduled meetings of the LSC Board of Directors. Upload the Minutes from the most recent LSC Board of Directors Meeting.	1	1	Secretary	Future: Create task force/committee to discuss web site
Org	1	R	13	HOD Meetings	LSC's must conduct an annual meeting of the LSC House of Delegates. Upload the Minutes from the most recent LSC House of Delegates Meeting.	1	1	Secretary	Need to be uploaded to web site - DONE; Janet to send cleanup draft minutes DONE
Org	1	R	14	Elections	Each LSC must elect corporate officers on a regular basis. Upload a document that identifies your corporate officers and their terms of office.	1	1	Legislative Chair	

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Org	1	R	15	Registrations	Athlete, non-athlete and club membership applications must be processed in a timely fashion. Registration fees must be remitted to USA Swimming monthly. Athlete membership cards should be returned to the athletes or their clubs and non-athlete membership cards should be sent to those members. Identify the person responsible for <u>processing your LSC's registrations in the text box.</u>	1	1	Registration Chair	
Org	1	R	16	Swim Meet Sanctions	Each LSC must sanction and oversee competitive swimming events. This includes processing all meet sanctions and collecting all meet surcharges. Upload a document that describes the <u>process your LSC employs to issue meet sanctions.</u>	1	1	Sanction Chair	need the process identified in a document; update the expense report that needs to be filed after a meet is held; sanction chair responsibility - DONE
Org	1	R	17	Swim Meet Approval or Observation	Each LSC is also charged with having a process to approve or observe swim meets that are not sanctioned. Upload a document that describes the process your LSC employs to issue <u>meet approvals or observations.</u>	1	1	Sanction Chair	process document needed; sanction chair responsibility - DONE
Org	1	R	18	Registration Verifications	Swimmers must be appropriately registered before competing in a sanctioned meet. Each LSC should perform Meet Entry reconciliation to validate all meet participants as USA Swimming registered athletes. In the text box below describe the process your LSC uses to assure that all competitors are registered with USA Swimming.	1	1	Registration Chair	
Org	1	R	19	SWIMS	The SWIMS database tracks an athlete's registration and performance history, provides coaches and clubs with valuable information and supports countless USA Swimming performance-based programs as well as providing analyzable data to enhance our competitive success. LSCs are responsible for processing the results for all sanctioned, approved and observed swims within their boundaries into the SWIMS database. Describe the process your LSC uses to record the results from all competitions in the text box.	1	1	Times Coordinator	
Org	1	R	20	Board of Review	Everyone hopes that conflicts can be avoided. However, some conflicts are inevitable. The Ted Stevens Olympic & Amateur Sports Act and the LSC Bylaws template require that a Board of Review be in place. Check the box if your LSC has a Board of Review mechanism and personnel in place. Provide contact information for the Chairman of the LSC Board of Review in the text box. Click here for information regarding the proper administration of a Board of Review. (insert document from convention board of review workshop)	1	1	General Chair	
Org	1	R	21	USA Swimming House of Delegates Meeting	Each LSC receives a minimum of six votes at the annual convention of the USA Swimming House of Delegates. Upload a document that identifies those LSC Officers who voted in the <u>most recent USA Swimming House of Delegates meeting.</u>	1	1	General Chair	
Org	1	R	22	Financial Review	LSC Board members must have knowledge of the financial state of the organization. A financial statement should be provided at each regularly scheduled Board of Directors Meeting. Upload your most recent financial report. Click here for an example of an internal <u>financial report.</u>	1	0	Finance Chair / Treasurer	Treasurer to provide monthly report (no general publication)
Org	1	R	23	Tax Form	Federal law requires that non-profit organizations file timely and accurate annual tax returns. USA Swimming Rules & Regulations require that USA Swimming also receive a copy of these forms. Check the box if you have submitted your tax forms for the current year.	1	1	Treasurer	Treasurer/Finance Chair to indicate
Org	1	R	24	Audit	LSCs shall conduct and submit to USA Swimming an annual audit. This may be an internal or external audit. (Link to rule) Check if you have submitted your audit.	1	0	Finance Chair	- Need Treasurer/Finance Chair to indicate compliance - FUTURE: Need to look at our process; look at directors' insurance and external audit; audit committee responsibility
Org	1	R	25	Safety	Safety is everyone's priority. LSCs must disseminate safety information and file safety reports. In the text box, describe the process that your LSC employs to file "Reports of Occurrence," review accident reports and disseminate safety information. Click here for <u>information regarding recommended safety practices.</u>	1	1	Safety Chair	Requested Nicole to provide writeup - DONE
Org	1	R	26	Zone Planning Meeting	Zone Planning Meetings are held annually at the USA Swimming Convention. Identify those people who voted in the most recent Zone Planning Meeting in the text box.	1	1	General Chair	

