Virginia Swimming, Inc.
Board of Director's Meeting
November 25, 2018
Executive Director Report

Year to Date Registrations (as of 11/20/18)
Athletes: 4741
Flex: 510 (10 upgrades)
Outreach: 26
Non-Athletes: 416
Clubs: 35

Two new clubs have joined this year: Danville Y Swim Team (DYST) and Pinnacle Racing (PRVT). Welcome to both of these teams!

Club Leadership Business Management 201: On Friday, November 16th, we hosted the course at CSAC. Jeff Allen, Eastern Zone Sport Development Consultant presented the material to 15 participants who represented eight different clubs. Thanks to Adam Kennedy and his staff for setting up and providing the space for us to use.

2019 Diversity & Inclusion Camp/Summit: After a somewhat rocky start, the camp is now on solid ground and will be held at Liberty University June 6 – 9. I have not yet received the contract from the university but will contact them again in the next few days to check on the status so that information can be sent out to the LSCs in the Eastern Zone. The camp will include five pool sessions, five athlete meetings, and a field trip. There are several nearby options for the field trip including the D-Day Memorial as well as Appomattox Historical Park and the American Civil War Museum.

Awards for Championship Meets: I have reviewed the championship meets from previous years and coordinated with Drew on the awards that are needed for the various meets. The orders for at least the short course meets will be placed in the next few days. Because there are some ribbons and medals left from previous years, I will adjust this year's orders accordingly to utilize that inventory.

Fines for Late Submissions of Meet Announcements: To date, five teams have been assessed fines for not submitting meet announcements 60 days in advance. All have submitted payment of the fines and four have submitted requests that the Board waive some or all of the amount assessed.
> **Action Item:** Review the requests of the teams to reduce or eliminate the fine assessed for failure to submit the meet announcements in the required timeframe.

Request for Data: One of our teams has requested data about the number of registered athletes VSI for the past 10 years broken out by district. I can provide this information only for

the past eight years but I did not want to do so without the permission of the Board. The information is being requested to "quantify the number of learners versus the number of registered athletes on USA Swimming clubs." I can provide data by club as well as totals by district.

Action Item: Decide if it is appropriate to provide registration data as requested.

Member Data Validation Service (MDVS): This 'online registration' that I've been telling you about for a while service is now live for Team Unify or Swim Smarter users. It will soon be available for Team Manager users. This will allow teams to verify the information in their team databases with what is in SWIMS and upload registration files to a file queue instead of emailing them to us. While information has been sent to Emily and me about the process, the software vendors are expected to provide training for the club registrars. I understand that TU notified its customers that the service was live at the end of last week and I will be sending an email to all club registrars about it at the beginning of the week. To utilize MDVS, registrars must be a member of USA Swimming, must identify their software vendor, and sign up for an activation code through the club's portal. While teams are not required to use this service and can still submit registration files as they have in the past, utilizing MDVS will result in team data that matches SWIMS data.

LEAP 2 Update: May 1, 2019 is the deadline for us to renew our LEAP 2 status for this quad. I have heard that some significant changes to the LEAP program are in the works so we want to be certain to renew prior to that time. Attached to this report is the list of tasks/documents that we must complete to successfully renew level 2. Please review this in the coming days because, while we already have many items already in place, there are others that we need to develop or update. We already have job descriptions for some of our Board members but not all. In the next few days, I will be sending the current job descriptions to the appropriate folks for revision. Please start thinking about the tasks you handle for VSI so that you can update your job description to accurately reflect the responsibilities of your office. I will also be asking for additional input and assistance to complete other items that need to be submitted.

