

KYLSC SCHEDULE OF DUTIES AND DEADLINES

September	October	November
New Registration Season Begins (Sept. 1)	LC Meet Bids Due (Oct. 1)	Start Planning for SZ AG & OW Championships
LC Championship Meet Bids Due (Odd years - Sept. 1)	Update By-Laws Passed at USAS Convention	USAS Affiliation Agreement Due (Office & Treasurer)
Email LC Meet Bid Reminder and Form Link to Clubs (Sept. 1)	Review and Update Policy & Procedures	Select MidStates AllStar Coaches
KYLSC HOD	Update Club Contact List	Order SC and LC Champs Medals and Ribbons
USAS Swimming Convention	Post LC Schedule on KYLSC Web Site	
Update Long Course Records	Email Reminder & Instructions to Clubs for USAS Renewal	
Update Long Course Top Times	Create and Open Athlete Application for MidStates AllStar Championship	
Update BOD contact list and post	Create and Open Coach Application for MidStates AllStar Championship	
Obtain Signed Conflict of Interest forms from new BOD Members		
Post KYLSC Scholastic All- Americans		
December	January	February
Club Registration and Payment Due through SWIMS Club Portal	Reminders to Clubs Who Haven't Renewed	SC Championship Info Posted
Coach and Official USAS Renewals Due	MidStates AllStar Championship	Update SC Top Times Reports
Athlete USAS Renewals Due	Regional High School Championships	Semi-State & State High School Championships
Deadline to Apply for MidStates AllStar & Team Selected	Accountant: Issue W-2's and 1099's	Junior and Nationals Travel Fund Reimbursement Due
Work on SC Championship Info	BOD Approval of SC Championship Info	Order SC Champs High Point Awards
March	April	May
SC Championship Meets	SC Meet Bids Due (April 1)	LC Championship Info Posted
Email LC Meet Bid Reminder and Form Link to Clubs	In Odd Years, SC Championship Meet Bids Due	Start Planning KYLSC HOD – Post any Info on the KYLSC Web Site
Open Coach Application for SZ AG Championship (March 1 – April 15)	Update SC Records	Governance Committee to Seek BOD Slate for HOD
	Update SC Top Times	BOD Decision to Attend USAS Convention Due
	Open Athlete Application for SZ AG Championship	BOD Decision of Next Season KYLSC Fees
	Select SZ AG Championship Coaches	
	Federal 990 Filing/Extension Due	

June	July	August
Post LC Meet Schedule on KYLSC Web Site	LSC Championships	LC Meet Bid Reminder
Post Link to USA Swimming SAA Application	S Zone Age Group Championship Meet	LC Travel Fund Reimbursement Due
Prepare Legislation for KYLSC HOD	HOD Communication to Clubs	Email Clubs HOD & Election Information
Secure Hotel Rooms and Flights for USAS Convention	HOD Athlete Preparation	Email Clubs BOD, Volunteer of the Year and Outstanding Service Nomination Forms
USAS Registration Fees & Updates to Clubs		Coach Representative – Request Age Group & Senior Coach of the Year Nominations
SZ AG Zone Team Selected & Secure Chaperones		Email Host Clubs Sanction Application Procedures
Update LC Top Times Report		Order Athlete Top Performance Awards for HOD Presentation
		Order Volunteer of the Year, Outstanding Service and Coach of the Year Awards
		Work on End of Year Financials
		BOD Proposed Budget Review
Monthly		
Update Meet Results on KYLSC Web Site		
Upload Meet Results to SWIMS		
Review Sanction Applications and Payments		
Reconcile Bank Statements with Treasurer Review		