

Phil Barnes Convention Notes

Wednesday, September 30, 2015 4:14 PM

I've attached my session notes and copies of handouts to this. The following is a summary of notes and observations:

LSC Governance and Development

Although we've scheduled a development session for the 10th and 11th of October, we need to be more proactive in moving our LSC to Level 2 and expanding the involvement of members. The LSC development committee has a number of tools being introduced that will assist us (along with on-site visits). All board members should take the board orientation online course on the USA Swimming website. There's also a Board Orientation workshop. Along with this, there will be a dropbox location setup with best practices. We need to set an aggressive pace in improving our general operations and so all board members and interested club members should take advantage of these tools.

There are promotions, tools and best practices for improving and recognizing volunteers within our swimming community. We should set up a task force within the LSC (not just board members) to do this.

We need to review and update our LSC bylaws and policies to align with best practices and legislated requirements. This needs to be an annual process implemented after the convention to review and provide an impact statement of new NGB legislation. Given that the HOD meets (typically) shortly after convention, any resultant changes would be items for the next Spring HoD - unless there is a mandatory requirement prior to that HoD in which case it will have to be brought to the fall HoD as a special circumstance.

We need to improve our athlete participation in governance - Curt and I discussed his ideas around encourage athlete participation through opportunities for training (USAS sponsored camps) and scholarships for post-high school. We will try and elaborate on these as we develop our LSC strategies.

Now that we've re-upped on our LEAP 1 certification, we need to aggressively work toward achieving LEAP 2 before the end of this fiscal year in concert with our LSC development process. This will not only provide us with a better structure for supporting members, but will also provide funding from USAS (50c per athlete for LEAP 2, \$1 per athlete for LEAP 3).

Registration/Membership

There is a workshop in Denver in April 2016 for General Chairs, registration chairs, safe sport chairs and time verification officers. We need to send our reps to this workshop.

There is activity to provide best practices for outreach non-athlete members - not leaving everything to the clubs. Updates to SWIMS will allow a breakout of non-athlete members and there will be reminders now set to email 60/30 days etc. prior to expirations. There is also a project for an overarching data validation between USA Swimming down to the clubs for times, member info etc. This requires interfaces between SWIMS and vendor systems [*didn't talk about any clubs that may maintain data in excel*] such as Hytek, TeamUnify etc. (there's 6 recognized competing software solutions).

Rules and Regulations

One item affecting swim meets - no timing adjustments for lane malfunctions as of May 1st. The online training will be updated but we will need at least an online clinic for Admins and Head timing judges.

LSC bylaws are to be updated to make clear that all LSC committees are to include at least 20% (voting) membership from athletes.

Zone Meeting

Nothing really contentious. Most of the changes were cleaning up of the Zone policies and procedures. The locations for next years Zone meets were approved (up on the website) and Iowa was one of the LSCs required to confirm its BOR and Sanction Appeals Board to start the rotation (they were introduced last year). I reconfirmed our current members.

Summary

Overall I would say that this was the "least contentious" convention I have attended but I'd like to see us (the Iowa LSC) increase our participation at the Zone and LSC governance level including athletes. I appreciate the opportunity to attend and represent Iowa.

Notes and Handouts: - Most handouts are available from the USA Swimming website. Attached are my notes and copies of some of the handouts I received.

Respectfully
Phil Barnes

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2015 LEGISLATION AFFECTING REGISTRATION/MEMBERSHIP

R-11

Location: Page 67 – Article 203 Representation

Proposed by: Niagara Swimming House of Delegates

Purpose: As currently written, this rule does not explicitly set forth the requirements for those swimmers who register with USA Swimming as unattached athlete members, with no USA Swimming club affiliation. Current interpretation and application of this rule has allowed swimmers to register as unattached athlete members in the LSC of their choice, regardless of where they reside in the United States or any other country.

Recommendation: The Rules and Regulations Committee has not yet reviewed this proposal.

Effective Date: Immediately for the 2016 membership season

ARTICLE 203 REPRESENTATION

203.1 [no changes]

203.2

1 A swimmer need not reside within the geographical boundaries of the LSC in which the USA Swimming club he/she represents is located, but he/she must be registered in that LSC; a swimmer who has been released by his/her club pursuant to 203.4 to represent a secondary school, college or university, wherever located, during the school season, may retain membership in the LSC in which the swimmer's club is located.

2 A swimmer who registers as an unattached athlete member and is not affiliated with a USA Swimming club must reside within the geographical boundaries of the LSC where they are registered, unless the LSC House of Delegates they wish to join has approved such unattached athlete memberships.

