

USA Swimming

LSC Evaluation and Achievement Program (LEAP)

NC Swimming Status

Required Item not Completed

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Area	Lvl	Req / Add / Tot	Item No.	Item	Description	Points	NCS Points	Responsibility	Comments
Org	2	R	50	Quadrennial Budget	Strategic planning requires a budget extending several years into the future. Many LSCs plan around the Olympic Quadrennial. Upload a copy of your quadrennial (or long-term) budget. Award one point if the LSC submits a multi-year budget.	1	0	Treasurer	Finance Committee responsibility by fall HOD
Org	2	R	51	Job Descriptions	Support staff (whether volunteer or paid) will have a greater probability of meeting the organization's expectations if they are given written job descriptions. Upload the written job descriptions for staff positions. Award one point if the LSC has a written job description for all officers and paid staff.	1	0	Committee Chairs / Division Chairs	committee chairs write the job descriptions and these are reviewed by division chairs and submitted to the secretary for publication and posting on the web site (flow chart updated); by end of July 2009
Org	2	R	52	USA-S LSC Leadership School	USA Swimming offers a seminar at the USAS Convention and by request for individual LSCs. These seminars are aimed at improving the leadership skill of LSC leaders. In the text box, list the names of those LSC members that have attended LSC Leadership School within the last year.	1	1	Admin Vice-Chair	
Org	2	R	53	LSC Web-site	Communication is critical in the administration of a geographically dispersed organization (such as an LSC). A well-maintained web-site is an important communications tool. Provide the link to your LSC's web-site. Provide the contact information for the person that maintains the web-site. Award one point if the LSC maintains a web-site. Award an additional point if the LSC administers a written policy regarding the Children's Online Privacy Protection Act, (COPPA).(link to information) Upload a copy of the COPPA policy.	1-2	1	Admin Vice-Chair	develop a web site committee under the admin vice chair to propose options for the LSC; establish committee by spring HOD
Org	2	R	54	Diversity Liason	Each LSC must provide a liaison or contact person for interaction between the LSC and the National Diversity Committee. Enter the name of your LSC Diversity Liaison in the text box and award one point. Award an additional point if the Diversity Liaison is a member of the LSC Board of Directors. After entering your information, click on the Save button below.	1-2	1	General Chair	
Org	2	R	55	Required Points	Business and Organization, Required Level 2	5	3		
Org	2	A	56	USA-S Swimposium	USA Swimming offers a seminar called Swimposium that addresses many skills required in the administration of a competitive swim program. If any LSC Officers have attended a Swimposium (or similar seminar) list the name of the attending officer, the event attended and the date of the event (month and year.) After entering your information, click on the Save button below.	1	1	General Chair	can only have one every 3 years
Org	2	A	57	Annual Reviews	All paid staff should have an annual performance review. If your LSC employs paid staff, upload your LSCs performance review policy with a blank copy of the performance review document.	1	0	General Chair	
Org	2	A	58	Electronic Meet Entry	Electronic meet entry greatly reduces the clerical burden on meet operations personnel. In the text box describe the meet entry process for meets in your LSC. Award one point if electronic team entries (e.g. Hy-tek Team Manager) are accepted. Award an additional point if Online Meet Entry is offered.	1-2	2	Meet Management Chair	
Org	2	A	59	Service & Facilities Contracts	Good business practice requires that all business agreements be made in the context of a written contract. If your LSC runs meets, there should be written contracts for competition pools used for the meets. Award one point if your LSC has written contracts for facility use..	1	0	Finance Chair	host teams get the contract; the LSC does not
Org	2	A	60	Pool Certification	USA Swimming maintains a list of certified pools. Pools must be measured and certified for records and times to be officially recognized. The LSC should maintain a copy of certified local pools. Upload a list of certified pools in your LSC.	1	0	Meet Management Chair	officials committee to oversee; immediate need to certify Huntersville, Pullen and Hillsborough and submit to USA-S and get the list of certified pools to Richard to post on web site
Org	2	A	61	Required Points	Business and Organization, Additional Level 2		3		
Org	2	T	62	Required Points	Business and Organization, Total Level 2	10	6		
Vol	2	R	63	BOD Orientation	Board orientation is held to orient new board members to BOD operations and function. Click here for a manual on board orientation. Give one point if new board members receive a Board Orientation notebook containing items such as copies of budgets, minutes, committees, bylaws, job descriptions and LSC structure. Give an additional point if a planned orientation session is held for board members. (Checkboxes with sub boxes.)	1-2	0	Admin Vice-Chair	Secretary/General Chair; orientation meeting by conference call held by general chair or outgoing gen chair if new one elected.

