

**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	Points	NCS Points	Responsibility	Comments
Org	3	R	113	Permanent Office	Successful organizations have a consistent, professional and permanent point of contact. Many LSCs have created permanent offices to serve their constituents. Describe your permanent office and its operation. Award one point if the LSC has a permanent office. Award an additional point if the permanent office is in a commercial (rather than residential) setting.	1-2	1	Permanant Office	
Org	3	R	114	Strategic Objectives	Successful organizations are able to achieve their goals by making strategic decisions based on a shared vision of the future. Upload the document describing your LSCs strategic objectives. Award one point.	1	0	General Chair	
Org	3	R	115	Quadrennial Review	Successful organizations periodically review their strategic plans. Some LSCs review these plans on a quadrennial basis. Describe your LSCs strategic planning process and provide the date of your LSCs last strategic planning review. Award one point. Award one additional point if more than ten individuals participated in the review. Award an additional point if more than five clubs were represented. Award an additional point if more than 5 coach members participated.	1-4	0	General Chair	
Org	3	R	116	LSC Leadership Seminar	USA Swimming offers Leadership and Planning seminars to LSCs. These seminars are facilitated workshops that focus on LSC mission, goals and objectives. Outside facilitators are also available from other sources. If your LSC has held a facilitated leadership seminar list the date and location of your session (within the last four years) and award two points.	2	2	General Chair	
Org	3	R	117	Required Points	Business and Organization, Required Level 3	5	3		
Org	3	A	118	Tax Obligation Review	Organizations that employ paid staff may be required to pay taxes (in spite of the LSCs status as a 501(c)(3) non-profit organization). It is important that LSCs conduct an annual tax obligation review. Provide a document describing the results of last year's tax obligation review. Award one point.	1	1	Finance Chair	
Org	3	A	119	Business Insurance Review	Organizations that employ paid staff may be required to obtain additional insurance (above and beyond that coverage provided by USA Swimming). It is important that LSCs conduct an annual business insurance review. Provide a document describing the results of last year's business insurance review. Award one point.	1	0	Finance Chair	Jon Fox to find someone to do this.
Org	3	A	120	Financial Reserves	Financial security is an important factor in successful strategic planning. Award one point if average financial reserves exceed 6-month operating expenses. Award an additional point if written strategic objectives and quadrennial review include measurable values and objectives for financial reserves.	1-2	1	Finance Chair	
Org	3	A	121	Handbook	A position-specific handbook is an important training tool for new volunteers and/or staff. Upload a copy of your handbook. Click here to see examples of position-specific handbooks. Award one point.	1	0	Admin Vice-Chair	
Org	3	A	122	Leadership Recruitment	Leadership continuity is important in the successful implementation of strategic plans. Identifying and recruiting new leaders is critical to the long-term health of the organization. Describe your LSC's process for identifying and recruiting new members for its Board of Directors. Award one point.	1	0	General chair	
Org	3	A	123	Employee Benefits	Employee satisfaction and continuity are important to any successful organization. Employee benefits are a key part of any employee's compensation package. Describe the employee benefits offered to paid staff. Award one point.	1	0	Admin Vice-Chair	
Org	3	A	124	Fundraising	Describe any fund-raising activities that your LSC uses to augment its operating funds. (Exclude meet fees and registration surcharges). Award one point.	1	0	Admin Vice-Chair	
Org	3	A	125	Publicity	Describe any promotion or publicity programs that your LSC sponsors to proclaim the virtues of the USA Swimming program. Award one point.	1	0	Admin Vice-Chair	
Org	3	A	126	Facilities	Describe any activities that your LSC sponsors that encourage or facilitate the construction or renovation of competitive swimming venues. Award one point.	1	0	Admin Vice-Chair	

**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	Points	NCS Points	Responsibility	Comments
Org	3	A	127	Financial Assistance	Some LSCs have the financial resources to the remove barriers to participation for some of its members. Some examples include: financial subsidies for "special" meets or events, travel assistance for volunteers, etc. Describe any financial assistance programs that your LSC sponsors. (Exclude travel assistance provided to athlete and coaches attending national-level meets). Award one point.	1	0	Finance Chair	
Org	3	A	128	Community Service	LSCs have the opportunity to impact their communities in positive and powerful ways. Describe any community service programs that your LSC sponsors. Award one point.	1	0	General Chair	
Org	3	A	129	Other Great Ideas	Describe any project, program or service that your LSC administers that has not been included above. List only those projects, programs or services that you feel significantly improve the service your LSC provides to its members or community. List up to five. Award one point for each. (The LSC Development Committee will surely want to learn more about any such programs. Be prepared to provide a detailed description of the program(s).	1-5	0	General Chair	