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Org	1	R	27	Reduced Price Membership	The USA Swimming Rules & Regulations (§ 302.2.2) (bookmark) require that LSCs offer an Outreach Membership with specially-reduced fees. Upload your LSCs Outreach Membership policy.	1	1	Diversity Chair	Lee and Rodney should make a recommendation for criteria for LSC use to the Board; team needs to identify need based on established criteria - DONE
Org	1	R	28	Points	Business and Organization, Required Level 1	27	24		
Vol	1	R	29	Organizational structure communicated	The organizational structure of the LSC needs to be communicated to the volunteers and members. This structure includes a listing of Board of Director positions and members, and LSC committees and committee chairs. (LSC by-laws contain information on board positions and committees.) Click on the "Save" button below if the LSC organizational structure is publically available. In the text box explain where a volunteer would find this information, i.e. <u>website</u> , <u>handbook</u> , etc.	1	1	General Chair	Wayne will get what he has available to Richard to post on the web site by February 1. - DONE
Vol	1	R	30	Permanent central contact point	The LSC has a permanent central contact point. This may vary from a volunteer to an office with a paid employee. Click on the "Save" button below if the LSC has a permanent central contact point. In the text box below, list the name, address, email and phone number of the permanent central contact point.	1	1	Admin Vice-Chair	need to do better job of publicizing - use General Chair and Registrar by first week of February; get info to Richard for posting in appropriate place.
Vol	1	R	31	Nominating committee	A nominating committee is responsible for identifying and recruiting potential BOD officers. Click on the "Save" button if the LSC has a committee and give the name of the Nominating Committee Chair in the text box.	1	1	Secretary	Mark Toburen is chair
Vol	1	R	32	Training of Officials	Officials training and certification is offered by the LSC. Click on the "Save" button if the LSC offers officials training. Upload a document that shows a training schedule.	1	1	Official's Chair	no permanent schedule; Mike is working on this with Richard. DONE
Vol	1	R	33	Mission and Vision communicated	It is not enough to have a mission and vision statement, it must be communicated to the membership and volunteers. In the box below explain how your mission and vision is communicated. For example, on the website, on stationary, on meet programs, etc.	1	1	General Chair	Note: can publicize this more
Vol	1	R	34	Number of Officials	The LSC has sufficient officials to conduct fair competitions for athletes. Number of officials is expressed as a % of registered athlete membership. LSC will receive 1 point for 1%,	1	1	Official's Chair	
Vol	1	R	35	Points	Volunteer, Required Level 1	6	6		
C/C	1	R	36	Coach registration	Membership information should be sent (electronically or hard copy) to new coaches upon registration. In the text box explain who sends the material to new coaches and how it is sent. To see a sample new coach packet, click here.	1	1	Registrar	c oaches reps to accomplish info in separate doc by March 31 as directed by John Roy
C/C	1	R	37	Coach Certifications	Each LSC must update coach certifications [CPR, first aid, safety, education, background screening] in the SWIMS database in a timely manner. In the text box give the name of the person responsible for database updates.	1	1	Registrar	
C/C	1	R	38	Coach representation on LSC boards	USA Swimming rules require that a Coach Representative be elected to the LSC Board of Directors by coach members of the LSC. In the text box list the name(s) of the Coach Representative(s) on the LSC Board of Directors and the date and location at which the last election was held.	1	1	Senior Coach Rep	Ryan Woodruff, Casey Charles October 5, 2008 Raleigh
C/C	1	R	39	Club registration	Each LSC must provide proper registration materials and instructions to all clubs. Submitted registrations must be processed into the SWIMS database in a timely fashion. Upload a copy of the registration materials that are sent to clubs and provide the name of the registration chairperson.	1	1	Registrar	need the info to be able to upload - DONE
C/C	1	R	40	New club registration	An LSC must provide guidance to new clubs and complete and forward new club paperwork to USA Swimming in a timely manner. Describe in text box the guidance that is provided to new clubs.	1	1	Registrar	do we have info?? Coach mentors would help here as well see md website : http://www.mdswim.org/Top_Nav/Coaches.htm - DONE
C/C	1	R	41	Points	Coach and Club Development, Required Level 1	5	5		
Ath	1	R	42	Register Athletes	Athletes must be members of USA Swimming and each LSC should process athlete registrations in a timely manner. Place a check mark in the box if the LSC is compliant.	1	1	Registrar	
Ath	1	R	43	Competitive Schedule	LSCs must provide a balanced competitive meet schedule open to all athletes. Upload a copy of your most recent meet schedule.	1	1	Technical Planning Chair	upload from web

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Ath	1	R	44	Meet Results	Meet results must be tabulated and published in a timely manner. The recommended time frame is no later than one week from conclusion of the final meet event. In the text box, explain where the meet results can be found. eg LSC website	1	1	Webmaster	ncswim.org/competition
Ath	1	R	45	Athlete Performance	Athlete recognition at the LSC level is an important motivational tool. Each LSC should develop, maintain and publish LSC records and rankings at least seasonally (short course and long course.) In the text box, explain where the records and rankings can be found.	1	1	Records Chair	web site
Ath	1	R	46	Athlete Participation	Per LSC By-laws, at least 20% of the LSC Board of Directors and any named Board of Review must be athlete members. In the text box, list the names of the athlete representatives on the LSC Board of Directors.	1	0	Senior Athlete Rep	Temporarily appointing 2 Athletes. Proposing legislation to elect additional athletes at HOD
Ath	1	R	47	Championship meets	USA Swimming Rules and Regulations require that each LSC offer championship meets as part of the Age Group and Senior programs.. See rulebook 204.7 on LSC Senior Championship Meets and rulebook 205.7 on Age Group Championship meets. In the textbox list the dates and locations of your LSC Championship meets in the most recent calendar year. (short course and long course)	1	1	Senior Chair	list dates
Ath	1	R	48	Points	Athlete, Required Level 1	6	5		
ALL	1	T	49	Points	Total Level 1	44	40		