3 A swimmer who registers as an unattached athlete member and is not affiliated with a USA Swimming club, and does not reside within the geographical boundaries of any LSC must be registered through USA Swimming headquarters, unless the LSC House of Delegates they wish to join has approved such unattached athlete memberships.

R-12

Location: Page 67 – Article 203 Representation

Proposed by: Registration/Membership – Rules and Regulations Joint Task Force

Purpose: To clarify the start date for the 120 day transfer period for an athlete applies only to open competition and not to closed competition.

Recommendation: The Rules and Regulations Committee recommends approval.

ARTICLE 203 REPRESENTATION

203.1-.2 [no changes]

203.3 For a swimmer to represent a USA Swimming club in a competitive event, one hundred twenty (120) consecutive days must have elapsed without the swimmer having represented any other USA Swimming club in USA Swimming open or closed competition. ~~This 120-day rule does not apply to representation in closed competition even if it is sanctioned or approved by the LSC. The 120 day count shall begin on the day following the last date the athlete represented a USA Swimming club in open competition.~~

Continued on back/

R-20

Location: Page 126 – 502.4 Individual Membership

Proposed by: Registration/Membership Committee

Purpose: To remove the USA-S non-athlete family membership as it has been dropped due to no further financial benefit.

Recommendation: The Rules and Regulations Committee recommends approval.

Effective Date: September 1, 2016

502.4 INDIVIDUAL MEMBERSHIP

.1-.3 *[no changes]*

.4 Non-athlete membership consists of ~~three~~ two classes: individual-~~family~~, and life.

LEAP Status Report

2013-2016 Quad

Report Date: September 2015	Eastern Zone	Central Zone	Southern Zone	Western Zone
LEVEL 1 Re-Certified	Adirondack Allegheny Mountain Connecticut Maine Maryland Metropolitan Middle Atlantic New England New Jersey Niagara Potomac Valley Virginia	Arkansas Illinois Indiana Iowa Lake Erie Michigan Midwestern Minnesota North Dakota Ozark South Dakota Wisconsin	Border Florida Florida Gold Georgia Gulf Louisiana Mississippi North Carolina South Carolina Southeastern South Texas North Texas West Texas West Virginia	Alaska Arizona Central California Colorado Hawaii Inland Empire Montana Oregon Pacific Pacific Northwest San Diego Imperial Southern California Utah Wyoming
LEVEL 2 Certified	Allegheny Mtn. Virginia Middle Atlantic	Arkansas Indiana Midwestern Minnesota	North Carolina South Carolina	Arizona Montana Sierra Nevada
LEVEL 3 Certified	Maryland	Illinois Lake Erie		
LSC's In review*		Missouri Valley (1)	Kentucky (1)	Sierra Nevada (1)
2015 Schedule for Level 1 Re-Certification		11/1/15 Ohio Oklahoma		11/1/15 New Mexico Snake River
2009-13 Quad Level 2	Virginia New England	Illinois	Gulf North Carolina South Carolina	
Level 3	Maryland	Indiana Lake Erie		

***Notes: Bolded LSC's are working on the next level**

- Lake Erie has re-certified their LEAP 3 status as of 9/7/15 Congratulations!
- Arkansas, Arizona, Midwestern, Montana, and Sierra Nevada have all achieved LEAP 2 status during the last week of September. Congratulations!
- Arizona, Inland Empire, Michigan and Minnesota, New Jersey, Wyoming, have re-certified their LEAP 1 status from 9/11/15 to 9/26/15 Congratulations!
- Kentucky, Missouri Valley, and Sierra Nevada, and are in the review process for LEAP 1 re-certification.
- Development of a LEAP 2 webinar with similar formatting is on the "to do" list. We envision the LEAP 2 webinar could run twice during the year to assist the many LSC's working on LEAP 2.
- LSC's currently working on LEAP 2: Adirondack (0 points), Alaska (57 points), Colorado (26 points), Connecticut (8 points), Iowa (43 points), Louisiana (41 points), Metropolitan (17 points), Missouri Valley (0 points), Mississippi (80 points), New England (70 & 55 points)(2&3), New Jersey (2 points), New Mexico (after LEAP 1), North Dakota (45 points), North Texas (2 points), Ohio (84 points), Oklahoma (0 points), Oregon (0 points), Pacific Northwest (0 points), Potomac Valley (34 points), South Dakota (0

points), Southeastern (0 points), South Texas (55 points), Snake River (4 points), Utah, (75 points) West Texas (20 points), Wisconsin (41 points).

- **LSC's working on Level 3:** Allegheny Mtn. (26 points), Arizona (25 points), Indiana (50 points), Middle Atlantic (30 points), Minnesota (0 points), New England (55 points), North Carolina (21 points), Sierra Nevada (23 points), and Virginia (1 point).