LEAP Planner

Level	Pts. Req'd			
1	44.0	0	0	0
2	79.0	0	0	0
3	68.0	0	0	0

No.	Level	Category	Sub Category	Measure Title	Measure Description	Additional Resources	Min	Max	Required / Additional	Type	Goal	Currently Compliant	Entered in LEAP	Complete	Responsibility	Due Date
A4	1	Athlete Development	Support	LSC Team Travel Policy	Every LSC is required to adopt an LSC Team Travel Policy. Team travel is defined as overnight travel to a swim meet or other team activity that is planned and supervised by the LSC. **The LSC travel policy document must provide spaces for athletes, parents, coaches and other adults (chaperones) traveling with the LSC to sign in agreement.** **In the text box, provide the link to the LSC Team Travel policy on the LSC website. After entering the link, click on the "Save" button below.**	Model Policy: Team Trvel	1	1	Required	Text Box						
A5	1	Athlete Development	Competition	Meet Results	Meet results must be tabulated and published in a timely manner. The recommended time frame is no later than two weeks from conclusion of the final meet event. **In the text box, provide the link to meet results on the LSC website. After entering the link, click on the "Save" button below.**		1	1	Required	Text Box						
A6	1	Athlete Development	Competition	Championship Meets	The USA Swimming Rulebook (Sections 204.7 and 205.8) requires that each LSC offer championship meets as part of the Senior and Age Group programs. **In the text box, list the dates and locations of the most recent LSC Championship Long Course and Short Course meets. After entering your information, click on the "Save" button below.**		1	1	Required	Text Box						
A7	1	Athlete Development	Competition	Competitive Schedules	LSCs must provide a competitive meet schedule open to all athletes. **In the text box, provide the link(s) to the short course and long course schedules on the LSC website. After entering the link(s), click on the "Save" button below.**		1	1	Required	Text Box						
A8	1	Athlete Development	Recognition	Athlete Records and Rankings	Athlete recognition at the LSC level is an important motivational tool. Each LSC must develop, maintain, and publish LSC records and rankings following each season (short course and long course). **In the text box, provide the link to records and rankings on the LSC website. After entering the link, click on the "Save" button below.**		1	1	Required	Text Box						
Total	1	Athlete Development	Sub Total	Total	Athlete Development Level 1 Total		8	8	Total	Sub Total	0	0	0			
Total	1	Level	Level Total	Total	Level Level 1 Total		Req'd	44	Total	Level Total	0	0	0			
B34	2	Business and Organizational Success	Compliance	COPPA Policy	It is important for LSCs to administer policies that protect athletes. Award 1 point if the LSC administers a written policy regarding the Children's Online Privacy Protection Act (COPA). Award an additional 1 point if the LSC maintains a link to the COPPA on the LSC website. **In the text box, provide the link to the COPPA policy on the LSC website. After entering the link, click on the "Save" button below.**	COPPA	1	2	Required	Text Box						

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B35	2	Business and Organizational Success	Compliance	Crisis Management Plan	LSC's should have a written plan outlining the steps to be taken and the personnel to assume responsibility in any kind of a crisis which confronts the LSC, and which requires action, reaction and potential public comment. The plan must include crisis communication team member names and phone numbers. **Upload a current, dated copy of your Crisis Management Plan which includes team member names and numbers. After uploading your information, click on the "Save" button below.**	Sample Crisis Management Plan	1	1	Required	Document						
B36	2	Business and Organizational Success	Financial	Quadrennial Financial Plan	Strategic planning requires a financial plan extending several years into the future. Many LSCs plan around the Olympic Quadrennial. **Upload a copy of your current quadrennial (or long-term) financial plan. After uploading your information, click on the" Save" button below.**	Sample quad planning sheet	1	1	Required	Document						
B37	2	Business and Organizational Success	Financial	LSC Financial Assessment Program	According to the USA Swimming rulebook, an internal assessment, utilizing the LSC Financial Assessment Program found on the USA Swimming website, shall be completed annually. This will assist the LSC in providing a higher level of assurance that the LSC is operating efficiently, that assets are safeguarded, and the LSC is compliant with prescribed laws and policies. Individuals associated with the LSC (Finance or Audit Committee) perform the LSC Financial Assessment Program. **In the text box, provide the name(s) of the person(s) who performed the most recent annual internal assessment and the date on which the report was submitted to the board. After entering your information, click on the "Save" button below.**	LSC Financial Assessment Program	1	1	Required	Text Box						
B38	2	Business and Organizational Success	Governance	Board of Director Job Descriptions	Written job descriptions beyond the descriptions in the LSC bylaws &/or P&P are a crucial element of effective LSC governance which enable board members to understand their fiduciary responsibility. LSC should develop detailed concise job descriptions for all BOD positions. **Upload a document containing the detailed Board of Director job descriptions for the LSC. The descriptions from Bylaws/P&P are not acceptable for this item. After uploading your information, click on the "Save" button below.**	Sample Job Descriptions	1	1	Required	Document						
B39	2	Business and Organizational Success	Governance	Diversity & Inclusion Chair/Coordinator	Each LSC must provide a D&I Chair/Coordinator for interaction between the LSC and the USA Swimming D&I Committee. **In the text box, provide the name of the LSC D&I Chair/Coordinator. After entering your information, click on the "Save" button below.**	USA Swimming Diversity & Inclusion	1	1	Required	Text Box						
B40	2	Business and Organizational Success	Governance	Committee Listing	Active committees are an important part of effective LSC Governance. **In the text box, provide the link to the list of committees on the LSC website. After entering the link, click on the "Save" button below.**		1	1	Required	Text Box						

