

LEAP Planner

LSC Development Committee

Level	PTs Req'd
1	55.0
2	75.2
3	68.0

No.	Level	Category	Sub Category	Measure Title	Measure Description	More Information	Category	Type
B1	1	Business and Organizational Success	Communication	LSC Portal	Every LSC has a portal on the USA Swimming website. Contact USA Swimming (clubdevelopment@usaswimming.org) to obtain the LSC's password. This portal contains contact information for the LSC as well as meet results and records. Note: Completion of the records section is not required in Level 1 LEAP. In the textbox, enter the contact information for your LSC. After entering your information, click on the SAVE button.	Portal	Required	Textbox
B2	1	Business and Organizational Success	Legal	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. Click the "Save" button below if your LSC has met the requirements in your state(s).		Required	Checkbox
B3	1	Business and Organizational Success	Legal	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). Click the "Save" button below if your LSC complies.		Required	Checkbox
B4	1	Business and Organizational Success	Legal	501(c)(3)	Every LSC is a 501(c)(3) non-profit organization as a subordinate under USA Swimming's 501(c)(3) tax exemption status 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.	501C(3)	Required	Checkbox
B5	1	Business and Organizational Success	Financial	Tax Form (990)	Each LSC shall meet the reporting requirements to USA Swimming contained within the "LSC Model By-Laws", including submission of a copy of IRS Tax Form 990. Click the "Save" button below if your LSC has submitted this document within one year of LEAP submission.	LSC Financial Reporting Requirements	Required	Checkbox
B6	1	Business and Organizational Success	Financial	Financial statements	Each LSC shall meet the reporting requirements to USA Swimming contained within the "LSC Model By-Laws", including submission of a copy of the annual closing Balance Sheet and Statement of Income and Expense. Click the save button below if your LSC has submitted these documents within one year of LEAP submission.	LSC Financial Reporting Requirements	Required	Checkbox

LEAP Planner

LSC Development Committee

Level	PTs Req'd
1	55.0
2	75.2
3	68.0

No.	Level	Category	Sub Category	Measure Title	Measure Description	More Information	Category	Type
B7	1	Business and Organizational Success	Financial	Internal financial review	LSCs shall conduct and submit to USA Swimming an annual financial review. Minimum requirement is an internal review; an external review or audit is optional. An LSC Statement of Financial Review form must be submitted if the LSC conducts an internal review. Click the save button if your LSC complies.	LSC Statement of Financial Review	Required	Checkbox
B8	1	Business and Organizational Success	Registration	Registration	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. Provide the name and contact information of the person who performs the above duties. After entering your information, click on the SAVE button.		Required	Textbox
B9	1	Business and Organizational Success	Swim Meets/Events	SWIMS	LSCs are responsible for processing the results for all sanctioned, approved and observed swims within their boundaries into the SWIMS database in the recommended 2 week period. In the textobx, provide the name(s) and contact information of the person(s) who provides the above services. After entering your information, click on the SAVE button.		Required	Textbox
B10	1	Business and Organizational Success	Safety / Safe Sport	Safety	Safety is everyone's priority. Click on the "Save" button below if your LSC has a process to disseminate safety information.	Insurance and Risk Management	Required	Checkbox
B11	1	Business and Organizational Success	Swim Meets/Events	Open Water Sanctions and Approvals	Applicants for sanctions or approvals of Open Water competition must complete the application provided by USA Swimming. Before an Open Water competition is sanctioned or approved by the LSC, the application packet must be submitted to USA Swimming for review and approval. Click the "Save" button below if your LSC is aware of the Open Water sanction and approval procedure.	Open Water Meet Application	Required	Checkbox
B12	1	Business and Organizational Success	Governance	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 and indicate where on the LSC website the Mission statement can be found. After entering your information, click on the Save button below.	Developing Mission Statements	Required	Textbox