LEAP “BEST PRACTICE” LIBRARY

New! To assist LSCs with LEAP, an electronic library of LSC *best practice* material identified from the LEAP program is now available. Documents include sample mission statements, governance policies, manuals, athlete, club and coach programs, and much more. Information is organized according to levels and categories used in the LEAP portal.

When you click on a link you will be redirected to Dropbox (A is a free online service that lets you view documents anywhere and save files to all your computers, tablets, phones and the Dropbox website). If you do not have a Dropbox account it is easy to follow the prompts to create an account. You may download any document(s) you like to your device and use any editing software you own for your purposes. If you have questions about a specific document, we suggest you contact the LSC listed for further explanation. Check back frequently. The LEAP library will be updated as the LEAP evaluation teams discover new documents they would like to share with LSCs.

LEAP 1 Best Practices

<http://tinyurl.com/LEAP-1-library>

LEAP 2 Best Practices

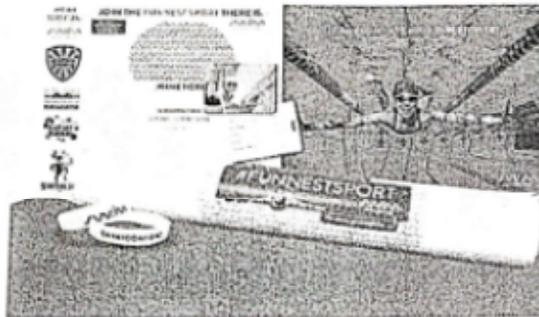
<http://tinyurl.com/LEAP-2-library>

LEAP 3 Best Practices

<http://tinyurl.com/LEAP-3-library>

RIDE THE OLYMPIC WAVE

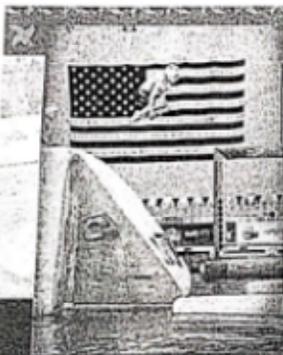
3 Programs to
Grow Participation,
Revenue & Fun
in 2016



APPLY FOR A KIT NOW AT
usaswimming.org/swimtoday

New for 2016
Try Swimming & Win sweepstakes
promotion with new kits & add
featuring kids AND Olympians


SWIMTODAY.ORG



APPLY TO HOST
AN EVENT AT
SWIMJITSU.COM

NEW FOR 2016
More cities with
varying sized events
customized for
teams, LSCs and
facilities



THE ULTIMATE AQUATIC CHALLENGE



#SWIMBIZ

SOCIAL MEDIA,
SPONSORSHIP
& SWIMMING

MARCH 31 - APRIL 2, 2016

REGISTER BEFORE OCT. 30 AT

usaswimming.org/swimbiz
to save \$25 on registration

NEW FOR 2016
New speakers and panels on social
media, sponsorship and marketing
to ride the Olympic wave!

LET'S TALK ABOUT IT AT YOUR MEETING AT CONVENTION!
Matt Farrell mfarrell@usaswimming.org or jfox@usaswimming.org



USA Swimming Convention

Registration / Membership Committee SWIMS Updates -

- Club presidents
- breakout of non athletes
- Reminder emails

Implementing data validation
between SWIMS and club athlete
databases (6 vendors: eg Hytek, TeamUnify)
Outreach - non athlete (suggested best practice)
- officials - not leaving it to the clubs
- coaches - tapered plan → 3 years
club expenses w/ certification
of coaches

- volunteers (eg chaperones)

Non-resident athletes - may need to
have legislation if these proposals are
accepted.

305.4 - need to track coach owned
clubs.

OM&T Database development workshop
- general chairs, registration, times,
safesport April 23 2016

LSC Development

Questions + Interviews being developed
for LSC development 18+ months

Wisconsin still appears to be looking for shared services with other LSCs.
12 LSCs have passed Level 2, another 5 finishing. Level 2 may become minimum standard; Level 2 is a group effort!
LEAP Workshop after LSC development
Webinar available for next announcements
Quad budget is a common issue.
Board orientation session(s)!
Online course for board orientation
Best practise notes for boards
A new dropbox for LSC governance.
Ideas for supporting volunteerism within the sport. An online campaign (sp) for volunteers - March is USA's Volunteer month → should flow down to clubs.
Three programs to help grow membership and interest.