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B41	2	Business and Organizational Success	Registration	Deck Pass	Deck Pass is an application that connects the user to information in SWIMS. Swimmers can track times; coaches and officials can see membership and certification expiration dates. **Award 1 point if your LSC communicates the benefits of the Deck Pass App either through newsletter/e-blast communication or via an HOD or club presentation. Award an additional 1 point if your LSC accepts Deck Pass as proof of membership for athletes or as proof of current membership/certification for coaches or officials. Click on the "Save" button below if your LSC complies.**	Deck Pass	1	2	Required	Checkbox						
Total	2	Business and Organizational Success	Sub Total	Total Required	Business and Organizational Success Level 2 Total Required		7	8	Total	Sub Total	0	0	0			
B42	2	Business and Organizational Success	Governance	Disability Coordinator/ Chair	LSCs are encouraged to provide a Disability Chair/Coordinator to oversee disability swimming in the LSC and to provide a liaison for interaction between the LSC and the USA Swimming Disability Swimming Committee. **In the text box, enter the name of the LSC Disability Coordinator/Chair. After entering your information, click on the "Save" button below.**	USA Swimming Diversity & Inclusion	1	1	Additional	Text Box						
B43	2	Business and Organizational Success	Governance	Diversity & Inclusion Committee Members	In addition to a D&I Coordinator/Chair, the LSC should have a D&I Committee. **In the text box, list the names of the current committee members. After entering your information, click on the "Save" button below.**	USA Swimming Diversity & Inclusion	1	1	Additional	Text Box						
B44	2	Business and Organizational Success	Governance	Annual BOD Calendar	An annual BOD calendar is an important tool to assure that the duties of the Board are completed in a timely manner. **Upload a copy of the LSC annual BOD calendar. After uploading your information, click on the "Save" button below.**		1	1	Additional	Document						
B45	2	Business and Organizational Success	Governance	Committee Mission Statements	In order for committees to contribute to the mission of the LSC, it is important for committees to have their own Mission Statements which connect with the greater mission of the LSC. **In the text box, provide the link(s) to the LSC website where each committee's mission statement is displayed. After entering the link(s), click the "Save" button below.**		1	1	Additional	Text Box						
B46	2	Business and Organizational Success	Governance	Committee Minutes	LSC Committees have a duty to meet, record, and post minutes. This practice informs the BOD and members of LSC business and demonstrates transparency. **In the text box, provide the link(s) to the LSC website where each committee's minutes are posted. After entering the link(s), click on the "Save" button below.**		1	1	Additional	Text Box						

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B47	2	Business and Organizational Success	Governance	LSC Core Values/Brand	Core Values describe the characteristics, ideas and concepts that are valued by the organization. An LSC brand can serve the same purpose. These elements compliment the Mission and Vision of the LSC. Effective Boards use core values or branding to guide the decision-making process and communicate what is valued to their membership. **If your LSC has developed Core Values or a Brand, provide the link to the LSC website where this information can be found. After providing the link, click on the "Save" button below.**		1	1	Additional	Text Box						
B48	2	Business and Organizational Success	Support	Safe Sport Awareness	Awareness of and information about the USA Swimming Safe Sport program is crucial to all phases of maintaining a healthy environment for athletes. **In the text box, provide the link(s) to the USA Swimming Safe Sport page and logo on the LSC website. Award 1 point if your LSC provides a link to the USA Swimming Safe Sport page on the LSC website. Award an additional 1 point if the USA Swimming Safe Sport logo is prominently featured on the LSC website homepage. After entering the link(s), click on the "Save" button below.**	USA Swimming Safe Sport	1	2	Additional	Text Box						
B59	2	Business and Organizational Success	Support	Staff Job Descriptions	LSC staff (whether volunteer or paid) must have written job descriptions in order to support the Board and serve the membership. **Upload the written job descriptions for all LSC staff positions. After uploading your information, click on the "Save" button below.**	LEAP Library	1	1	Additional	Document						
B50	2	Business and Organizational Success	Competition	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 the LSC. Award 1 point if electronic team entries (e.g. Team Unify Swim Office, Hy-tek Team Manager, etc.) are accepted. Award an additional 1 point if Online Meet Entry (OME) is offered. After entering your information, click on the "Save" button below.**	OME	1	2	Additional	Text Box						
B51	2	Business and Organizational Success	Competition	Service and Facility Contracts	Good business practice requires that all business agreements be made in the context of a written contract. Written contracts for competition pools should be executed for LSC Championship meets. **If written contracts are utilized for LSC Championship meets, click on the "Save" button below.**		1	1	Additional	Checkbox						
B52	2	Business and Organizational Success	Competition	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 provide a link to the list of certified pools on the USA Swimming website. **In the text box, provide the link to the LSC website where the link to the list of certified pools can be found. After entering the link, click on the "Save" button below.**	Pool Certification	1	1	Additional	Text Box						