LEAP Planner

LSC Development Committee

Level	PTs Req'd
1	55.0
2	75.2
3	68.0

No.	Level	Category	Sub Category	Measure Title	Measure Description	More Information	Category	Type
B13	1	Business and Organizational Success	Governance	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 and indicate where on the LSC website the Vision Statement can be found. After entering your information, click on the Save button below .	Developing Vision Statements	Required	Textbox
B14	1	Business and Organizational Success	Participation in National Events	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.		Required	Textbox
B15	1	Business and Organizational Success	Participation in National Events	Zone Planning Meeting	Zone Planning Meetings are held annually at the USA Swimming Convention. Click on the "Save" button below if your LSC was represented at the most recent Zone Planning Meeting within one year of submission.		Required	Checkbox
B16	1	Business and Organizational Success	Legal	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 Required Bylaws specify that a Board of Review be in place. In the text box, provide name and contact information for the Chairman of the LSC Board of Review. In the textbox list the Board of Review members, the year elected and length of term. Indicate athlete members. After entering your information, click on the SAVE button .		Required	Textbox
B17	1	Business and Organizational Success	Safety / Safe Sport	Safe Sport Coordinator/Chair	Each LSC shall have a Safe Sport Coordinator/Chair. In the text box below provide the name and contact information of the Safe Sport Coordinator/Chair. After entering your information, click on the SAVE button .		Required	Textbox
B18	1	Business and Organizational Success	Registration	Registration Verification	Swimmers must be 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 .		Required	Textbox

LEAP Planner

LSC Development Committee

Level	PTs Req'd
1	55.0
2	75.2
3	68.0

No.	Level	Category	Sub Category	Measure Title	Measure Description	More Information	Category	Type
B19	1	Business and Organizational Success	Financial	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). After uploading your information, click on the SAVE button.		Required	Document
B20	1	Business and Organizational Success	Governance	Create and Adopt Bylaws	Bylaws govern the operation of an organization. USA Swimming provides a mandatory template for LSC Bylaws. LSC Bylaws must be submitted to USA Swimming (bylaws@usaswimming.org) within 60 days of any revisions, including legislative changes at the USAS Convention. The LSC will receive a Letter of Bylaw Approval from the USA Swimming Rules and Regulations Chair. Upload the most recent Letter.	LSC Bylaw Template (mandatory)	Required	Document
B21	1	Business and Organizational Success	Governance	Rules & 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 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. NOTE: If your Rules and Regulations and Policies and Procedures are combined into one document, upload that document here.		Required	Document

LEAP Planner

LSC Development Committee

Level	PTs Req'd
1	55.0
2	75.2
3	68.0

No.	Level	Category	Sub Category	Measure Title	Measure Description	More Information	Category	Type
B22	1	Business and Organizational Success	Governance	Policies & Procedures	<p>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 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.</p> <p>NOTE: If your Rules and Regulations and Policies and Procedures are combined into one document and you already uploaded the document in the Rules and Regulations requirement, simply upload a document that says "Rules and Regulations and Policies and Procedures are combined in one document." There must be an upload in order to proceed.</p>	Sample Policies and Procedures	Required	Document
B23	1	Business and Organizational Success	Governance	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	Required	Document
B24	1	Business and Organizational Success	Governance	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.		Required	Document
B25	1	Business and Organizational Success	Governance	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.		Required	Document
B26	1	Business and Organizational Success	Governance	Elections	Each LSC must elect a Board of Directors on a regular basis. Upload a document that identifies your current Board of Directors by name, position, year elected and length of term. Clearly indicate athlete members. Clearly indicate which positions are voting positions.		Required	Document
B27	1	Business and Organizational Success	Financial	Financial Responsibilities of the BOD	LSC Board members must have knowledge of the financial state of the organization. A financial statement, such as a Profit/Loss (P&L) statement, must be provided at each regularly scheduled Board of Directors Meeting. Upload your most recent (within one year of LEAP submission) financial report.		Required	Document

LEAP Planner

LSC Development Committee

Level	PTs Req'd
1	55.0
2	75.2
3	68.0

No.	Level	Category	Sub Category	Measure Title	Measure Description	More Information	Category	Type
B28	1	Business and Organizational Success	Registration	Reduced Price Membership	The USA Swimming Rules & Regulations (Article 302.2.2) require that LSCs offer an Outreach Membership with specially reduced fees. Upload your LSC's Outreach Membership policy.		Required	Document
B29	1	Business and Organizational Success	Swim Meets/Events	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 202.2.8.		Required	Document
B30	1	Business and Organizational Success	Swim Meets/Events	Meet Announcement for Sanctioned meet	A meet announcement for a sanctioned meet must include language specified in the USA Swimming Rulebook, article 202.2.9. Upload a meet announcement for a sanctioned meet (within one year of LEAP submission.)	Sample Meet Announcement	Required	Document
B31	1	Business and Organizational Success	Swim Meets/Events	Swim Meet Approval	Each LSC is charged with having a process to approve swim meets that are not sanctioned. Approval form must include the USA Swimming rule book language specified in article 202.4.14. A closed competition can be approved by the LSC. An open competition requires the approval of the Vice President Program Operations or Designee. Upload your approval request form.		Required	Document
B32	1	Business and Organizational Success	Swim Meets/Events	Meet Announcement for Approved meet	A meet announcement for an approved meet must include language specified in the USA Swimming Rulebook article 202.4.6. Upload a meet announcement for an approved meet (within one year of LEAP submission.)		Required	Document
B33	1	Business and Organizational Success	Swim Meets/Events	Swim Meet Observation for Championship Meets	Each LSC is charged with having a process to observe swim meets that are conducted under non-USA Swimming rules. Upload your observation request forms for Championship meets		Required	Document

