

LSC Evaluation and Achievement Program – Level 1

BUSINESS AND ORGANZIATIONAL SUCCESS – Level 1							
Level	Area	Measure Title	Measure Description	Min	Max	Category	Type
1	Business and Organizational Success	LSC Portal	Every LSC has a portal on the USA Swimming website. Contact USA Swimming to obtain the LSC's password. This portal contains contact information for the LSC as well as meet results and records. Enter and update the contact information. Meet results are loaded automatically from the SWIMS database. Completion of the records section is not required in Level 1 LEAP. Click on the "Save" button below when the LSC has finished updating the portal.	1	1	Required	Checkbox
1	Business and Organizational Success	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. After entering your information, click on the Save button below. For more information: Developing Mission Statements.	1	1	Required	Check/Text
1	Business and Organizational Success	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. After entering your information, click on the Save button below. For more information: Developing Vision Statements.	1	1	Required	Check/Text
1	Business and Organizational Success	Create and Adopt Bylaws	Bylaws govern the operation of an organization. USA Swimming provides a mandatory template for LSC Bylaws. Upload your current bylaws which must include date of last revision.	1	1	Required	Check/Doc
1	Business and Organizational Success	Annual Budget	Each LSC should have an annual operating budget. Upload a copy of your current (within one year of submission) 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	1	Required	Check/Doc

Level	Area	Measure Title	Measure Description	Min	Max	Category	Type
1	Business and Organizational Success	Comply with State and Municipal Business Laws	Depending on location, an LSC may be required to file Articles of Incorporation, acquire a Business License and/or Register the LSC name with the state. In the textbox below describe the requirement your LSC has met in your state(s).	1	1	Required	Textbox
1	Business and Organizational Success	Comply with Olympic and Amateur Sports Act	The Ted Stevens Olympic & Amateur Sports Act established a governance structure for amateur sports in our country. One requirement of the Amateur Sports Act is 20% athlete representation on the LSC Board of Directors, in the House of Delegates and on the Board of Review. Click on the "Save" button below if your LSC complies.	1	1	Required	Checkbox
1	Business and Organizational Success	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) status. Click on the "Save" button below if your LSC complies. For more information: 501(c)(3) non-profit status .	1	1	Required	Checkbox
1	Business and Organizational Success	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 must develop, publish and enforce a "Conflict of Interest" policy. Upload your Conflict of Interest Policy. Sample Conflict of Interest Policy	1	1	Required	Check/Doc

1	Business and Organizational Success	Rules and Regulations	Each LSC must provide competitive opportunities for its athletes and these competitions must be governed by specific rules and regulations. LSCs must establish, publish and maintain a document that applies to the conduct of competitions. This document is sometimes called "Rules & Regulations" and should include meet sanction procedures, meet entry procedures and warm-up & Safety procedures. Upload your current LSC rules and regulations which must include the date of last revision. Sample LSC Rules and Regulations	1	1	Required	Check/Doc
Level	Area	Measure Title	Measure Description	Min	Max	Category	Type
1	Business and Organizational Success	Policies and Procedures	Each LSC will have governance items that are not specifically covered under the LSC By-Laws. Each LSC must establish, publish and maintain a document that applies to the administration of LSC business. This document is sometimes called "Policies & Procedures" and should include a schedule of LSC meetings, deadlines, operating procedures, etc. Upload your current LSC policies and procedures which must include the date of last revision. Sample Policies and Procedures Manual	1	1	Required	Check/Doc
1	Business and Organizational Success	Board of Directors 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 which must be within one year of LEAP submission.	1	1	Required	Check/Doc
1	Business and Organizational Success	House of Delegates 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 which must be within one year of LEAP submission.	1	1	Required	Check/Doc
1	Business and Organizational Success	Elections	Each LSC must elect corporate officers on a regular basis. Upload a document that identifies your current corporate officers and their terms of office.	1	1	Required	Check/Doc

1	Business and Organizational Success	Registrations	Registration fees must be remitted to USA Swimming monthly. Athlete membership cards are to be returned to the athletes or their clubs and non-athlete membership cards are to be sent to those members. In the text box, identify the person responsible for processing your LSC's registrations. After entering your information, click on the Save button below.	1	1	Required	Check/Text
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1	Business and Organizational Success	Swim Meet Sanctions	Each LSC must sanction and oversee competitive swimming events. This includes processing all meet sanctions and collecting all meet surcharges. Upload your sanction request form. Sanction form must include the USA Swimming rule book language specified in article 202.2.7.	1	1	Required	Check/Doc
1	Business and Organizational Success	Meet Announcement for Sanctioned meet	A meet announcement for a sanctioned meet must include USA Swimming membership requirement, on deck registration availability, competition course certification, water depth, sanction statement, and racing start certification statement. Upload a meet announcement for a sanctioned meet (within one year of LEAP submission.)See USA Swimming Rule Book 202.3.4 to 202.3.8.	1	1	Required	Document upload
1	Business and Organizational Success	Swim Meet Approval	Each LSC is charged with having a process to approve swim meets that are not sanctioned. Upload your approval request form. Approval form must include the USA Swimming rule book language specified in article 202.4.12.	1	1	Required	Check/Doc