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1	44.0	0	0	0
2	79.0	0	0	0
3	68.0	0	0	0

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Total	2	Business and Organizational Success	Sub Total	Total Additional	Business and Organizational Success Level 2 Total Additional		10	12	Total	Sub Total	0	0	0			
Total	2	Business and Organizational Success	Sub Total	Total Category	Business and Organizational Success Level 2 Total Category		14	-	Total	Sub Total	0	0	0			
V2	2	Volunteer Development	Governance	Board Orientation	Board orientation introduces new board members to BOD operations and functions. New board members should receive a Board manual containing materials such as mission, strategic plan, job descriptions, board member bios, legal documents (bylaws, P&P, budget) and LSC structure. In addition, it is essential to hold a formal orientation session for the entire Board; this provides an official launch for the new board. **Upload the table of contents of your Board manual. Use the second upload for the outline of your board orientation session. Award 2 points. After uploading your information, click on the "Save" button below.**	Sample Board Orientation Materials	2	2	Required	Document						
V3	2	Volunteer Development	Governance	Education and Representation at USA Swimming Annual Convention	Each LSC is entitled to six votes at the annual USA Swimming House of Delegates meeting. It should be a top priority of the LSC to send at least six delegates to the USA Swimming annual convention. **In the text box, list the names and positions of the LSC members in attendance at the most recent USAS convention. Award 1 point for 1-3 delegates; award 1 additional point for 4-6 delegates. Award 1 additional point if 7 or more delegates attended. After entering your information, click on the "Save" button below.**	USAS Convention information	1	3	Required	Text Box						
V4	2	Volunteer Development	Support	Importance of Volunteer Involvement Communicated	To operate effectively, LSC's need volunteers to act as HOD members, BOD members, officials and committee members. In the text box, provide the link from the LSC website publicizing opportunities for volunteers to become involved in the LSC. After providing the link, click on the "Save" button below.	Volunteer Resource Library	1	1	Required	Text Box						
V5	2	Volunteer Development	Support	Communication with Volunteer Membership	It is important for the LSC leadership to communicate with their membership. (i.e. website, email, newsletter, handbook, etc.) **In the text box, explain how the LSC communicates with members. After entering your information, click on the "Save" button below.**		1	1	Required	Text Box						
V6	2	Volunteer Development	Support	Advanced Volunteer Training	USA Swimming provides workshops for volunteers, such as General Chairs, Senior/Age Group Chairs, Registrars, D&I, Officials, etc. **In the text box, list the workshop title(s) and date(s) that LSC volunteers have attended in the last three years. Award 1 point for each workshop, up to a maximum of 3 points. After entering your information, click on the "Save" button below.**	USA Swimming Education	1	3	Required	Text Box						

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1	44.0	0	0	0
2	79.0	0	0	0
3	68.0	0	0	0

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V7	2	Volunteer Development	Support	Club Leadership and Business Management School	CLBMS is a course designed to educate club leaders on a variety of topics related to successful club governance for all club models. **In the text box, provide the date and location of the most recent (or scheduled) CLBMS attended by your LSC clubs. Award 1 point if at least 10 people attended the session. Award an additional point if at least 50% of the clubs in attendance had multiple attendees.**	CLBMS	1	2	Required	Text Box						
V8	2	Volunteer Development	Support	LSC Workshops/ Swimposium	The LSC offers LSC Workshops or a Swimposium to its members. This can be accomplished within the LSC or in partnership with a neighboring LSC(s). **In the text box, give the date(s) and location(s) of each LSC Workshop and/or Swimposium held (or scheduled) during the quad. Award 1 point for each Workshop up to a maximum of 2. Award 2 points for a Swimposium (eligible for credit from USA Swimming). After entering your information, click on the "Save" button below.**	Swimposium	1	4	Required	Text Box						
V9	2	Volunteer Development	Support	Volunteer Recruitment Plan	LSCs should have a purposeful plan to recruit volunteers to serve as Board members, committee/task force members, officials, etc. **In the text box, explain your LSC volunteer recruitment plan. After entering your information, click on the "Save" button below.**	Volunteer Resource Library	1	1	Required	Text Box						
V10	2	Volunteer Development	Competition	Meet Operations and Meet Directors' Seminars	LSCs should provide training opportunities for meet volunteers, including meet directors, meet management software, and timing system operation. This training can be on an individual club basis or may be an LSC-hosted seminar involving multiple clubs. **In the text box, explain the procedures the LSC utilizes to provide training. Award 1 point if training is done one-on-one. Award an additional 1 point if an LSC-hosted seminar was held (or is scheduled). After entering your information, click on the "Save" button below.**	Sample Meet Director's Handbook	1	2	Required	Text Box						
V11	2	Volunteer Development	Competition	Officials' Training for National Certification	The LSC provides an opportunity for officials to obtain National Certifications. This is accomplished by the LSC Officials' Chair submitting an application to host an Official Qualifying Meet (OQM) within the LSC or in partnership with a neighboring LSC. **In the text box, provide a list of the OQM(s) held (or scheduled) in the LSC. After entering your information, click on the "Save" button below.**	National Certification	1	1	Required	Text Box						
V12	2	Volunteer Development	Competition	Number of Officials	Having an ample number of officials at all levels ensures quality swim meets. The query expresses the number of officials as a percentage of registered athlete membership. The LSC will receive 1 point for 2%, 2 pts for 5.4% and 3 pts for 6.2% or more. **After the query has loaded, click on the "Save" button below to record the points.**		1	3	Required	Query						