LEAP Planner

LSC Development Committee

Level	PTs Req'd
1	55.0
2	75.2
3	68.0

No.	Level	Category	Sub Category	Measure Title	Measure Description	More Information	Category	Type
B34	1	Business and Organizational Success	Swim Meets/Events	Swim Meet Observation for non-Championship Meets	Each LSC is charged with having a process to observe swim meets that are conducted under non-USA Swimming rules. Upload your observation request forms for non Championship meets		Required	Document
Total	1	Business and Organizational Success	Sub Total	Total	Business and Organizational Success Level 1 Total		Total	Sub Total
V1	1	Volunteer Development	Governance	SWIMS access	All persons with password access to the USA Swimming database (SWIMS) must be members of USA Swimming and are obligated to keep SWIMS information confidential. Click the save button below if your LSC complies.		Required	Checkbox
V2	1	Volunteer Development	Communication	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. Explain specifically where this information can be found on the LSC website. After entering your information, click on the SAVE button		Required	Textbox
V3	1	Volunteer Development	Communication	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 and explain where this information can be found on the LSC website. After entering your information, click on the Save button below .		Required	Textbox
V4	1	Volunteer Development	Governance	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 .		Required	Textbox

LEAP Planner

LSC Development Committee

Level	PTs Req'd
1	55.0
2	75.2
3	68.0

No.	Level	Category	Sub Category	Measure Title	Measure Description	More Information	Category	Type
V5	1	Volunteer Development	Officials	Sufficient Number of Officials	The LSC has sufficient officials to conduct fair competitions for athletes. In the textbox, provide an explanation of what procedures your LSC uses to ensure compliance with Article 102.10 of the USA Swimming Rulebook. After entering your information, click on the SAVE button.		Required	Textbox
V6	1	Volunteer Development	Officials	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) <u>schedule of training and certification for officials</u> .		Required	Document
V7	1	Volunteer Development	Officials	Number of Officials	How many officials does your LSC have in relation to the number of registered athletes? Number of officials is expressed as a % of registered athlete membership. LSC will receive 1 point for a minimum of 1% however the results of this query are for LSC informational purposes. Points earned are in addition to all of the required Level 1 points and do <u>not affect LEAP completion status</u> .		Additional	Query
Total	1	Volunteer Development	Sub Total	Total	Volunteer Development Level 1 Total		Total	Sub Total
C1	1	Club and Coach Development	Registration	Coach Registration	Membership and registration information should be communicated annually, electronically or hard copy, to all coaches. In the text box explain who distributes the material to coaches and how it is communicated. After entering your information, click on the SAVE button.		Required	Textbox
C2	1	Club and Coach Development	Registration	Coach Safety Certifications	Each LSC must update coach safety certifications in the SWIMS database in a timely manner. In the text box give the name and contact information of the person responsible for coach safety certification updates in the SWIMS database. After entering your information, click on the Save button below.		Required	Textbox
C3	1	Club and Coach Development	Registration	New Coach Registration	Membership information should be sent, electronically or hard copy, to new coaches upon registration. Provide the name and contact information of the person in your LSC who provides information specifically for new coaches.	New Coach Requirements	Required	Checkbox

LEAP Planner

LSC Development Committee

Level	PTs Req'd
1	55.0
2	75.2
3	68.0

No.	Level	Category	Sub Category	Measure Title	Measure Description	More Information	Category	Type
C4	1	Club and Coach Development	Governance	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 <u>entering your information, click on the Save button below.</u>		Required	Textbox
C5	1	Club and Coach Development	Registration	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 <u>information, click on the Save button below.</u>	Starting a New Club	Required	Textbox
C6	1	Club and Coach Development	Registration	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 <u>materials that are sent to clubs.</u>		Required	Document
Total	1	Club and Coach Development	Sub Total	Total	Club and Coach Development Level 1 Total		Total	Sub Total
A1	1	Athlete Development	Registration	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 <u>LSC is compliant with timely athlete registration.</u>		Required	Checkbox
A2	1	Athlete Development	Governance	Athlete Participation – Board of Review and LSC committees	Per the Amateur Sports Act and LSC By-laws, at least 20% of the LSC Board of Review and 20% of all LSC standing committees(except the Officials' Committee and the Coaches' Committee) must be athlete members. All athletes must be current athlete members of USA Swimming. Click the save button if your LSC complies.		Required	Checkbox