1	Business and Organizational Success	Meet Announcement for Approved meet	A meet announcement for an approved meet must include competition course certification and water depth information. Upload a meet announcement for an approved meet (within one year of LEAP submission.)See Rulebook 202.4.13 and .14 for additional information.	1	1	Required	Document upload
1	Business and Organizational Success	Swim Meet Observation	Each LSC is charged with having a process to observe swim meets that are not sanctioned. Upload your observation request form	1	1	Required	Document upload

Level	Area	Measure Title	Measure Description	Min	Max	Category	Type
1	Business and Organizational Success	Registration Verification	Swimmers must be appropriately registered before competing in a sanctioned meet. Each LSC must perform Meet Entry Reconciliation to validate all meet participants as USA Swimming registered athletes. In the text box describe the process your LSC uses to assure that all competitors are registered with USA Swimming. After entering your information, click on the Save button below.	1	1	Required	Check/Text

1	Business and Organizational Success	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 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. In the text box, describe the process your LSC uses to record the results from all competitions. After entering your information, click on the Save button below.	1	1	Required	Check/Text
1	Business and Organizational Success	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. In the text box, provide contact information for the Chairman of the LSC Board of Review. After entering your information, click on the Save button below. For more information: LSC Board of Review FAQ	1	1	Required	Check/Text
1	Business and Organizational Success	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. In the text box, list those LSC Officers who voted in the most recent (within one year of LEAP submission) USA Swimming House of Delegates meeting. Minimum required: 1 attendee. After entering your information, click on the Save button below.	1	1	Required	Check/Text
Level	Area	Measure Title	Measure Description	Min	Max	Category	Type
1	Business and Organizational Success	Financial Review	LSC Board members must have knowledge of the financial state of the organization. A financial statement must be provided at each regularly scheduled Board of Directors Meeting. Upload your most recent (within one year of LEAP submission) financial report.	1	1	Required	Check/Doc

1	Business and Organizational Success	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. Click on the "Save" button below if you have submitted your tax forms for the current (within one year of LEAP submission) year. For more information: LSC Financial Reporting Requirements	1	1	Required	Checkbox
1	Business and Organizational Success	Audit	LSCs shall conduct and submit to USA Swimming an annual audit. This may be an internal or external audit. Click on the "Save" button below if you have submitted your audit within one year of LEAP submission. For more information: LSC Financial Reporting Requirements	1	1	Required	Checkbox
1	Business and Organizational Success	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. After entering your information, click on the Save button below. For more information: Safety and Loss Control Manual	1	1	Required	Check/Text
1	Business and Organizational Success	Zone Planning Meeting	Zone Planning Meetings are held annually at the USA Swimming Convention. In the text box, identify those people who voted in the most recent (within one year of LEAP submission) Zone Planning Meeting. After entering your information, click on the Save button below.	1	1	Required	Check/Text

Level	Area	Measure Title	Measure Description	Min	Max	Category	Type
1	Business and Organizational Success	Reduced Price Membership	The USA Swimming Rules & Regulations (Article 302.2.2) require that LSCs offer an Outreach Membership with specially reduced fees. Upload a document that describes your LSC's Outreach Membership policy.	1	1	Required	Check/Doc

1	Business and Organizational Success	Anti-Discrimination	USA Swimming prohibits discrimination on the basis of race, color, religion, age, gender or national origin. See USA Swimming Rule Book Code of Conduct 304.3.3 and Part Five Corporate Bylaws 501.3 (eligibility). Check the box below if your LSC complies.	1	1	Required	Check box
VOLUNTEER DEVELOPMENT – Level 1							
1	Volunteer Development	Organizational Structure Communicated	The organizational structure of the LSC must be communicated to the volunteers and members. This structure includes Board of Director positions and members, and LSC committees and committee chairs. In the textbox explain where someone can find a listing of your LSC board and committee positions. If it is on your website, explain specifically where to find the information.	1	1	Required	Check/Text
1	Volunteer Development	Permanent Central Contact Point	The LSC has a permanent central contact point. This may vary from a volunteer working out of the home to an office with a paid employee. In the text box below, list the name, address, email and phone number of the permanent central contact point. After entering your information, click on the Save button below.	1	1	Required	Check/Text
1	Volunteer Development	Nominating Committee	A nominating committee is responsible for identifying and recruiting potential BOD officers. Give the name of the Nominating Committee Chair in the text box. After entering your information, click on the Save button below.	1	1	Required	Check/Text
1	Volunteer Development	Training of Officials	Officials' training and certification is offered by the LSC. Upload a document that shows a current (within one year of LEAP submission) schedule of training and certification for officials.	1	1	Required	Check/Doc
Level	Area	Measure Title	Measure Description	Min	Max	Category	Type