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Vol	2	R	64	Communication with volunteer membership	It is important that the LSC leadership have a means of communicating with the non-athlete membership. In the text box below explain how the LSC communicates with the non-athlete membership. (i.e. website, blast emails, newsletter, handbook, etc.)	1	1	Admin Vice-Chair	
Vol	2	R	65	Officials' Training for National Certification	The LSC provides an opportunity for officials to obtain National Certification. This could be accomplished within the LSC or in partnership with a neighboring LSC. Click on the 'Save' button below if the LSC provides the opportunity for National Certification.	1	1	Official's Chair	
Vol	2	R	66	Advanced Volunteer Training	USA Swimming provides numerous opportunities for volunteers to participate in workshops such as General Chairs, Age Group Chairs, Registration, Senior Chairs, Safety and Board of Review. In the text box list the workshops attended in the last three years and give one point for each up to a maximum of three points.	1-3	3	General Chair	
Vol	2	R	67	Meet Operations seminars	LSC provides meet operation and meet director training opportunities including meet manager software and/or computer operation seminars. See a sample Meet Director's handbook. In the text box below explain the training procedure and give dates of training seminars within the past 12 months. Give one point for meet operations seminar and one point for Meet Directors' seminar for a maximum of 2 points.	1-2	0	Meet Management Chair	Meet Management Committee, formerly known as Publicatins Committee (registrar on the committee); develop training for fall HOD
Vol	2	R	68	Educational Opportunities: Club Leadership and Business Management School	CLBMS is oriented toward coaches and club volunteer leaders. Upload a document that provides information on a recent LSC-sponsored CLBMS. Indicate the number of attendees, separating them into coaches and non-coaches. Award 1 point if at least 50% of the attending clubs have a non-coach in attendance. Award 2 points if at least 50% of the attending clubs have more than one non-coach in attendance. Award an additional point if more than one CLBMS was offered by the LSC within a single calendar year.	1-3	2	Admin Vice-Chair	Dave Thomas could offer this as part of a swimposium
Vol	2	R	69	Importance of Volunteer Involvement Communicated	LSCs cannot operate without volunteers to act as officials, BOD members, HOD members and committee members. In the text box below, explain how the importance of volunteerism is communicated in your LSC and how potential volunteers can seek out opportunities.	1	1	General Chair	done face to face or within clubs
Vol	2	R	70	Swimposium/LSC Workshop	LSC offers a Swimposium or LSC Workshop at least once every three years. In the text box give the date(s) and location(s) of a Swimposium or LSC Workshop in the last three years. Give 1 point for 1 Swimposium/Workshop, 2 points for 2 Swimposium/Workshops or 3 points for 3 Swimposium/Workshops. This could be accomplished within the LSC or in partnership with a neighboring LSC.	1-3	2	General Chair	
Vol	2	R	71	Education and Representation at USAS Annual Convention	Each LSC has six votes at the USAS House of Delegates annual meeting. Click the Save button if 6 voting members attended the most recent USAS House of Delegates. In the text box, list their names and positions in the LSC.	1-3	3	General Chair	
Vol	2	R	72	Required Points	Volunteer, Required Level 2	9	13		
Vol	2	A	73	Education: Structure of USA Swimming	The structure of USA Swimming is communicated to the volunteer membership. Click here for information on the USA Swimming structure. Click on the "Save" button if the structure of USA Swimming is communicated to the volunteer membership.	1	0	General Chair	Goes along with item 72; post on web site
Vol	2	A	74	Number of Officials	Having a cadre of trained officials beyond the bare minimum to run meets helps to ensure quality swim meets without repeatedly calling on the same volunteer corps. Number of officials is expressed as a % of registered athlete membership. LSC will receive 1 point for 4% and an additional point for each additional 2 percent, up to a maximum of 3 points	1-3	3	Official's Chair	
Vol	2	A	75	Officials at meets hosted at Zone or Sectional level	Officials from the LSC have served on deck at zone or sectional level meets in the last three years. Click the "Save" button and give 1 point if three or fewer distinct officials have participated; give 2 points if more than three distinct officials have participated.	1-2	2	Official's Chair	
Vol	2	A	76	Volunteer recruitment	Recruitment of volunteers to fill the many positions in the LSC is important to growth and continuity. If the LSC has a recruitment plan, click on the Save button and explain the plan in the textbox.	1	0	Admin Vice-Chair	Send Board/committee members to club organizational meetings in fall; use clubs as mechanism to email all parents with info.