LEAP Planner

LSC Development Committee

Level	PTs Req'd
1	55.0
2	75.2
3	68.0

No.	Level	Category	Sub Category	Measure Title	Measure Description	More Information	Category	Type
A3	1	Athlete Development	Governance	Athlete Participation – Board of Directors	Per the Amateur Sports Act and LSC By-laws, at least 20% of the LSC Board of Directors' voting positions must be athlete members. In the text box, list the names of the athlete representatives on the current LSC Board of Directors. Indicate the total number of voting positions, including athletes, on your board. All athletes must be current athlete members of USA Swimming. NOTE: Information provided here should be consistent with that provided in the Elections section of LEAP, your LSC by-laws and information posted on the LSC website. After entering your information, click on the Save button.		Required	Textbox
A4	1	Athlete Development	Swim Meets/Events	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, explain where the meet results are published at the conclusion of a meet and where they can be found on your website. After entering your information, click on the Save button below.		Required	Textbox
A5	1	Athlete Development	Recognition	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 on your website. After entering your information, click on the Save button below.		Required	Textbox
A6	1	Athlete Development	Swim Meets/Events	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 205.8.2 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.		Required	Textbox
A7	1	Athlete Development	Swim Meets/Events	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.		Required	Document

LEAP Planner

LSC Development Committee

Level	PTs Req'd
1	55.0
2	75.2
3	68.0

No.	Level	Category	Sub Category	Measure Title	Measure Description	More Information	Category	Type
A8	1	Athlete Development	Swim Meets/Events	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.		Required	Document
A9	1	Athlete Development	Safety / Safe Sport	Team Travel Policy	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 additional information:	Model Travel Policy	Required	Document
Total	1	Athlete Development	Sub Total	Total	Athlete Development Level 1 Total		Total	Sub Total
Total	1	Level	Level Total	Total	Level Level 1 Total		Total	Level Total
B1	2	Business and Organizational Success	Communication	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.	COPPA	Required	Document
B2	2	Business and Organizational Success	Governance	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.	Job Descriptions	Required	Document
B3	2	Business and Organizational Success	Education / Training	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.		Required	Textbox

LEAP Planner

LSC Development Committee

Level	PTs Req'd
1	55.0
2	75.2
3	68.0

No.	Level	Category	Sub Category	Measure Title	Measure Description	More Information	Category	Type
B4	2	Business and Organizational Success	Committees	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.		Required	Textbox
B5	2	Business and Organizational Success	Governance	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 Plan	Required	Document
B6	2	Business and Organizational Success	Financial	Quadrennial Budget	Strategic planning requires a budget extending several years into the future. Many LSCs plan around the Olympic Quadrennial. Upload a copy of <u>your current quadrennial (or long-term) budget.</u>		Required	Document
B7	2	Business and Organizational Success	Financial	Internal Audit	An internal audit provides assurance that the LSC is operating efficiently, that assets are safeguarded, and the LSC is compliant with prescribed laws and policies. An internal audit is performed by individuals associated with the LSC and concentrates on internal controls and procedures. In the textbox below provide the name(s) of the person(s) who performed the internal audit and the date on which the report was submitted to the board, (within one year of submission.)		Required	Textbox
B8	2	Business and Organizational Success	Financial	External Review	An external review is performed by an independent CPA who takes financial information provided by the LSC and generates a report that attests as to whether the financial statements are in compliance with GAAP (Generally Accepted Accounting Principles.)A review is less in depth than an audit. In the textbox below provide the name of the CPA and the <u>date of the review. (within one year of LEAP submission.)</u>		Required	Textbox

LEAP Planner

LSC Development Committee

Level	PTs Req'd
1	55.0
2	75.2
3	68.0

No.	Level	Category	Sub Category	Measure Title	Measure Description	More Information	Category	Type
Total	2	Business and Organizational Success	Sub Total	Total Required	Business and Organizational Success Level 2 Total Required		Total	Sub Total
B9	2	Business and Organizational Success	Swim Meets/Events	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.		Additional	Textbox
B10	2	Business and Organizational Success	Safety / Safe Sport	Safe Sport Promotion	The importance of including parents and athletes in our Safe Sport education cannot be over-emphasized. Award one point (up to a maximum of 2 points) for every LSC Championship Meet where the heat sheet includes an ad for the parent APT or the athlete APT (within 1 year of LEAP submission). Upload a copy of one of the heat sheets or the advertisement		Additional	Document
B11	2	Business and Organizational Success	Swim Meets/Events	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.		Additional	Checkbox
B12	2	Business and Organizational Success	Swim Meets/Events	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. Click the save button below if this information can be found on your LSCs website.	Pool Certification	Additional	Checkbox
B13	2	Business and Organizational Success	Staff	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.		Additional	Document