Officials Committee

LSC liaison - info & tools for officials chairs to better distribute info to rest of LSC.
Shared file folder for best presentations and information between LSCs. LSCs responsible for distributing presentations to / from Jamie Cahn.
In the process of simplifying certification and recertification rules for NZ + N3

Formal open water clinic this year Apr 7-10
in Fort Myers in conjunction with
Nationals. Officials' Chairs to nominate.
Last year had 170 OQM's, to date this
year have 168 applications. Last year,
1,596 individuals were processed for
national certification, to date this
year 1,809. Plan to include LSC
and National certifications on to
Deck Pass. 58 (of the 59) LSC's
use the LSC module of OTS.

Scheduling online meetings for mentors
and evaluators - early next year.

NCAA officials test uploaded and available
on the website.

Swimsuit exemption/waiver - letter issued by
rules & regulations to meet referee. Updated
interpretations on website.

Cecil Jordan - starter @ Olympics

Dave Godding - Meet Referee @ Olympic Trials

Adding a fourth futures meet next year!

17 national championships next year.

Wayne Shulby in ~~Arizona~~ Orlando, Jim Holcombe
in Mesa. Clark Hammond @ Nationals.

Duel in the Pool - Jay Thomas.

2016 - US Open @ UofM Aug 2-6

Juniors @ UofM Aug 8-12

Rules + Regulations → new proposal mandating 20% athlete voting membership of all LSC committees. Need to address @ HOD.
Mighty 2500 - Continued development programs.

#SWIMBIZ - next March

LSC Analysis

Volunteer development

Zone / LSC Governance Study

LSC Governance Committee

What does the BOD do to govern the LSC

What do we overlook?

Establish a governance committee

- works year round to institutionalize effective governance
- recruiting and BOD succession planning
- identify skills and areas of expertise
- actively seek out + cultivate new members
- recommend individuals for election
- BOD Education and training
- Board orientation incl. up to date handbook.
- USA Swimming LSC leadership course
- transition meeting between out and incoming members
- promote ongoing learning

- bring in outside speakers and facilitators
- plan annual or semiannual board retreat.
- provide 'governance moment' at each board meeting
- Act as the keepers of the strategic plan plan.
 - Ensure accountability of deadlines
 - Assist board members in task completion
- Update the Board on status of strategic plan.
- Board assessment.
 - participation + commitment
 - suitability for re-election
- lead board self assessment
- evaluate and recommend changes
 - structure
 - processes
 - guiding documents
 - membership on topics of interest

Risk Management

Caveat on protocols - IA law HF581/SF367

Hypoxic blackout - not shallow water blackout

Head injuries not going away (see h/o)

An emergency room physician most likely

will not write a return to play certificate
writing clear statements on 'return to play'
as appropriate guidelines

Booster clubs of coach owned clubs are
not covered by USA Swimming unless the
club has an organization membership.

State colleges are starting to require

\$5 million aggregate molestation coverage

Also need to look @ impact of fins and
diving boards on coverage (boards are out/
officials)

National evaluator email list

Officials budget to support National meets

NZ evaluators → LSC NZ certified in that
position.

Nearly 1000 mixed relays (9-10) over the
past year. Mixed gender event code (X)

in Hytek is the same code as mixed
gender relays (X)! Need to separate
out mixed events, run exception report
before export to swims.

Officials' chair's phone call minutes - email
on availability (Add to officials' website)
(Add training video on website)

LSC Structural Workshop

- Meetings: need to define purpose
 - : only time to work together
 - : main vehicle through which
board members fulfill obligations

- state of the sport report

Types of USC Meetings

- MOD
- BOB
- Committees

30% prep 40% meeting 30% follow up
Do homework up front
distribution of materials early
avoid negative surprises

Use consent agenda

Organize the meeting
focus on results

Chair

- engaging: encourage participation
- clarify: listen & probe
- Harmonize
- Initiate
- Summarize

Individuals

- follow conflict of interest & confidentiality policies
- do homework
- wear board hat
- speak up & stay on subject

End the meeting

- positive note
- review actions
- next meeting
- evaluate meeting

- feedback meeting report card

After the meeting

- notes + action lists
- follows up with those with commitments
- send out correspondence
 - updates b/w board meetings
- Thank board members for what they do.

Trends

Annual Calendars

Consent Agendas

Strategic Planning @ every meeting

Return of more face to face meetings

Have a meal or snacks

Board Governance moments

Transition meetings

Board presidents Round table

Fun component

schedule not around needs

HOD with education component w/

state of sport

Everyone needs to participate

Post committee reports to website!

Any effective committee structure is essential to a well functioning UCL

Promotes strategic thinking @ the BoD
Sets goals with a plan and a means
to execute them.

Frees up BoD to focus on ~~po~~ policies &
governance.

Must be aligned with Vision & Mission

Must be limited

One size does not fit all

- standing (eg age group, officials)
- executive committee
- Task force / Ad-hoc committee
- Governance Committee