1	Volunteer Development	Mission and Vision Communicated	The vision and mission statements of the LSC must be communicated to the membership and volunteers. In the text box below explain how your mission and vision is communicated. (For example, on the website, on stationary, on meet programs, etc.) After entering your information, click on the Save button below.	1	1	Required	Check/Text
1	Volunteer Development	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 a minimum of 1%.	1	1	Required	SWIMSQuery
COACH AND CLUB DEVELOPMENT – Level 1							
1	Club and Coach Development	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. After entering your information, click on the Save button below. For more information: New Coach Packet	1	1	Required	Check/Text
1	Club and Coach Development	Coach Certifications	Each LSC must update coach certifications in the SWIMS database in a timely manner. In the text box give the name of the person responsible for database updates. After entering your information, click on the Save button below. For more information: Safety Certification Requirements - Background Screening Requirements	1	1	Required	Check/Text
1	Club and Coach Development	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. After entering your information, click on the Save button below.	1	1	Required	Check/Text

Level	Area	Measure Title	Measure Description	Min	Max	Category	Type
1	Club and Coach Development	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 current registration materials that are sent to clubs.	1	1	Required	Check/Doc
1	Club and Coach Development	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. After entering your information, click on the Save button below. For more information: Starting a New Club	1	1	Required	Check/Text
ATHLETE DEVELOPMENT – Level 1							
1	Athlete Development	Athlete Registration	Athletes must be members of USA Swimming and each LSC must process athlete registrations in a timely manner. Click the "Save" button if your LSC is compliant with timely athlete registration.	1	1	Required	Checkbox
1	Athlete Development	Competitive Schedule – Short Course	LSCs must provide a balanced competitive meet schedule open to all athletes. Upload a copy of your most recent (within one year of LEAP submission) Short Course schedule.	1	1	Required	Check/Doc
1	Athlete Development	Competitive Schedule – Long Course	LSCs must provide a balanced competitive meet schedule open to all athletes. Upload a copy of your most recent(within one year of LEAP submission) Long Course schedule.	1	1	Required	Document upload
1	Athlete Development	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 are published at the conclusion of a meet. After entering your information, click on the Save button below.	1	1	Required	Check/Text

Level	Area	Measure Title	Measure Description	Min	Max	Category	Type
1	Athlete Development	Athlete Performance	Athlete recognition at the LSC level is an important motivational tool. Each LSC must develop, maintain and publish LSC records and rankings at least seasonally (short course and long course.) In the text box, explain specifically where the records and rankings can be found. After entering your information, click on the Save button below.	1	1	Required	Check/Text
1	Athlete Development	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 current LSC Board of Directors. After entering your information, click on the Save button below.	1	1	Required	Check/Text
1	Athlete Development	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 Long Course and Short Course meets in the most recent calendar year (within one year of LEAP submission.) After entering your information, click on the Save button below.	1	1	Required	Check/Text
1	Athlete Development	Team Travel Policy	As of December 31, 2010, every LSC is required to adopt a 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. LSC travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the LSC. Upload a copy of your LSC Travel Policy. For more information: Model Travel Policies.	1	1	Required	Document upload

LSC Evaluation and Achievement Program – Level 2

BUSINESS AND ORGANIZATIONAL SUCCESS – Level 2							
Level	Area	Measure Title	Measure Description	Min	Max	Category	Type
2	Business and Organizational Success	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 current quadrennial (or long-term) budget.	1	1	Required	Check/Doc
2	Business and Organizational Success	Board of Director Job Descriptions	LSC Board Members will have a greater probability of meeting the organization's expectations if they are given written job descriptions. Upload the written job descriptions for board positions. For more information: Job Descriptions	1	1	Required	Check/Doc
2	Business and Organizational Success	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 one year of LEAP submission. After entering your information, click on the Save button below.	1	1	Required	Check/Text
2	Business and Organizational Success	LSC Website	Communication is critical in the administration of a geographically dispersed organization (such as an LSC). A well-maintained website is an important communications tool. Award one point if the LSC maintains a website. Award an additional point if the LSC administers a written policy regarding the Children's Online Privacy Protection Act, (COPPA). Upload a copy of your COPPA policy. For more information: COPPA	1	2	Required	Doc/Points