LEAP Planner

LSC Development Committee

Level	PTs Req'd
1	55.0
2	75.2
3	68.0

No.	Level	Category	Sub Category	Measure Title	Measure Description	More Information	Category	Type
B14	2	Business and Organizational Success	Committees	Disability Chair	LSCs are encouraged to provide a Disability Chair to oversee disability swimming in the LSC and to provide a liaison for interaction between the LSC and the National Disability Committee. Enter the name of your LSC Disability Chair in the text box and award one point. Award an additional point if the Disability Chair is a member of the LSC Board of Directors. After entering your information, click on the Save button below.		Additional	Textbox
B15	2	Business and Organizational Success	Committees	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.		Additional	Textbox
Total	2	Business and Organizational Success	Sub Total	Total Additional	Business and Organizational Success Level 2 Total Additional		Total	Sub Total
Total	2	Business and Organizational Success	Sub Total	Total Category	Business and Organizational Success Level 2 Total Category		Total	Sub Total
V1	2	Volunteer Development	Communication	Structure of the LSC Communicated	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.		Required	Textbox
V2	2	Volunteer Development	Communication	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.		Required	Textbox
V3	2	Volunteer Development	Communication	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.		Required	Textbox

LEAP Planner

LSC Development Committee

Level	PTs Req'd
1	55.0
2	75.2
3	68.0

No.	Level	Category	Sub Category	Measure Title	Measure Description	More Information	Category	Type
V4	2	Volunteer Development	Education / Training	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.	BOD orientation strategies	Required	Document
V5	2	Volunteer Development	Education / Training	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	Required	Textbox
V6	2	Volunteer Development	Officials	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.	National Certification	Required	Checkbox
V7	2	Volunteer Development	Education / Training	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		Required	Textbox
V8	2	Volunteer Development	Education / Training	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.		Required	Document

LEAP Planner

LSC Development Committee

Level	PTs Req'd
1	55.0
2	75.2
3	68.0

No.	Level	Category	Sub Category	Measure Title	Measure Description	More Information	Category	Type
V9	2	Volunteer Development	Education / Training	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	Swimposium	Required	Textbox
V10	2	Volunteer Development	Participation in National Events	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.	USAS Convention	Required	Textbox
Total	2	Volunteer Development	Sub Total	Total Required	Volunteer Development Level 2 Total Required		Total	Sub Total
V12	2	Volunteer Development	Officials	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.		Additional	Query
V13	2	Volunteer Development	Communication	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 .		Additional	Textbox
V14	2	Volunteer Development	Education / Training	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.		Additional	Document

LEAP Planner

LSC Development Committee

Level	PTs Req'd
1	55.0
2	75.2
3	68.0

No.	Level	Category	Sub Category	Measure Title	Measure Description	More Information	Category	Type
V15	2	Volunteer Development	Participation in National Events	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.)		Additional	Textbox
V16	2	Volunteer Development	Recognition	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.		Additional	Textbox
V17	2	Volunteer Development	Officials	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		Additional	Textbox
Total	2	Volunteer Development	Sub Total	Total Additional	Volunteer Development Level 2 Total Additional		Total	Sub Total
Total	2	Volunteer Development	Sub Total	Total Category	Volunteer Development Level 2 Total Category		Total	Sub Total
C1	2	Club and Coach Development	Education / Training	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.		Required	Document
C2	2	Club and Coach Development	Governance	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.		Required	Textbox

LEAP Planner

LSC Development Committee

Level	PTs Req'd
1	55.0
2	75.2
3	68.0

No.	Level	Category	Sub Category	Measure Title	Measure Description	More Information	Category	Type
C3	2	Club and Coach Development	Education / Training	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.		Required	Document
C4	2	Club and Coach Development	Recognition	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.		Required	Textbox
Total	2	Club and Coach Development	Sub Total	Total Required	Club and Coach Development Level 2 Total Required		Total	Sub Total
C5	2	Club and Coach Development	Recognition	Coach of the Year Awards	Appreciation and recognition of success within the LSC is 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.		Additional	Textbox
C6	2	Club and Coach Development	Recognition	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.		Additional	Checkbox
C7	2	Club and Coach Development	Recognition	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.		Additional	Textbox