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1	44.0	0	0	0
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3	68.0	0	0	0

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V13	2	Volunteer Development	Recognition	Service Award Recognition	USA Swimming provides the Conoco Phillips Outstanding Service Award for LSCs. Each LSC has an opportunity to recognize an annual recipient of this award. In the text box, list the most recent recipient. After entering your information, click on the "Save" button below.	Info on Phillips 66 Outstanding Service Award	1	1	Required	Text Box						
Total	2	Volunteer Development	Sub Total	Total Required	Volunteer Development Level 2 Total Required		13	24	Total	Sub Total	0	0	0			
V14	2	Volunteer Development	Governance	USA Swimming Regional Diversity & Inclusion Summit	The USA Swimming Regional Diversity & Inclusion Summits are held every two years conjunction with the Zone Diversity Select Camps. In the text box, list the name(s) of the delegate(s) who represented the LSC at the most recent (or scheduled) Zone Diversity & Inclusion Summit. After entering your information, click on the "Save" button below.	USA Swimming Diversity & Inclusion	1	1	Additional	Text Box						
V15	2	Volunteer Development	Governance	LSC Mighty Series Workshop and Convention Meeting	The LSC "Mighty" series workshop is designed to provide networking opportunities for LSCs of similar size/resources. Reunion meetings are held at Convention each year. In the text box, list the name(s) of the delegate(s) who attended the Mighty Series Workshop in Colorado and award 1 point. Award an additional 1 point if the LSC attended the Mighty Reunion meeting at Convention. After entering your information, click on the "Save" button below.		1	2	Additional	Text Box						
V16	2	Volunteer Development	Competition	Officials at Zone, Sectional, or Futures Level Meets	To develop officials for national meets, LSC officials should have served on deck at Zone, Sectional, or Futures level meets. In the text box, list the names of the officials who have participated at any of these meets during the quad. Award 1 point if 1-3 distinct officials participated. Award an additional 1 point if 4 or more distinct officials have participated. After entering your information, click on the "Save" button below.	USA Swimming Officials Page	1	2	Additional	Text Box						
V17	2	Volunteer Development	Competition	LSC Deck Referee/Officials Chair Workshops	USA Swimming conducts New Deck Referee workshops annually and Official's Chair workshops every 2 years. In the text box list the name(s) of the official(s) who attended these workshops. Award 1 point for sending at least one official to the Deck Referee workshop; award an additional 1 point for sending at least one official to the most recent Officials' Chair workshop. After entering your information, click on the "Save" button below.	USA Swimming Officials Page	1	2	Additional	Text Box						
Total	2	Volunteer Development	Sub Total	Total Additional	Volunteer Development Level 2 Total Additional		4	7	Total	Sub Total	0	0	0			
Total	2	Volunteer Development	Sub Total	Total Category	Volunteer Development Level 2 Total Category		20	-	Total	Sub Total	0	0	0			
C4	2	Club and Coach Development	Financial	Financial Assistance for Coach Education	Coach education opportunities take place at the local, regional, national and international level. The LSC should have a policy to provide financial assistance for coaches to attend educational clinics. Upload the section of the LSC P&P/R&R that describes the financial assistance policy for coaches education. After uploading your information, click on the "Save" button below.		1	1	Required	Document						