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Vol	2	A	77	Service Award Recognition	LSC Selects a Conoco Phillips Outstanding Service Award recipient annually. Click the Save button and name the latest recipient in the text box below.	1	1	Admin Vice-Chair	
Vol	2	A	78	Required Points	Volunteer, Additional Level 2		6		
Vol	2	T	79	Required Points	Volunteer, Total Level 2	21	19		
C/C	2	R	80	Safety Certification for coaches	It is important that coaches have adequate opportunity to gain or renew their safety certifications. LSCs should ensure that Safety Certification training opportunities are available two or more times per year. Upload a document that shows local providers or LSC sponsored opportunities. Award one point if the LSC provides a listing of local providers, award two points of the LSC sponsors at least one training opportunity per calendar year. (maximum 2 points)	1-2	0	Safety Chair	nicole needs to request any upcoming certification classes be sent to her and posted in coaches section of web site and sent via blaait to list of all. Compile and post list of certified instructors, accomplish by March 31
C/C	2	R	81	Club Leadership and Business Management School	CLBMS is oriented toward coaches and club volunteer leaders. Upload a document that provides information on a recent LSC-sponsored CLBMS. Indicate the number of attendees, separating them into coaches and non-coaches. Award 1 point if at least 50% of the attending clubs have a coach in attendance. Award 2 points if at least 50% of the attending clubs have more that one coach in attendance. Award an additional point if more than one CLBMS was offered by the LSC within a single calendar year.	1-3	1	Senior Coach Rep	been a while
C/C	2	R	82	Committee Participation - coaches	Coaches are important members of LSC Committees. In the text box, list the committees on which coach members <u>actively</u> serve. Award 1 point if 3 or fewer committees have active coach members. Award 2 points if 4 or more committees have coach members who actively participate in committee business or functions.	1-2	2	General Chair	need to list
C/C	2	R	83	Registration seminars/workshops for Clubs	Club registrars should be familiar with LSC registration policies and procedures. Upload a document that describes the registration seminars or workshops that are offered to clubs at least once a year. Give 1 point for each offering up to a maximum of three points.	1-3	1	Registrar	been a while
C/C	2	R	84	Team scores	It is important to recognize excellence by keeping team scores at championship meets and acknowledging the top teams in appropriate manner. Give 1 point if team scores are kept and awarded at a Senior Championship meet. Give 1 point if team scores are kept and awarded at an Age Group Championship meet. In the text box describe the award and list the winners in the previous season championships. (Maximum 2 points.)	1-2	2	Meet Management Chair	need to put in data
C/C	2	R	85	Required Points	Coach and Club Development, Required Level 2	5	6		
C/C	2	A	86	LSC Zone Team/All Star Team Staff coaches	It is important to bring new coaches into the LSC Zone Team or All-Star team experience. In the text box, list the staff coach(es) serving for the first time in last season's Zone or All-Star competition.	1	1	Age Group Chair	John Fischetti
C/C	2	A	87	Coach of the Year Awards	Appreciation and recognition of success within the LSC is a worthy effort. One area that is sometimes overlooked is yearly success on the part of a coach. Award 1 point for each Coach of the Year award given (such as Age Group Coach of the Year, Senior Coach of the Year, Developmental Coach of the Year.) Maximum 2 points. List the names of the most recent season's award winners in the text box.	1-2	2	Senior Coach Rep	kit raulerson, robin jacobs
C/C	2	A	88	Coach Recognition	Appreciation of success can take many forms. Give one point if Coach of the Year Awards are presented at an awards banquet or similar occasion.	1	1	Award Banquet Chair	
C/C	2	A	89	Certification training- CPR	Each club coach in an LSC must keep his or her certifications updated at all times. LSC training opportunities supplement club and outside provider offerings. Award 1 point if the LSC offers a CPR certification training opportunity for coaches at least one time per year. In the text box, list the date and location of the latest CPR Training course.	1	0	Registrar	is there really a need, do we need to do this? We will facilitate the process, but feel that our needs are being met with our current system.
C/C	2	A	90	Certification training – First Aid	Award 1 point if the LSC offers a First Aid certification training opportunity for coaches at least one time per year. In the text box, list the date and location of the latest First Aid Training course.	1	0	Safety Chair	see above
C/C	2	A	91	Certification training - Safety Training for Swim Coaches	Award 1 point if the LSC offers a Safety Training for Swim Coaches certification training opportunity for coaches at least one time per year. In the text box, list the date and location of the latest Safety Training for Swim Coaches course.	1	0	Safety Chair	see above