LEAP Planner

LSC Development Committee

Level	PTs Req'd
1	55.0
2	75.2
3	68.0

No.	Level	Category	Sub Category	Measure Title	Measure Description	More Information	Category	Type
C8	2	Club and Coach Development	Education / Training	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.		Additional	Textbox
C9	2	Club and Coach Development	Education / Training	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.		Additional	Textbox
C10	2	Club and Coach Development	Financial	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.		Additional	Document
C11	2	Club and Coach Development	Financial	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.		Additional	Document
C12	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 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.	CRP (Club Recognition Program)	Additional	Query
C13	2	Club and Coach Development	Other	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.		Additional	Checkbox

LEAP Planner

LSC Development Committee

Level	PTs Req'd
1	55.0
2	75.2
3	68.0

No.	Level	Category	Sub Category	Measure Title	Measure Description	More Information	Category	Type
C14	2	Club and Coach Development	Registration	Club Portal	Each member Club has a Club Portal which allows coaches/administrators to access informative reports, such as athlete rosters, coach credentials status, membership trends, IMX and Virtual Club scores, etc. Upload a document showing the information on accessing the portal that the Registration/Membership Chair provides to member clubs and award one point.		Additional	Document
Total	2	Club and Coach Development	Sub Total	Total Additional	Club and Coach Development Level 2 Total Additional		Total	Sub Total
Total	2	Club and Coach Development	Sub Total	Total Category	Club and Coach Development Level 2 Total Category		Total	Sub Total
A1	2	Athlete Development	Swim Meets/Events	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.		Required	Document
A2	2	Athlete Development	Registration	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.		Required	Document
Total	2	Athlete Development	Sub Total	Total Required	Athlete Development Level 2 Total Required		Total	Sub Total
A3	2	Athlete Development	Registration	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.		Additional	Textbox

LEAP Planner

LSC Development Committee

Level	PTs Req'd
1	55.0
2	75.2
3	68.0

No.	Level	Category	Sub Category	Measure Title	Measure Description	More Information	Category	Type
A4	2	Athlete Development	Swim Meets/Events	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.)		Additional	Document
A5	2	Athlete Development	Financial	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.		Additional	Document
A6	2	Athlete Development	Recognition	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)		Additional	Document
A7	2	Athlete Development	Participation in National Events	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		Additional	Textbox

LEAP Planner

LSC Development Committee

Level	PTs Req'd
1	55.0
2	75.2
3	68.0

No.	Level	Category	Sub Category	Measure Title	Measure Description	More Information	Category	Type
A8	2	Athlete Development	Swim Meets/Events	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.	Camps and Clinics	Additional	Textbox
A9	2	Athlete Development	Recognition	Top Times Recognition	Recognition of achievement is a valuable tool for athlete retention; publicizing those achievements on a regular basis can encourage visits to the LSC website. Each LSC has the ability to generate a Top Times list from SWIMS at any time. Award one point if an LSC Top Times list for each season (Long and Short Course) can be found on the LSC website. Award an additional point if these lists are updated more than once during a season.		Additional	Document
A10	2	Athlete Development	Recognition	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.		Additional	Document
A11	2	Athlete Development	Swim Meets/Events	IMX Participation	The USA Swimming IMX program encourages overall development of the individual swimmer. The LSC will receive 1 point of 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.	IMX Xtreme Challenge	Additional	Query
A12	2	Athlete Development	Swim Meets/Events	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.		Additional	Query

LEAP Planner

LSC Development Committee

Level	PTs Req'd
1	55.0
2	75.2
3	68.0

No.	Level	Category	Sub Category	Measure Title	Measure Description	More Information	Category	Type
Total	2	Athlete Development	Sub Total	Total Additional	Athlete Development Level 2 Total Additional		Total	Sub Total
Total	2	Athlete Development	Sub Total	Total Category	Athlete Development Level 2 Total Category		Total	Sub Total
Total	2	Level	Level Total	Total	Level Level 2 Total		Total	Level Total
B1	3	Business and Organizational Success	Staff	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.		Required	Textbox
B2	3	Business and Organizational Success	Staff	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.		Required	Document
B3	3	Business and Organizational Success	Education / Training	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.		Required	Textbox
B4	3	Business and Organizational Success	Governance	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.		Required	Checkbox