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C5	2	Club and Coach Development	Governance	Board Participation: Coaches	A well-composed LSC Board requires ample coach representation. **In the text box, list the board positions held by coaches. Award 1 point if coaches comprise up to 25% of the Board. Award an additional 1 point if coaches comprise more than 25% of the Board. After entering your information, click on the "Save" button below.**		1	2	Required	Text Box						
C6	2	Club and Coach Development	Governance	Committee/ Task Force Participation: Coaches	Coaches are important members of LSC Committees and task forces. **In the text box, list the names of coaches serving on LSC committees/task forces. Award 1 point if one, two or three committees/task forces have coach members. Award an additional 1 point if four or more committees/task forces have coach members. After entering your information, click on the "Save" button below.**		1	2	Required	Text Box						
C7	2	Club and Coach Development	Support	Registration Seminars / Workshops for Clubs	Club registrars must be familiar with LSC registration policies and procedures. LSCs should provide training opportunities for registrars. This training can be on an individual club basis or may be an LSC-hosted seminar/workshop involving multiple clubs. **In the text box, explain the procedures the LSC utilizes to provide training. Award 1 point if training is done one-on-one. Award an additional 1 point if an LSC-hosted seminar/workshop was held (or is scheduled). After entering your information, click on the "Save" button below.**		1	3	Required	Text Box						
C8	2	Club and Coach Development	Support	Coach Certification Opportunities	It is important for coaches to have sufficient opportunities to earn or renew safety certifications (CPR and STSC). **In the text box, provide the link from the LSC website that shows local providers and award 1 point. Award and additional 1 point if the LSC provides at least one training opportunity for CPR and STSC per calendar year. After entering the link, click on the "Save" button below.**		1	2	Required	Text Box						
C9	2	Club and Coach Development	Support	Club Portal	USA Swimming provides LSC clubs with a Club Portal which allows coaches/administrators to access information and reports, such as athlete rosters, coach credentials status, membership trends, IMX and Virtual Club scores, etc. LSCs should provide a link to the USA Swimming website outlining instructions to access Club Portals. **In the text box, provide the link on the LSC website showing the link to the USA Swimming club portal instructions. After entering the link, click on the "Save" button below.**	Club Portal Search	1	1	Required	Text Box						
C10	2	Club and Coach Development	Recognition	LSC Zone/All Star Team Staff Coaches	It is important to provide new coaches with the opportunity to experience the LSC Zone Team or All-Star team level. **In the text box, list the staff coach(as) serving for the first time in the most recent Zone or All-Star competition. After entering your information, click on the "Save" button below.**		1	1	Required	Text Box						

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No.	Level	Category	Sub Category	Measure Title	Measure Description	Additional Resources	Min	Max	Required / Additional	Type	Goal	Currently Compliant	Entered in LEAP	Complete	Responsibility	Due Date
C11	2	Club and Coach Development	Recognition	Coach of the Year Recognition	It is important for the LSC to recognize coaching success within the LSC. **In the text box, list the name(s) of the most recent award winners. Award 1 point if one Coach of the Year award given. Award an additional 1 point if more than one Coach of the Year award is given (e.g. Age Group Coach of the Year, Senior Coach of the Year, Developmental Coach of the Year). After entering your information, click on the "Save" button below.**		1	2	Required	Text Box						
C12	2	Club and Coach Development	Recognition	Team Scores	It is important for the LSC to recognize top-performing clubs by keeping team scores at championship meets. LSCs who run combined championship meets are eligible for 2 points if more than one category is recognized (e.g. Senior team award, Age Group team award). LSCs who run separate meets are eligible for 2 points. **In the text box, list the winners from the most recent LSC Championship meet(s). Award 1 point if Overall Team Champions are recognized. Award 2 points if separate Age Group and Senior Champions are recognized. After entering your information, click on the "Save" button below.**		1	2	Required	Text Box						
Total	2	Club and Coach Development	Sub Total	Total Required	Club and Coach Development Level 2 Total Required		9	16	Total	Sub Total	0	0	0			
C13	2	Club and Coach Development	Competition	Coach and Club Support of LSC Competitions	LSC programs need the support of LSC clubs and coaches. **If at least 70% of eligible clubs participate in LSC Championship meets, click on the "Save" button below.**		1	1	Additional	Checkbox						
C14	2	Club and Coach Development	Recognition	Club Recognition Program	USA Swimming encourages all clubs to participate in the Club Recognition program. Similar to LEAP, CRP is geared toward self-evaluation and assessment. The LSC should publicize CRP information and encourage all clubs to participate. The LSC will receive points based on the number of clubs who have completed level 1 of the CRP program. After the query has loaded, click on the "Save" button below to record the points.	Club Recognition Program	1	3	Additional	Query						
Total	2	Club and Coach Development	Sub Total	Total Additional	Club and Coach Development Level 2 Total Additional		2	4	Total	Sub Total	0	0	0			
Total	2	Club and Coach Development	Sub Total	Total Category	Club and Coach Development Level 2 Total Category		12	-	Total	Sub Total	0	0	0			
A9	2	Athlete Development	Governance	Athlete Protection Training (APT)	LSCs should promote Athlete Protection Training (APT) to their members. Athlete protection awareness is an important component of the Safe Sport program and promotes the safety of members. **In the text box, provide the link to APT on the LSC website. After entering the link, click on the "Save" button below.**	Athlete Protection Training (APT)	1	1	Required	Text Box						
A10	2	Athlete Development	Governance	Safe Sport Promotion	It is important to include parents and athletes in Safe Sport education. USA Swimming provides a sample flyer that can be included in the heat sheet or posted at meets. **In the text box, provide the link on the LSC website that links to the USA Swimming Safe Sport flyer. After providing the link, click on the "Save" button below.**	Safe Sport Art Templates	1	2	Required	Text Box						