Level	Area	Measure Title	Measure Description	Min	Max	Category	Type
2	Business and Organizational Success	Diversity Liaison	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	Required	Text/Points
2	Business and Organizational Success	Crisis Management Plan	The LSC has 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. Plan must include crisis communication team members and phone number for each team member. Upload a current (within one year of LEAP submission), dated copy of your Crisis Management Plan. Crisis Management Plans	1	1	Required	Check/Doc
2	Business and Organizational Success	USA Swimming 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	Additional	Check/Text
2	Business and Organizational Success	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. After entering your information, click on the Save button below.	1	2	Additional	Text/Points

Level	Area	Measure Title	Measure Description	Min	Max	Category	Type
2	Business and Organizational Success	Service and Facility 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. Click on the "Save" if your LSC has written contracts for facility use.	1	1	Additional	Checkbox
2	Business and Organizational Success	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 current list of certified pools in your LSC. More information about pool certification.	1	1	Additional	Check/Doc
2	Business and Organizational Success	Annual Review of Employees	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	1	Additional	Check/Doc
2	Business and Organization Success	Diversity Committee members	In addition to a Diversity Liaison or Diversity Chair, the LSC should encourage the development of a Diversity Committee. If your LSC has a Diversity Committee, list the names of the current committee members in the text box below.	1	1	Additional	Text box
VOLUNTEER DEVELOPMENT – Level 2							
2	Volunteer Development	BOD Orientation	Board orientation introduces new board members to BOD operations and function. New board members should receive a Board Orientation notebook containing items such as copies of budgets, minutes, committees, bylaws, job descriptions and LSC structure. Upload the table of contents or an outline of your board orientation material. Sample BOD Manual and Additional Information	1	1	Required	Document upload

Level	Area	Measure Title	Measure Description	Min	Max	Category	Type
2	Volunteer Development	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.) After entering your information, click on the Save button below.	1	1	Required	Check/Text
2	Volunteer Development	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. For more information: National Certification	1	1	Required	Checkbox Only
2	Volunteer Development	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 by LSC volunteers (including location and approximate date) in the last three years and give one point for each workshop up to a maximum of three points. After entering your information, click on the Save button below.	1	3	Required	Text/Points
2	Volunteer Development	Meet Operations and Meet Directors' Seminars	LSC provides meet operation and meet director training opportunities including meet manager software and/or computer operation seminars. 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. After entering your information, click on the Save button below. Sample Meet Director's Handbook	1	2	Required	Text/Points

Level	Area	Measure Title	Measure Description	Min	Max	Category	Type
2	Volunteer Development	Club Leadership and Business Management School	CLBMS is oriented toward coaches and club volunteer leaders. Upload a document that provides the date and location of a recent (within one year of LEAP submission) LSC-sponsored CLBMS. Award 1 point if at least 10 people attended the session. Award an additional point if at least 50% of the clubs had multiple attendees.	1	2	Required	Doc/Points
2	Volunteer Development	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. After entering your information, click on the Save button below. More information: working with volunteers.	1	1	Required	Check/Text
2	Volunteer Development	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 Swimposium or LSC Workshops. This could be accomplished within the LSC or in partnership with a neighboring LSC. Give 1 point for 1 Swimposium/Workshop, 2 points for 2 Swimposium/Workshops or 3 points for 3 Swimposium/Workshops. After entering your information, click on the Save button below. More information: Swimposium	1	3	Required	Text/Points
2	Volunteer Development	Education and Representation at USAS Convention	Each LSC has six votes at the USAS House of Delegates annual meeting. Award one point for every two voting delegates in attendance at the most recent (within one year of LEAP submission) USAS Convention. (Maximum of 3 points.) In the text box, list their names and positions in the LSC. After entering your information, click on the Save button below. More information about the USAS Convention	1	3	Required	Text/Points

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2	Volunteer Development	Education: Structure of USA Swimming	The LSC is the administrative arm of USA Swimming. Each LSC should provide basic general information such as boundaries, zone affiliation, membership information and governance structure. In the textbox below explain how and where this information is communicated. If it is on the website, give the specific location.	1	1	Required	Textbox
2	Volunteer Development	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	Additional	SWIMSQuery
2	Volunteer Development	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, explain the plan in the text box. After entering your information, click on the Save button below.	1	1	Additional	Check/Text
2	Volunteer Development	Service Award Recognition	LSC selects a Conoco Phillips Outstanding Service Award recipient annually. Name the latest recipient in the text box below. After entering your information, click on the Save button below.	1	1	Additional	Check/Text
2	Volunteer Development	Board Orientation Session	In addition to providing written orientation materials, it is beneficial to hold a planned orientation session for board members. Upload a document (invitation, meeting agenda) for the most recent (within one year of LEAP submission) board orientation session.	1	1	Additional	Document upload