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C/C	2	A	92	Financial assistance to Clinics	Instructional possibilities are often regional rather than local. Upload a document that describes the LSC policy or criteria for financial assistance to coaches who attend a regional clinic and give 1 point.	1	0	Senior Coach Rep	Based upon LSC HOD participation NCS will award one reimbursement of up to \$500 to cover travel, hotel, and registration to an educational clinic. Reimbursement will be based upon receipts and awarded as a "door prize" at HOD (fall and spring) to a coach. Award must be used within 12 months or be forfeited and can be used to attend USA Swimming Olympic trials if trials falls within the 12 month period. Total cost is a maxium of \$1000 per year.
C/C	2	A	93	Financial Assistance to USAS Convention	The LSC Coach Representative should attend the USAS Convention. Upload a document that describes the LSC policy or criteria for financial assistance for the Coach Representative to attend the USAS Convention. Give 1 point.	1	1	Legislative Chair	peter document
C/C	2	A	94	Financial Assistance to USAS Convention	Opportunities abound to network with other coaches in all parts of the country at the USAS convention. Upload a document that describes the LSC policy for financial assistance for coaches (in addition to the coach rep) attending the convention and give 1 point.	1	0	Legislative Chair	we already send several coaches with the representation we have on the board
C/C	2	A	95	Coaches and Clubs support LSC Programs and Competitions	LSC programs need the support of LSC clubs and coaches. Give 1 point if at least 80% of eligible clubs participate in LSC Championship events such as Age Group Championship meets or Senior Championship meets.	1	1	Senior Chair	
C/C	2	A	96	Club Recognition Program	USA Swimming encourages all clubs to participate in the Club Recognition program. Similar to LEAP, CRP is geared toward club self-evaluation and assessment. The LSC can encourage all registered clubs to participate. The LSC will recieve 1 point if 10% of clubs have completed at least Level 1 of CRP and an additional point for each additional 10% up to a maximum of 3 points.	1-3	2		
C/C	2	A	97	Required Points	Coach and Club Development, Additional Level 2		8		
C/C	2	T	98	Required Points	Coach and Club Development, Total Level 2	19	14		
Ath	2	R	99	Open Water Meets	LSCs are encouraged to provide opportunities for Open Water Swimming. Upload a document which lists open water opportunities for athletes in your LSC. These opportunities may be offered by your LSC or combined with another LSC. Give one point if you offer Open Water competition in your LSC (or with a neighboring LSC). Award an additional point if athletes from your LSC participated in Zone Open Water events in the previous season.	1-2	2	Open Water Chair	upload meet info
Ath	2	R	100	Athletes with Disabilities	LSCs are encouraged to provide opportunities for athletes with disabilities. Upload a document that shows your LSC policy of inclusion or upload meet information which explains the inclusion plan for athletes with disabilities at LSC Championship meets or other competitions. Give one point if athletes with disabilities are included in Championship meets . Award another point if athletes with disabilities have additional opportunities in your LSC.	1-2	2	Disability Chair	
Ath	2	R	101	Outreach Memberships	LSCs are required to provide special low-costs membership to qualified athletes. Award 1 point if the LSC has a written "outreach" policy. Award an additional point if LSC outreach athletes belong to 3 or more different teams.	1-2	1	Diversity Chair	already working on it with - DONE. Check with Registrar on number of athletes, teams
Ath	2	R	102	Required Points	Athlete, Required Level 2	3	5		
Ath	2	A	103	Financial Assistance for Travel	Many LSCs provide financial assistance for travel to All-Star, Zone, Sectional or National level meets. Upload a document that describes the LSC policy or criteria for financial assistance for attending All-Star, Zone, Sectional or National level meets. Give 1 point for financial assistance for travel to National level meets. Award an additional point if the LSC supports travel to both National and Sectional/Zone/All-Star level meets.	1-2	2	Legislative Chair	