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Level	Pts. Req'd			
1	44.0	0	0	0
2	79.0	0	0	0
3	68.0	0	0	0

No.	Level	Category	Sub Category	Measure Title	Measure Description	Additional Resources	Min	Max	Required / Additional	Type	Goal	Currently Compliant	Entered in LEAP	Complete	Responsibility	Due Date
A11	2	Athlete Development	Governance	Athlete Representation at the USA Swimming Annual Convention	Athlete input is important in the governance of our sport. Attendance at the USA Swiming annual convention is a great opportunity for athletes to become involved. In the text box, provide the name(s) of the LSC athlete representative(s) in attendance at the most recent USAS convention. Award 1 point for having 1 athlete at convention. Award an additional 1 point if two or more athletes attended. After entering your information, click on the "Save" button below.	USAS Convention	1	2	Required	Text Box						
A12	2	Athlete Development	Registration	Outreach Membership Qualification	LSCs are encouraged to offer more than one way to qualify for Outreach Membership (i.e. club scholarships, SNAP Program, WIC, Medicaid, Social Security disability, etc.). In the text box, list the options that the LSC accepts to qualify for Outreach Membership. Award 1 point if the LSC accepts at least 2 options to qualify. Award an additional 1 point if the LSC accepts 3 or more options to qualify. After entering your information, click the "Save" button below.	Outreach Membership Program	1	2	Required	Text Box						
A13	2	Athlete Development	Registration	Athletes with Disabilities	LSCs should provide competitive opportunities for athletes with disabilities. In the text box, provide a link on the LSC website to an LSC meet announcement which encourages swimmers with disabilities to participate and award 1 point. Award an additional 1 point if athletes with disabilities have competed in at least one LSC meet. After providing your link, click on the "Save" button below.	USA Swimming Rulebook Article 105:Disability guidelines	1	2	Required	Text Box						
A14	2	Athlete Development	Registration	Athletes with Disabilities Championship Meets	LSCs should provide opportunities for athletes with disabilities to compete in LSC Championship meets. In the text box, provide a link on the LSC website to an LSC championship meet announcement which encourages swimmers with disabilities to participate and award 1 point. Award an additional 1 point if athletes with disabilities have competed in at least one LSC championship meet. After providing your link, click on the "Save" button below.	Disability Informaiton	1	2	Required	Text Box						
A15	2	Athlete Development	Competition	LSC Athlete Camps and Clinics	LSC Camps/Clinics provide educational, motivational, and social opportunities for athletes. Camps/Clinics can be sponsored by your LSC or in conjunction with another LSC. In the text box, list the date(s) and location(s) of the LSC Camps/Clinics during the quad. Award 1 point for one Camp/Clinic. Award an additional 1 point for two or more Camps/Clinic. After entering your information, click on the "Save" button below.	LSC Select Camps	1	2	Required	Text Box						
A16	2	Athlete Development	Competition	Open Water Swimming Promotion	LSCs should promote/publicize open water swimming to the membership. In the text box, explain the ways the LSC promotes/publicizes open water swimming. After entering your information, click on "Save" button below.	Open Water Swimming	1	1	Required	Text Box						