2	Volunteer Development	Officials at Zone or Sectional Level Meets	Officials from the LSC have served on deck at zone or sectional level meets in the last three years. Give 1 point if three or fewer distinct officials have participated; give 2 points if more than three distinct officials have participated. In the textbox list the names of the officials	1	2	Additional	Check/points
Level	Area	Measure Title	Measure Description	Min	Max	Category	Type
2	Volunteer Development	Representative to Diversity Summit	USA Swimming holds a Diversity Summit every two years. In the text box below list the name or names of the delegates who represented your LSC at the most recent Diversity Summit (within two years of LEAP submission.)	1	1	Additional	Text box
CLUB AND COACH DEVELOPMENT – Level 2							
2	Club and Coach Development	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 if the LSC sponsors at least one training opportunity per calendar year.	1	2	Required	Doc/Points
2	Club and Coach Development	Committee Participation: Coaches	Coaches are important members of LSC Committees. In the text box, list the committees on which coach members actively serve. List the names of the active coaches. Award 1 point if one, two or three committees have active coach members. Award 2 points if four or more committees have coach members who actively participate in committee business or functions. After entering your information, click on the Save button below.	1	2	Required	Text/Points

2	Club and Coach Development	Registration Seminars/Workshops for Clubs	Club registrars must be familiar with LSC registration policies and procedures. Upload a document that describes the registration seminars or workshops that are offered to clubs. Give 1 point for each offering (within one year of LEAP submission) up to a maximum of three points.	1	3	Required	Doc/Points
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2	Club and Coach Development	Team Scores	It is important to recognize excellence by keeping team scores at championship meets and acknowledging the top teams in appropriate manners. 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. After entering your information, click on the Save button below.	1	2	Required	Text/Points
2	Club and Coach Development	LSC Zone/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 (within one year of LEAP submission) Zone or All-Star competition. After entering your information, click on the Save button below.	1	1	Additional	Check/Text
2	Club and Coach Development	Coach of the Year Awards	Appreciation and recognition of success within the LSC is a important. 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. After entering your information, click on the Save button below.	1	2	Additional	Text/Points

2	Club and Coach Development	Coach Recognition	Appreciation of success can take many forms. Click "Save" if Coach of the Year Awards are presented at an awards banquet or similar occasion.	1	1	Additional	Checkbox
2	Club and Coach Development	Certification Training: CPR	Earn 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. After entering your information, click on the Save button below.	1	1	Additional	Check/Text

Level	Area	Measure Title	Measure Description	Min	Max	Category	Type
2	Club and Coach Development	Certification Training: First Aid	Earn 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. After entering your information, click on the Save button below.	1	1	Additional	Check/Text
2	Club and Coach Development	Certification Training: Safety Training for Swim Coaches	Earn 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. After entering your information, click on the Save button below.	1	1	Additional	Check/Text
2	Club and Coach Development	Financial Assistance to Clinics	Excellent coach education opportunities can take place at the local or regional level. For example, USA Swimming hosts multiple regional coaches' clinics and there are various other local opportunities. Upload a document that describes the LSC policy or criteria for financial assistance to coaches who attend a local or regional clinic.	1	1	Additional	Check/Doc
2	Club and Coach Development	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.	1	1	Additional	Check/Doc

2	Club and Coach Development	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 receive 1 point if 10% of clubs have completed at least Level 1 of CRP and an additional point for each additional 5% up to a maximum of 3 points. Information about CRP (Club Recognition Program) .	1	3	Additional	SWIMSQuery
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Level	Area	Measure Title	Measure Description	Min	Max	Category	Type
2	Club and Coach Development	Coach and Club Support of LSC 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	Additional	Checkbox
ATHLETE DEVELOPMENT – Level 2							
2	Athlete Development	Open Water Swimming	LSCs are encouraged to provide opportunities for Open Water Swimming. Upload a document which lists open water opportunities (date and location) 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 the most recent Zone Open Water events (within one year of LEAP submission.)	1	2	Required	Doc/Points
2	Athlete Development	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. Award one point. Give an additional point if athletes with disabilities competed in at least one LSC meet.	1	2	Required	Doc/Points

2	Athlete Development	Outreach Memberships	Outreach athlete membership information must be available to athletes, clubs and coaches and reduced price Outreach memberships must be offered. Award 1 point if the LSC has a written "outreach" policy. Upload the policy. Award an additional point if the policy or an application form is readily available on your website.	1	2	Required	Doc/Points
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Level	Area	Measure Title	Measure Description	Min	Max	Category	Type
2	Athlete Development	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	Additional	Doc/Points
2	Athlete Development	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. (For example, an age group All-Star Team and a Senior All-Star Team.)	1	2	Additional	Doc/Points

2	Athlete Development	Athlete Representation at the USAS Convention	Exposure to USA Swimming governance is a great opportunity for athletes. Provide the name(s) of your current LSC athlete representatives 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 the most recent USAS Convention. After entering your information, click on the Save button below.	1	2	Additional	Text/Points
2	Athlete Development	Camps 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 (within one year of LEAP submission). Award an additional point if the LSC co-sponsored two or more camps. After entering your information, click on the Save button below. More information: Camps and Clinics	1	2	Additional	Text/Points