Org	3	A	130	Required Points	Business and Organization, Additional Level 3		2		
Org	3	T	131	Required Points	Business and Organization, Total Level 3	21	5		
Vol	3	R	132	Volunteer Education	LSC provides access to educational material for volunteers. The LSC could maintain a lending library of materials, have educational materials or documents on its website or provide links to the USA Swimming educational materials. Suggested materials include parent education materials and officiating materials and videos. Click on the "Save" button below if access to educational materials is provided.	1	0	Admin Vice-Chair	Web site committee; provide links to USA-S web site info on NCS web site
Vol	3	R	133	Recognition	LSC has a volunteer recognition program beyond awarding the Conoco Phillips Award and lifetime memberships in USA Swimming. Click the Save button and upload a document that explains the recognition and awards given.	1	0	Admin Vice-Chair	
Vol	3	R	134	Life Membership Award	LSC has criteria developed to award life membership to volunteers within the LSC. Click the Save button and upload a document that explains the criteria.	1	0	Admin Vice-Chair	
Vol	3	R	135	Education and Representation at USAS Annual Convention	More than the 6 voting delegates can attend the USAS Annual Convention to take advantage of educational and representational opportunities. Click the Save button if and award 1 point if 1-2 additional delegates represented your LSC at the most recent USAS convention. Award 2 points if 3 or more additional delegates attended the most recent USAS convention. List their names and positions in the LSC in the text box below.	1-2	2	General Chair	
Vol	3	R	136	Financial Assistance to USAS	Financial assistance is provided to volunteers who attend USAS. Click the Save button and upload a document that explains the LSC policy toward financial assistance for delegates to USAS.	1	1	Legislative Chair	Peter needs to write it down for us.
Vol	3	R	137	Certification Program for Meet Personnel	In addition to a workshop or seminar, the LSC has developed a certification program for Meet and/or Safety Directors or Meet Equipment Operators. They receive a hardcopy handbook or an electronic document detailing their duties and responsibilities. Award 1 point for Meet Director and/or Safety Director and 1 point for computer or time system operators, up to a maximum of 2 points.	1-2	1	Meet Management Chair	Have manual for Meet Director, just need certification
Vol	3	R	138	Education	In addition to a workshop or seminar, the LSC has developed a certification program for Meet and/or Safety Directors or Meet Equipment Operators. They receive a hardcopy handbook or an electronic document detailing their duties and responsibilities. Award 1 point for Meet Director, 1 point for Safety Director and 1 point for Computer or Colorado operators manuals, up to a maximum of 2 points.	1-2	0	Meet Management Chair	
Vol	3	R	139	Required Points	Volunteer, Required Level 3	7	4		
Vol	3	A	140	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. Each 1% earns a point up to a maximum of 5 points.	1-5	5	Official's Chair	

**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	Points	NCS Points	Responsibility	Comments
Vol	3	A	141	Recognition	Recognition of volunteers is a key to volunteer retention. Volunteer recognition on the website, at a championship meet or at an awards' banquet are ways to recognize volunteers. Click the Save button if volunteers receive public recognition in the LSC.	1	0	Admin Vice-Chair	need to institute more awards - working # of meets, etc., add vol recog on the website
Vol	3	A	142	Volunteer involvement at National Level	Volunteers are needed at the national level on committees and as national officers on the National Board of Directors. If your LSC had volunteers who serve as Zone Directors, National Board of Directors members, or national committee chairs or members, click the save button. List the names of the volunteers and their national positions in the text box.	1	1	General Chair	
Vol	3	A	143	Meet Hosting Opportunities	Meet hosts are needed for USA Swimming or Zone awarded meets (Nationals, Junior Nationals, Olympic Trials, US Open, Grand Prix, Sectionals, Zone Championships.) An LSC can be a co-host with a neighboring LSC if facilities are an issue. List the meets hosted in your LSC in the last three years. Give 1 point for 1 meet, 2 points for 2-4 meets and 3 points for 5 or more meets.	1-3	3	Official's Chair	
Vol	3	A	144	Officials National Participation	Officiating at national meets in highly prestigious. List the names of the officials from the LSC who officiated on deck at a National level meet in the past three years. (National level meet = Olympic Trials, National Championship, US Open, Junior National Championship.) Give 1 point for 1 official, 2 points for 2 or more officials.	1-2	2	Official's Chair	
Vol	3	A	145	Recruitment and retention of alumni	Alumni swimmers are often an untapped reservoir of service and knowledge. Click the Save button if you have a plan for recruiting and including this group in your LSC operations. Examples include presentations to athletes, clinics, board members, athlete representatives and officials. Explain your plan in the text box.	1	0	Admin Vice-Chair	
Vol	3	A	146	Subsidies for Officials' travel	If the LSC has a policy that subsidizes the cost of officials' participation in Zone or Sectional meets, upload a document that explains the policy. Give 2 points.	2	0	Legislative Chair	Officials' committee work on proposal for budget process.
