



LEAP – LEVEL 1 NORTH TEXAS SWIMMING EVALUATION TEAM REPORT



Date of Evaluation Conference Call: Monday, October 4, 2010

Evaluation Team Participants:

- Jane Grosser, LSC Development Committee Member
- Walter Smith, LSC Development Committee Member
- Shannon Gillespy, Southern Zone Director
- Richard Pockat, Outgoing Southern Zone Director
- Jay Thomas, Incoming Southern Zone Director

Absent: Sue Anderson, USA Swimming Programs & Services Director (in place of Southern Zone Consultant – evaluation notes sent and incorporated)

Moderator: Arlene McDonald, LSC Governance Consultant

The evaluation conference call for North Texas Swimming LEAP Level 1 took place at 4:00 PM Central time on Monday, October 4. Participants are listed above. The evaluation team reviewed and discussed the North Texas submissions under the four major categories of LEAP Level 1. Below are summary comments under each of these categories:

1. **Business and Organizational Success** – Every area in this category satisfied the LEAP Level 1 requirements. The following specific areas were divided into two categories: (a) Opportunities for Improvement (items that are not deficiencies for Level 1 approval but should be improved to bring the area to a higher level); and (b) Items of Excellence (exemplary submissions; could be used as models for other LSCs) :

A. Opportunities for Improvement

(Strongly recommended for revision; do not affect LEAP Level 1 approval)

- Vision Statement: The committee felt that the vision statement needs to be shorter; something that members can easily recite and use as an inspiration. The recommendation is to exclude the paragraphs that provide the detail on each core value. A vision statement should answer: "Where to we want to go/be? What is each of our individual pictures of the organization at its best?" The vision statement should be a clear, motivating message about what your organization wants the future to look like – the highest bar your organization will always strive for. It should be ambitious, challenging your board without overwhelming them
- Bylaws: The bylaws should be dated so that all revisions are documented.
- Annual Budget: The submitted budget was dated October 4, 2009, and labeled as a draft. The assumption is that it was approved. Please be sure to upload your most recent documents into LEAP.

- Rules and Regulations: Please include a table of contents in this document for easier reference. (The web site is very functional in this regard.)
- Swim Meet Sanctions: Please be aware that safety marshals no longer have to be members of USA Swimming.
- Reduced Price Membership: The reduced price membership policy was not uploaded into the portal; only the form to apply was found on the web site. Information about the actual policy regarding reduced price memberships needs to be included in the policies and procedures manual and be more readily accessible to members of North Texas Swimming.

C. Items of Excellence

(Exemplary submissions; could be used as models for other LSCs)

- Policies and Procedures: Outstanding document!
- Swim Meet Sanctions: The use of a fillable form is good.

2. **Volunteer Development** – All materials submitted under the Volunteer Development category are in compliance with LEAP Level 1 requirements. However, several areas were identified as Opportunities for Improvement (items that are not deficiencies for Level 1 approval but should be improved to bring the area to a higher level). Those areas are described below:

Opportunities for Improvement

(Strongly recommended for revision; do not affect LEAP Level 1 approval)

- Training of Officials: This information was available on the LSC web site, but was not uploaded into the portal. Please be sure to upload the exact information as directed on the LEAP instructions under each area.
- Mission and Vision Communicated: The mission and vision of North Texas Swimming could not be found on the LSC web site. This information should be “front and center” on the home page without having to search for it. It should also be used in headers or footers on all LSC official documents, stationery, etc.

3. **Club and Coach Development** –All areas listed under Club and Coach Development were in compliance with LEAP Level 1 requirements. The evaluation committee classified one item under Club and Coach Development as an Item of Excellence.

Item of Excellence

(Exemplary submission; could be used as a model for other LSCs)

- Club Registration: Good form!

4. **Athlete Development** – All materials submitted under the category of Athlete Development met LEAP Level 1 standards. Two items were recognized as Items of Excellence (exemplary submissions; could be used as a models for other LSCs)

Items of Excellence

(Exemplary submissions; could be used as a models for other LSCs)

- Meet Results: The use of web site links is good.
- Athlete Participation: There is good athlete representation on the LSC Board of Directors.

Evaluation Summary: Members of the evaluation team feel that North Texas Swimming should be congratulated for doing an excellent job in submitting its Level 1 documentation and were particularly complimentary of the items previously designated as *Items of Excellence*. Members also recognized the amount of work put into this project and commend North Texas Swimming for those efforts. In addition to the *Opportunities for Improvement* listed above, the evaluation team recommends that

North Texas Swimming do the following: (1) Devote space on the LSC web site to explain who North Texas swimming is and what it does; and (2) When submitting future materials for LEAP Level 2, the person entering the information needs to be sure that the documents that are uploaded or the explanations being entered into the text boxes are all in alignment with what is requested in the LEAP instructions. LEAP evaluators should not have to search elsewhere (LSC web site) materials. Instead, information uploaded on the portal should be all inclusive and provide exactly what is requested.

The North Texas LEAP evaluation team is pleased to award LEAP Level 1 status to North Texas Swimming at this time with the understanding that the LSC will act to implement the recommendations contained in this report. CONGRATULATIONS! Great job!

Please contact Arlene McDonald, USA Swimming LSC Governance Consultant, with questions.

Email: arlenemcd@aol.com

Phone: 317-442-2166