Level	Area	Measure Title	Measure Description	Min	Max	Category	Type
2	Athlete Development	Athlete Recognition Awards	Athlete recognition is an important way of keeping athletes in the sport and encouraging competition and improvement. Upload a document showing a list of athlete awards given by the LSC along with the names of the recipients from the previous season (within one year of LEAP submission). Give 1 point for one or two awards. Give an additional point for three or more awards given each season.	1	2	Additional	Doc/Points
2	Athlete Development	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. Information about IMX (IM Xtreme Challenge)	1	3	Additional	SWIMSQuery

2	Athlete Development	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 four meets. An additional point will be awarded for each additional 10% up to a maximum of 3 points.	1	3	Additional	SWIMSQuery
2	Athlete Development	Outreach membership in Multiple Clubs	Outreach memberships must be provided to needy athletes throughout the LSC. In the textbox list the names of at least two clubs with Outreach members.	1	1	Additional	Textbox

LSC Evaluation and Achievement Program – Level 3

BUSINESS AND ORGANIZATIONAL SUCCESS – Level 3							
Level	Area	Measure Title	Measure Description	Min	Max	Category	Type
3	Business and Organizational Success	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. After entering your information, click on the Save button below.	1	2	Required	Text/Points
3	Business and Organizational Success	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 for the current quadrennium.	1	1	Required	Check/Doc
3	Business and Organizational Success	Quadrennial Review	Successful organizations periodically review their strategic plans. Some LSCs review these plans on a quadrennial basis. Describe your LSC's strategic planning process and provide the date, number of attendees and number of clubs at your LSC's 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. After entering your information, click on the Save button below.	1	4	Required	Text/Points

Level	Area	Measure Title	Measure Description	Min	Max	Category	Type
3	Business and Organizational Success	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 four years of LEAP submission) and receive two points. After entering your information, click the Save button below.	2	2	Required	Check/Text
3	Business and Organizational Success	Support Staff 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.	1	1	Required	Document upload
3	Business and Organizational Success	Financial Reserves	Financial security is an important factor in successful strategic planning. Award one point if average financial cash 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	Additional	Check/points
3	Business and Organizational Success	Handbook	A position-specific handbook with job descriptions and written expectations is an important training tool for volunteers/committee members (non board position). Upload a copy of your handbook.	1	1	Additional	Check/Doc
3	Business and Organizational Success	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. After entering your information, click on the Save button below.	1	1	Additional	Check/Text

Level	Area	Measure Title	Measure Description	Min	Max	Category	Type
3	Business and Organizational Success	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. After entering your information, click on the Save button below.	1	1	Additional	Check/Text
3	Business and Organizational Success	Fundraising	Describe any fund-raising activities that your LSC uses to augment its operating funds. (Exclude meet fees and registration surcharges). After entering your information, click on the Save button below.	1	1	Additional	Check/Text
3	Business and Organizational Success	Publicity	Describe any promotion or publicity programs that your LSC sponsors to promote USA Swimming and your LSC to the community at large. After entering your information, click on the Save button below.	1	1	Additional	Check/Text
3	Business and Organizational Success	Facilities	Describe any activities that your LSC sponsors that encourage or facilitate the construction or renovation of competitive swimming venues. After entering your information, click on the Save button below.	1	1	Additional	Check/Text
3	Business and Organizational Success	Financial Assistance	Some LSCs have the financial resources to remove participation barriers for some of its members. Some examples include financial subsidies for "special" meets or events, travel assistance for volunteers, etc. Upload a document that explains an-LSC sponsored financial assistance policy. (Exclude travel assistance provided to athletes and coaches attending national-level meets).	1	1	Additional	Check/Doc
3	Business and Organizational Success	Community Service	LSCs have the opportunity to impact their communities in positive and powerful ways. Describe any community service programs that your LSC sponsors. After entering your information, click on the Save button below.	1	1	Additional	Check/Text

Level	Area	Measure Title	Measure Description	Min	Max	Category	Type
3	Business and Organizational Success	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 dated document describing the results of last year's tax obligation review.	1	1	Additional	Check/Doc
3	Business and Organizational Success	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 dated document describing the results of last year's business insurance review.	1	1	Additional	Check/Doc
3	Business and Organizational Success	Commitment to Diversity	LSCs can encourage diversity and inclusion in many ways. An LSC may have a budget line item or funding for diversity programming, events, travel, etc. Upload a document that shows commitment to diversity. This may be your budget showing the line item, an LSC policy document or other description.	1	1	Additional	Document upload
3	Business and Organizational Success	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 and explain in depth in the uploaded document. Award one point for each. (The LSC Development Committee will surely want to learn more about any such programs so that your ideas can be shared with other LSCs.)	1	5	Additional	Doc/Points