Vol	3	A	147	Other Great Ideas	Please describe any project, program or service that your LSC administers that has not been included above. List only those projects, programs or services that you feel significantly improve the service your LSC provides to its members or community. List up to five. Award one point for each. (The LSC Development Committee will surely want to learn more about any such programs. Be prepared to provide a detailed description of the program(s).	1-5	0	General chair	
Vol	3	A	148	Required Points	Volunteer, Additional Level 3		11		
Vol	3	T	149	Required Points	Volunteer, Total Level 3	18	15		
C/C	3	R	150	Club Incentives	LSC has established an incentive system to reward clubs that participate and perform within the LSC (Maryland Swimming has established a program that other LSCs may want to review.) Upload a document that describes the incentive system and give 1 point. Give an additional point if at least 25% of clubs participate.	1-2	0	Senior Chair	we like where maryland is going, but how to pay for it????
C/C	3	R	151	Board Participation - coaches	Coaches provide useful input and helpful service as members of an LSC Board of Directors. In the text box, list the board positions held by coaches – do not include the Coach Representative position(s). Award 1 point if coaches make up less than 25% of the LSC Board; give 2 points if coaches hold more than 25% of the BOD positions. Do not include the Coach Representative position(s) in these calculations.	1-2	2	General Chair	administrative vice chair, senior chair, age group chair, past generla chair, safety, technical chair,
C/C	3	R	152	Committee Leadership - coaches	The expertise that coaches bring to LSC committees is invaluable. In the text box, list each committee with a coach member as the chair. Award 1 point if coaches chair 2 or fewer committees. Award 2 points if more than 2 committees are chaired by coaches. Do not include the Coaches' Committee in these calculations.	1-2	2	General Chair	technical planning, fees task force, oprn water, disability, sanctions, records chair, swimathon
C/C	3	R	153	Performance Recognition	Performance Recognition of coaches who develop the top swimmers in the LSC serves as an incentive to those individuals. In the text box, explain the LSC program for recognition of coaches whose swimmers have achieved competitive success per LSC criteria. Give one point, up to a maximum of three points for each different recognition category for which the LSC has written criteria. (Example: top 10's, IMX, virtual club, Junior/Senior National, OT qualifiers). Do not include "coach of the year" recognition in this category.	1-3	0	Senior Coach Rep	need criteria for this and allow it to lead to coach of the year awards. Staff of the year award???

**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	Points	NCS Points	Responsibility	Comments
C/C	3	R	154	Financial Assistance to Regional Meets	Monetary support for coaches to attend upper level regional meets – Sectional or Grand Prix - is a significant contribution to continued program success. (This does not include national level meets.) Upload a document that describes the LSC policy and give 1 point.	1	0	Senior Chair	we do not feel this is appropriate
C/C	3	R	155	Financial Assistance to National Meets	Financial support for coaches with national level athletes plays a significant role in program success. Upload a document that describes the LSC financial assistance policy for coach support at the national level and give 1 point.	1	1	Senior Chair	peter document? Or system?
C/C	3	R	156	Financial Assistance to Clinics	National clinics provide continuing education possibilities for LSC coaches. Upload a document that describes the LSC financial assistance policy for coaches attendance at a national clinic and give 1 point.	1	0	Senior Coach Rep	see incentive or coaches participation info on door prize.
C/C	3	R	157	Mentoring Opportunities	Structured mentoring opportunities for coaches and clubs (a chance to work with successful and established clubs and coaches within the LSC) provide an environment for networking and learning. Upload a document that describes the mentoring system and give 1 point. Give an additional point for every 5 coaches or clubs who participated in the last two years. Maximum 3 points.	1-3	0	Senior Coach Rep	have talked about and should do
C/C	3	R	158	Governance Consultation to Clubs	An LSC may offer consulting on governance issues to clubs within the LSC (working with club boards, conducting strategic planning sessions). Upload a document that describes the services available. Indicate who provides the services and how the services are accessed by clubs. Give one point for each different kind of service, up to a maximum of three points.	1-3	0	Admin Vice-Chair	we can't even do this for ourselves right now. How does "may offer" end up in a required section??? Should be additional.
C/C	3	R	159	<b>Required Points</b>	<b>Coach and Club Development, Required Level 3</b>	<b>9</b>	<b>5</b>		
C/C	3	A	160	Recognition of ASCA certification	The American Swim Coaches Association provides education for all phases of a coaching career. If the LSC acknowledges the value of continuing education by recognizing ASCA certified coaches in a published list, upload the list of ASCA certified coaches. Award one point.	1	0	Senior Coach Rep	
C/C	3	A	161	Recognition of Coaches Associations	Providing recognition, information and publicity for the existence of regional and national coach associations is a valuable service. Give 1 point if the LSC recognizes coaching associations with links on the website, publications available in the LSC office or mention of contact information in newsletters or mailings to coaches. In the text box, describe the recognition methods.	1	0	Senior Coach Rep	easy to do richard
C/C	3	A	162	Professional Development	Professional development opportunities are valuable for understanding new techniques, rules, technology and information. In addition to Swimposiums and CLBM schools, yearly coaches' roundtables or clinics for coaches are valuable tools. Upload a document that describes the opportunity or clinic and award 1 point for each (maximum 2 points).	1-2	1	Senior Coach Rep	need document, need more as well and support/participation, coaches rep send survey on what our need are.