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No.	Level	Category	Sub Category	Measure Title	Measure Description	Additional Resources	Min	Max	Required / Additional	Type	Goal	Currently Compliant	Entered in LEAP	Complete	Responsibility	Due Date
A17	2	Athlete Development	Competition	Meet Results	Accurate LSC statistics require that all sanctioned, approved and observed meet results be uploaded into SWIMS. **If your LSC uploads all meets into SWIMS (approved or observed conference meets, sanctioned dual meets, sanctioned, approved, or observed time trials, etc.), click on the "Save" button below.**		1	1	Required	Checkbox						
A18	2	Athlete Development	Recognition	Top Times List	Performance recognition is a valuable tool for athlete retention. Each LSC has the ability to generate a Top Times list from SWIMS on a regular basis. **In the text box, provide the link on the LSC website to the LSC Top Times list. If the LSC Top Times list is updated once each season (Long and Short Course), award 1 point. Award an additional 1 point if these lists are updated more than once during a season. After entering the link, click on the "Save" button below.**		1	2	Required	Text Box						
A19	2	Athlete Development	Recognition	Athlete Recognition Awards	Athlete recognition is an important element of athlete retention. **In the text box, list the athlete awards given by the LSC, along with the name(s) of the recipient(s) from the most recent season. After entering your information, click on the "Save" button below.**		1	1	Required	Text Box						
A20	2	Athlete Development	Recognition	Scholastic All American	The Scholastic All American program (SAA) recognizes swimmers who excel both athletically and academically. **In the text box, provide the link to the SAA application on the LSC website. After entering the link, click on the "Save" button below.**	Scholastic All American (SAA) Application	1	1	Required	Text Box						
Total	2	Athlete Development	Sub Total	Total Required	Athlete Development Level 2 Total Required		12	19	Total	Sub Total	0	0	0			
A21	2	Athlete Development	Governance	Athlete Protection Training (APT)	Athlete Protection Training (APT) is an important component of the Safe Sport program and promotes the safety of members. **In the text box, describe how APT is promoted in the LSC and how the LSC encourages members to complete APT training for athletes and parents. After entering your information, click on the "Save" button below.**	Athlete Protection Training (APT)	1	1	Additional	Text Box						
A22	2	Athlete Development	Support	Financial Assistance for Travel	LSCs should provide financial assistance for athlete travel to All-Star, Zone, Sectional or National level meets. **Upload the section from your P&P/R&R that describes the LSC policy or criteria for financial assistance for athlete travel. Award 1 point for financial assistance for travel to National level meets. Award an additional 1 point if the LSC supports travel to both National and Sectional/Zone/All-Star level meets. After entering your information, click on the "Save" button below.**		1	2	Additional	Document						

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Level	Pts. Req'd			
1	44.0	**0**	**0**	**0**
2	79.0	**0**	**0**	**0**
3	68.0	**0**	**0**	**0**

No.	Level	Category	Sub Category	Measure Title	Measure Description	Additional Resources	Min	Max	Required / Additional	Type	Goal	Currently Compliant	Entered in LEAP	Complete	Responsibility	Due Date
A23	2	Athlete Development	Competition	Open Water Swimming	LSCs should promote/provide opportunities for open water swimming, including events outside the LSC. In the text box, list the date and location of the most recent (or scheduled) open water event in which athletes from the LSC participated. Award 1 point if athletes from the LSC participated in at least one Open Water event in the past year. Award an additional 1 point if swimmers from the LSC participated in 2 or more open water events in the past year. After entering your information, click on the "Save" button below.	Open Water Swimming	1	2	Additional	Text Box						
A24	2	Athlete Development	Competition	IMX Participation	USA Swimming's IMX program encourages overall development of individual swimmers. The LSC will receive points based on the number of swimmers in the LSC that have an IMX score. After the query has loaded, click on the "Save" button below to record the points.	IMX Xtreme Challenge	1	3	Additional	Query						
A25	2	Athlete Development	Competition	Meet Participation	LSC's schedule meets to provide competitive opportunities for athletes. LSCs should encourage participation in meets. The LSC will be awarded points based on the number of swimmers in the LSC who have participated in 4 or more meets. After the query has loaded, click on the "Save" button below to record the points.		1	3	Additional	Query						
A26	2	Athlete Development	Recognition	All-Star Opportunities	LSCs should provide All-Star opportunities for their athletes. The opportunity may be an actual competitive team (zone), an honorary team or a select camp that does not actually attend a competition. Upload the section of your P&P/R&R that explains the selection procedure for these opportunities. Award 1 point for 1 All-Star Team opportunity. Award an additional 1 point for 2 or more All-Star opportunities. After uploading your information, click on the "Save" button below.		1	2	Additional	Document						
A27	2	Athlete Development	Recognition	Scholastic All America	The Scholastic All American program (SAA) recognizes swimmers who excel both athletically and academically. LSCs should recognize the SAA Team members on the LSC website, social media, etc. In the text box, provide the link from the LSC website where the list of SAA athletes can be found. After entering the link, click on the "Save" button below.	Scholastic All American (SAA) Application	1	1	Additional	Text Box						
Total	2	Athlete Development	Sub Total	Total Additional	Athlete Development Level 2 Total Additional		7	14	Total	Sub Total	0	0	0			
Total	2	Athlete Development	Sub Total	Total Category	Athlete Development Level 2 Total Category		21	-	Total	Sub Total	**0**	**0**	**0**			
Total	2	Level	Level Total	Total	Level Level 2 Total		79	-	Total	Level Total	**0**	**0**	**0**			