LEAP Planner

LSC Development Committee

Level	PTs Req'd
1	55.0
2	75.2
3	68.0

No.	Level	Category	Sub Category	Measure Title	Measure Description	More Information	Category	Type
B5	3	Business and Organizational Success	Governance	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.		Required	Textbox
B6	3	Business and Organizational Success	Financial	Internal Audit	An internal audit provides assurance that the LSC is operating efficiently, that assets are safeguarded and the LSC is compliant with prescribed laws and policies. An internal audit is performed by individuals associated with the LSC and concentrates on internal controls and procedures. In the textbox below, provide the name(s) of the person(s) who performed the internal audit and the date on which the report was submitted to the Board (within 1 year of LEAP submission).		Required	Textbox
B7	3	Business and Organizational Success	Financial	External audit	An external audit is conducted by an independent CPA who performs verification and substantiation procedures. An audit of the financial statements results in the auditor issuing an opinion on whether or not the financial statements are fairly presented. In the text box below, provide the name of the CPA and the date of the review (within 1 year of LEAP submission).		Required	Textbox
Total	3	Business and Organizational Success	Sub Total	Total Required	Business and Organizational Success Level 3 Total Required		Total	Sub Total
B9	3	Business and Organizational Success	Financial	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.		Additional	Checkbox

LEAP Planner

LSC Development Committee

Level	PTs Req'd
1	55.0
2	75.2
3	68.0

No.	Level	Category	Sub Category	Measure Title	Measure Description	More Information	Category	Type
B10	3	Business and Organizational Success	Legal	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.		Additional	Document
B11	3	Business and Organizational Success	Legal	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.		Additional	Document
B12	3	Business and Organizational Success	Staff	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.		Additional	Textbox
B13	3	Business and Organizational Success	Financial	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).		Additional	Document
B14	3	Business and Organizational Success	Financial	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.		Additional	Checkbox
B15	3	Business and Organizational Success	Governance	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.		Additional	Checkbox

LEAP Planner

LSC Development Committee

Level	PTs Req'd
1	55.0
2	75.2
3	68.0

No.	Level	Category	Sub Category	Measure Title	Measure Description	More Information	Category	Type
B16	3	Business and Organizational Success	Committees	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.		Additional	Document
B17	3	Business and Organizational Success	Other	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.		Additional	Textbox
B18	3	Business and Organizational Success	Communication	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.		Additional	Document
B19	3	Business and Organizational Success	Communication	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.		Additional	Textbox
B20	3	Business and Organizational Success	Other	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.		Additional	Textbox
B21	3	Business and Organizational Success	Other	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.)		Additional	Document
Total	3	Business and Organizational Success	Sub Total	Total Additional	Business and Organizational Success Level 3 Total Additional		Total	Sub Total
Total	3	Business and Organizational Success	Sub Total	Total Category	Business and Organizational Success Level 3 Total Category		Total	Sub Total

LEAP Planner

LSC Development Committee

Level	PTs Req'd
1	55.0
2	75.2
3	68.0

No.	Level	Category	Sub Category	Measure Title	Measure Description	More Information	Category	Type
V1	3	Volunteer Development	Participation in National Events	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 <u>Save</u> button below.		Required	Textbox
V2	3	Volunteer Development	Participation in National Events	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.		Required	Document
V3	3	Volunteer Development	Recognition	Life Membership Award	LSC has criteria developed to award life membership to volunteers within the LSC. Upload a document that explains the criteria.		Required	Document
V4	3	Volunteer Development	Recognition	Recognition	LSC has a volunteer recognition program beyond awarding the Conoco Phillips Award and lifetime memberships in USA Swimming. Upload a <u>document that explains the recognition and awards given.</u>		Required	Document
V5	3	Volunteer Development	Education / Training	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, <u>up to a maximum of 2 points.</u>		Required	Document
V6	3	Volunteer Development	Education / Training	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 <u>below if access to educational materials is provided.</u>		Required	Checkbox
Total	3	Volunteer Development	Sub Total	Total Required	Volunteer Development Level 3 Total Required		Total	Sub Total

LEAP Planner

LSC Development Committee

Level	PTs Req'd
1	55.0
2	75.2
3	68.0

No.	Level	Category	Sub Category	Measure Title	Measure Description	More Information	Category	Type
V7	3	Volunteer Development	Recognition	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.		Additional	Checkbox
V8	3	Volunteer Development	Participation in National Events	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.		Additional	Textbox
V9	3	Volunteer Development	Participation in National Events	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.		Additional	Textbox
V10	3	Volunteer Development	Officials	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.		Additional	Textbox
V11	3	Volunteer Development	Officials	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.		Additional	Document
V12	3	Volunteer Development	Communication	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.		Additional	Textbox