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Ath	2	A	104	Camp and clinics	Camps provide educational, motivational, and social opportunities for athletes. In the text box, describe the most recent LSC sponsored camp. Give the date and location, along with the level of the athletes who attended and the number of athletes and coaches who participated. This camp could be sponsored by your LSC or in conjunction with another LSC. Give 1 point for one camp held in the last season. Award an additional point if the LSC (co)-sponsored two or more camps.	1-2	2	Camp Chair	open water/select are run, need to look at distance, racing other types need camp coordinator to do this cost to add camps could be zero based on price
Ath	2	A	105	All Star Team	Does your LSC select an All Star Team? Upload a document that explains the selection procedure. The All Star Team may be an actual competitive team or an honorary team that does not actually attend a competition. Give one point for 1 All Star Team selected and two points for 2 or more All Star Teams selected.	1-2	1	Age Group Chair	jonathan has document to upload
Ath	2	A	106	Athlete Representation at USAS Convention	Exposure to USA Swimming governance is a great opportunity for athletes. Provide the name(s) of your current LSC athlete representative and the name(s) of your athletes in attendance at the most recent USAS convention. Award 1 point for having 1 athlete at convention, award an additional point if 2 or more athletes attended convention s.	1-2	2	General Chair	
Ath	2	A	107	Athlete Recognition/Awards	Athlete recognition is an important way of keeping athletes in the sport and encouraging competition and improvement. Attach a list of athlete awards given by the LSC along with the names of the recipients from the previous season. Give 1 point for 2 or fewer awards. Award an additional point three or more awards given each season.	1-2	2	Award Banquet Chair	
Ath	2	A	108	IMX Participation	The USA Swimming IMX program encourages overall development of the individual swimmer. The LSC will receive 1 point if at least 10% of the swimmers in the LSC have an IMX score. The LSC will receive an additional point for each additional 5% who have an IMX score up to a maximum of 3 points.	1-3	2	Age Group Chair	
Ath	2	A	109	Meet Participation	LSC's provide meets in order for swimmers to experience competition. Outstanding LSC's have high levels of participation. The LSC will be awarded 1 point if 50% of the registered athletes participate in at least one meet. An additional point will be awarded for each additional 10% up to a maximum of 3 points.	1-3	1	Age Group Chair	
Ath	2	A	110	Required Points	Athlete, Additional Level 2		12		
Ath	2	T	111	Required Points	Athlete, Total Level 2	15	17		
ALL	2	T	112	Required Points	Total Level 2	69.6	56		