VOLUNTEER DEVELOPMENT – Level 3							
Level	Area	Measure Title	Measure Description	Min	Max	Category	Type
3	Volunteer Development	Education and Representation at USAS	More than the 6 voting delegates can attend the USAS Annual Convention to take advantage of educational and representational opportunities. 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. After entering your information, click on the Save button below.	1	2	Required	Text/Points
3	Volunteer Development	Financial Assistance to USAS	Financial assistance is provided to volunteers who attend USAS. Upload a document that explains the LSC policy toward financial assistance for delegates to USAS.	1	1	Required	Check/Doc
3	Volunteer Development	Life Membership Award	LSC has criteria developed to award life membership to volunteers within the LSC. Upload a document that explains the criteria.	1	1	Required	Check/Doc
3	Volunteer Development	Recognition	LSC has a volunteer recognition program beyond awarding the Conoco Phillips Award and lifetime memberships in USA Swimming. Upload a document that explains the recognition and awards given.	1	1	Required	Check/Doc
3	Volunteer Development	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. Upload a handbook or document that explains your program. 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	Required	Check/doc

Level	Area	Measure Title	Measure Description	Min	Max	Category	Type
3	Volunteer Development	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	1	Required	Checkbox
3	Volunteer Development	Recognition	Recognition is key to retention. "Kudos" on the website or a "thank you" at a championship meet or awards' banquet are two ways to express appreciation for a job well done. Click the "Save" button if volunteers receive public recognition in the LSC.	1	1	Additional	Checkbox
3	Volunteer Development	Volunteer Involvement at the National Level	Volunteers are needed at the national level on committees and on the national Board of Directors. If your LSC has volunteers who have served as Zone Directors, National Board of Directors members, or national committee chairs or members in the last four years, list the names of the volunteers and their national positions. After entering your information, click on the Save button below.	1	1	Additional	Check/Text
3	Volunteer Development	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, National Open Water.) An LSC can be a co-host with a neighboring LSC if facilities are an issue. List the awarded 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. After entering your information, click on the Save button below.	1	3	Additional	Text/Points

Level	Area	Measure Title	Measure Description	Min	Max	Category	Type
3	Volunteer Development	Officials' National Participation	Officiating at national meets is 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, Open Water Championships, Disability Championships.) Give 1 point for 1 official, 2 points for 2 or more officials. After entering your information, click on the Save button below.	1	2	Additional	Text/Points
3	Volunteer Development	Subsidies for Officials' Travel	The LSC has a policy that subsidizes the cost of officials' participation in Zone, Sectional or National meets. Upload a document that explains the policy.	1	1	Additional	Check/Doc
3	Volunteer Development	Recruitment and Retention of Alumni	Alumni swimmers are often an untapped reservoir of service and knowledge. Examples include presentations to athletes, clinics, board members, athlete representatives and officials. Explain your plan for recruiting and including alumni in the text box. After entering your information, click on the Save button below.	1	1	Additional	Check/Text
3	Volunteer Development	Number of Officials	The LSC has an abundant number of officials to conduct fair competitions for athletes. Number of officials is expressed as a % of registered athlete membership. LSC will receive 1 point for a minimum of 6% and an additional point for each 2% up to a maximum of 5 points.	1	5	Additional	SWIMSQuery
3	Volunteer Development	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 and explain in depth in the uploaded document. Award one point for each. (The LSC Development Committee will surely want to learn more about any such programs so that your ideas can be shared with other LSCs.)	1	5	Additional	Doc/Points

CLUB AND COACH DEVELOPMENT – Level 3

Level	Area	Measure Title	Measure Description	Min	Max	Category	Type
3	Club and Coach Development	Club Incentives	LSC has established an incentive system to reward clubs that participate and perform within the LSC. Upload a document that describes the incentive system and give 1 point. Give an additional point if at least 25% of clubs participate. Sample program from Maryland Swimming	1	2	Required	Doc/Points
3	Club and Coach Development	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. After entering your information, click on the Save button below.	1	3	Required	Text/Points
3	Club and Coach Development	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. Upload a document that describes the LSC policy. (This does not include national level meets.)	1	1	Required	Check/Doc
3	Club and Coach Development	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 to national level meets.	1	1	Required	Check/Doc
3	Club and Coach Development	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.	1	1	Required	Check/Doc