C/C	3	A	163	Recognition of coach tenure in LSC	Continuity is not insignificant in the success of clubs within an LSC. Recognition of tenure within LSC can be made by giving years of service pins or similar awards. Describe the LSC tenure recognition program and give 1 point if this program exists in your LSC.	1	0	Senior Coach Rep	list on web site and in awards program, in 5 year increments beginning with 10 years (must be active coach) . Start now have on web by March 31,
C/C	3	A	164	LSC Employee Providing Services to Clubs	LSCs may employ an individual to work with clubs and coaches. Upload a job description describing services. This would not include the permanent office employee or the registration person unless the job description specifies services to coaches and clubs. Give one point for a part-time employee and two points for a full-time employee.	1-2	1	Admin Vice-Chair	job description needed
C/C	3	A	165	Club Recognition	The Club Development division of USA Swimming provides a method of ranking performance of each club's top athletes through the Virtual Club Championship program. Award 1 point if the LSC recognizes top performing clubs in VCC with either financial or other awards. In the text box, describe the recognition methods.	1	0	Senior Chair	easyto do richard

**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	Points	NCS Points	Responsibility	Comments
C/C	3	A	166	Other	Describe any project, program or service that your LSC administers that has not been included above. List only those projects, programs or services that you feel significantly improve the service your LSC provides to its members or community. List up to five. Award one point for each. (The LSC Development Committee will surely want to learn more about any such programs. Be prepared to provide a detailed description of the program(s).	1-5	0	Admin Vice-Chair	
C/C	3	A	167	Virtual Club Championship	The Club Development division of USA Swimming provides a method of ranking performance of each club's top athletes through the Virtual Club Championship program. If the LSC recognizes top performing clubs in VCC with either financial or other awards describe the recognition methods in the text box.	1	1	Senior Chair	Recognize on Website (Should recognize in award banquet)
C/C	3	A	168	Financial Assistance to USAS: Additional coaches	Opportunities abound to network with other coaches from 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 USAS convention.	1	0	Senior Coach Rep	
C/C	3	A	169	Required Points	Coach and Club Development, Additional Level 3		3		
C/C	3	T	170	Required Points	Coach and Club Development, Total Level 3	26	8		
Ath	3	R	171	Athlete Committee	An active athlete committee helps in running an LSC and getting timely athlete feedback. In the textbox, give the dates of the last 2 athlete committee meetings, the name of the committee chair and the active members of the athlete committee. Upload a copy of the most recent minutes. Award 2 points.	1	0	Senior Athlete Rep	john r, cari, lucas working on
Ath	3	R	172	Athlete Newsletter	A regular newsletter is a valuable resource to athletes in your LSC to keep them informed. In the text box, explain how athletes receive information other than basic registration information. For example, is there a newsletter mailed to athletes? An email newsletter? An athlete's section on the website? Award 2 points if the LSC supports any of these communication avenues.	1	0	Senior Athlete Rep	add athletes section to web form jr, richard, cari, lucas
Ath	3	R	173	Required Points	Athlete, Required Level 3	2	0		
Ath	3	A	174	Athlete Mentorship Program	Athlete mentors support LSC growth and athlete retention. Upload a document describes an athlete mentorship program in your LSC and award 2 points.	1	0	Senior Athlete Rep	nothing
Ath	3	A	175	Swim Guide	A swim guide which includes directions and/or important information about the meet facilities in your LSC is a valuable resource for athletes and parents. Upload a copy of your swim guide or, in the text box, provide the location of your swim guide on your LSC website. Award 2 points if the LSC has a current swim guide.	1	0	Admin Vice-Chair	are you serious, this would have good in 1977.in meet info
Ath	3	A	176	Other	Please describe any project, program or service that your LSC administers that has not been included above. List only those projects, programs or services that you feel significantly improve the service your LSC provides to its members or community. List up to five. Award one point for each. (The LSC Development Committee will surely want to learn more about any such programs. Be prepared to provide a detailed description of the program(s).	1-5	0	General Chair	
Ath	3	A	177	Required Points	Athlete, Additional Level 3		0		
Ath	3	T	178	Required Points	Athlete, Total Level 3	7	0		
ALL	3	T	179	Required Points	Total Level 3	91.2	28		