LEAP Planner

LSC Development Committee

Level	PTs Req'd
1	55.0
2	75.2
3	68.0

No.	Level	Category	Sub Category	Measure Title	Measure Description	More Information	Category	Type
V13	3	Volunteer Development	Officials	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.		Additional	Query
V14	3	Volunteer Development	Other	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.)		Additional	Document
Total	3	Volunteer Development	Sub Total	Total Additional	Volunteer Development Level 3 Total Additional		Total	Sub Total
Total	3	Volunteer Development	Sub Total	Total Category	Volunteer Development Level 3 Total Category		Total	Sub Total
C1	3	Club and Coach Development	Recognition	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.	Maryland Grant Program	Required	Document
C2	3	Club and Coach Development	Recognition	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.		Required	Textbox

LEAP Planner

LSC Development Committee

Level	PTs Req'd
1	55.0
2	75.2
3	68.0

No.	Level	Category	Sub Category	Measure Title	Measure Description	More Information	Category	Type
C3	3	Club and Coach Development	Financial	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.)		Required	Document
C4	3	Club and Coach Development	Financial	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.		Required	Document
C5	3	Club and Coach Development	Financial	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.		Required	Document
C6	3	Club and Coach Development	Recognition	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		Required	Document
C7	3	Club and Coach Development	Education / Training	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.		Required	Document
C8	3	Club and Coach Development	Governance	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.		Required	Textbox

LEAP Planner

LSC Development Committee

Level	PTs Req'd
1	55.0
2	75.2
3	68.0

No.	Level	Category	Sub Category	Measure Title	Measure Description	More Information	Category	Type
C9	3	Club and Coach Development	Governance	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.		Required	Textbox
Total	3	Club and Coach Development	Sub Total	Total Required	Club and Coach Development Level 3 Total Required		Total	Sub Total
C10	3	Club and Coach Development	Recognition	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.	American Swimming Coaches Association (ASCA)	Additional	Document
C11	3	Club and Coach Development	Recognition	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		Additional	Textbox
C12	3	Club and Coach Development	Education / Training	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.		Additional	Document
C13	3	Club and Coach Development	Recognition	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.	Virtual Club Championship	Additional	Textbox

LEAP Planner

LSC Development Committee

Level	PTs Req'd
1	55.0
2	75.2
3	68.0

No.	Level	Category	Sub Category	Measure Title	Measure Description	More Information	Category	Type
C14	3	Club and Coach Development	Education / Training	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.		Additional	Document
C15	3	Club and Coach Development	Recognition	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.		Additional	Textbox
C16	3	Club and Coach Development	Financial	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.		Additional	Document
C17	3	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 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.	CRP (Club Recognition Program)	Additional	Query
C18	3	Club and Coach Development	Other	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.)		Additional	Document

LEAP Planner

LSC Development Committee

Level	PTs Req'd
1	55.0
2	75.2
3	68.0

No.	Level	Category	Sub Category	Measure Title	Measure Description	More Information	Category	Type
Total	3	Club and Coach Development	Sub Total	Total Additional	Club and Coach Development Level 3 Total Additional		Total	Sub Total
Total	3	Club and Coach Development	Sub Total	Total Category	Club and Coach Development Level 3 Total Category		Total	Sub Total
A1	3	Athlete Development	Governance	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.		Required	Textbox
A2	3	Athlete Development	Communication	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?		Required	Textbox
Total	3	Athlete Development	Sub Total	Total Required	Athlete Development Level 3 Total Required		Total	Sub Total
A3	3	Athlete Development	Governance	Athlete Mentorship Program	Athlete mentors support LSC growth and athlete retention. Upload a document describes an athlete mentorship program in your LSC.		Additional	Document
A4	3	Athlete Development	Communication	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.		Additional	Document
A5	3	Athlete Development	Swim Meets/Events	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.		Additional	Document

LEAP Planner

LSC Development Committee

Level	PTs Req'd
1	55.0
2	75.2
3	68.0

No.	Level	Category	Sub Category	Measure Title	Measure Description	More Information	Category	Type
A6	3	Athlete Development	Financial	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 scholarshipped meet fees, travel assistance, assistance with team fees. etc. Upload a document that outlines your LSC <u>policy on Outreach benefits.</u>		Additional	Document
A7	3	Athlete Development	Swim Meets/Events	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.		Additional	Query
A8	3	Athlete Development	Swim Meets/Events	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.	IMX Xtreme Challenge	Additional	Query
A9	3	Athlete Development	Other	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.)		Additional	Document