Level	Area	Measure Title	Measure Description	Min	Max	Category	Type
3	Club and Coach Development	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 (from the date of LEAP submission). Maximum 3 points	1	3	Required	Doc/Points
3	Club and Coach Development	Governance Consultation to Clubs	The LSC offers consulting on governance issues to clubs within the LSC. Examples include 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	Required	Doc/Points
3	Club and Coach Development	Board Participation by 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 current LSC Board (minimum requirement is one coach member of the BOD). Give 2 points if coaches hold more than 25% of the current BOD positions. Do not include the Coach Representative position(s) in these calculations.	1	2	Required	Text/points
3	Club and Coach Development	Committee Leadership: Coaches	The expertise that coaches bring to LSC committees is invaluable. In the text box, list each committee with a coach member currently serving as the chair. Award 1 point if coaches chair 1 or 2 committees. Award 2 points if more than 2 committees are chaired by coaches. Do not include the Coaches' Committee in these calculations.	1	2	Required	Text/Points

Level	Area	Measure Title	Measure Description	Min	Max	Category	Type
3	Club and Coach Development	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. More information: American Swimming Coaches Association (ASCA)	1	1	Additional	Check/Doc
3	Club and Coach Development	Recognition of Coaches' Associations	Providing recognition, information and publicity for the existence of regional and national coach associations is a valuable service. In the text box, describe the recognition methods. (For example, 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.) After entering your information, click on the Save button below.	1	1	Additional	Check/Text
3	Club and Coach Development	LSC Employee Provides Service 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	Additional	Doc/Points
3	Club and Coach Development	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. Information about Virtual Club Championships	1	1	Additional	Check/Text

Level	Area	Measure Title	Measure Description	Min	Max	Category	Type
3	Club and Coach Development	Professional Development of Coaches	Professional development opportunities are valuable for understanding new techniques, rules, technology and information. In addition to Swimposiums and CLBMS, yearly coaches' roundtables or clinics are valuable tools. Upload a document that describes the opportunity or clinics provided in your LSC in the past year (within one year of LEAP submission). (Do not include Safety Training.) Award one point for each opportunity, maximum of two points.	1	2	Additional	Doc/Points
3	Club and Coach Development	Recognition of Coach Tenure in LSC	Continuity is significant 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. In the text box describe the LSC tenure recognition program. After entering your information, click the save button below.	1	1	Additional	Check/Text
3	Club and Coach Development	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	1	Additional	Check/Doc
3	Club and Coach Development	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 receive 1 point if 20% of clubs have completed at least Level 1 of CRP and an additional point for each additional 5% up to a maximum of 5 points. Information about CRP (Club Recognition Program) .	1	5	Additional	SWIMSQuery

Level	Area	Measure Title	Measure Description	Min	Max	Category	Type
3	Club and Coach Development	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 and explain in depth in the uploaded document. Award one point for each. (The LSC Development Committee will surely want to learn more about any such programs so that your ideas can be shared with other LSCs.)	1	5	Additional	Doc/Points
ATHLETE DEVELOPMENT – Level 3							
3	Athlete Development	Athlete Committee	An active athlete committee helps in running an LSC and getting timely athlete feedback. In the textbox, give the dates (within one year of LEAP submission) of the last 2 athlete committee meetings, the name of the committee chair and the active members of the athlete committee. After entering your information, click on the Save button below.	1	1	Required	Check/Text
3	Athlete Development	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?	1	1	Required	Check/Text
3	Athlete Development	Athlete Mentorship Program	Athlete mentors support LSC growth and athlete retention. Upload a document describes an athlete mentorship program in your LSC.	1	1	Additional	Check/Doc
3	Athlete Development	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 include a document that provides the location of your swim guide on your LSC website.	1	1	Additional	Check/Doc

Level	Area	Measure Title	Measure Description	Min	Max	Category	Type
3	Athlete Development	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 60% 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 5 points.	1	5	Additional	SWIMSQuery
3	Athlete Development	IMX Participation	The USA Swimming IMX program encourages overall development of the individual swimmer. The LSC will receive 1 point if at least 15% 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 5 points. Information about IMX (IM Xtreme Challenge)	1	5	Additional	SWIMSQuery
3	Athlete Development	Diversity Events	To encourage diversity and inclusion, the LSC can host a variety of events such as Diversity meets, camps, coaches' clinics, parent workshops, a webpage, etc. Upload a document that describes your event(s) or include an announcement or invitation to an event. Award 1 point for one event and 2 points for two or more events.	1	2	Additional	Document upload
3	Athlete Development	Outreach Benefits	LSCs are required to offer reduced price (outreach) memberships. However, the cost of membership is just one expense in swimming. Does your LSC have a policy that gives additional benefits to Outreach members? Examples include scholarshiped meet fees, travel assistance, assistance with team fees. etc. Upload a document that outlines your LSC policy on Outreach benefits.	1	1	Additional	Document upload
3	Athlete Development	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 and explain in depth in the uploaded document. Award one point for each. (The LSC Development Committee will surely want to learn more about any such programs so that your ideas can be shared with other LSCs.)	1	5	Additional	Doc/Points

