



# North Texas Swimming

## Minutes of the North Texas Swimming, Inc. Board of Directors Meeting May 15, 2010 Cheddar's Casual Cafe, Irving, TX

Gloria Schuldt called the meeting to order at 2:15pm.

### 1. Roll Call

Board members present:

Gloria Schuldt	Acting General Chair, National Times Chair, Officials Chair
Maggie Shook	Coaches Representative, Club Development Liason
Brian Danglemaier	Age Group Vice-Chair
Michael McDonald	Secretary
Traci Johnson	Treasurer
Karen Rourke	Registration & Membership Chair, LSC Forms
Sherry Gentry	TSA TAGS Committee Representative

Others:

Mike Gentry	Incoming Officials Chair
Shannon Gillespy	Incoming Administrative Vice-Chair
Liz Kershaw	Incoming Administrative Vice-Chair

### 2. Minutes

Minutes from the March 27, 2010, House of Delegates meeting are still in progress.

### 3. Report of Executive Committee

No report

### 4. Reports of Officers

No reports

### 5. Reports of Committees

No reports

### 6. Unfinished Business

#### a. LEAP

USA Swimming (USA-S) requires all LSCs to complete its LEAP (LSC Effectiveness and Achievement Program) Level-1 criteria every quarter. (Refer to Appendix A for an overview of the program and to the USA-S website for level details.) Due to time constraints, the NT LSC cannot feasibly do this by June 30, 2010. Gloria spoke with USA-S about this, and they confirmed that it is sufficient that the LSC is in the process of completing the requirements. Most LSCs do not pass the Level-1 requirements at their first evaluation; however, since Gloria and Shannon are LEAP evaluators, the NT LSC can and should use them as resources.

Two notable Level-1 items that the NT LSC has been missing: Mission Statement and Vision Statement. Mike E. and Brian D. submitted draft versions of these Statements, which generated a good deal of discussion. (Refer to Appendix B.) This resulted in a couple of changes to the draft. The Mission Statement was revised to state, “Strive to be leaders within USA Swimming by inspiring excellence in swimming and in life.” The Volunteerism section of the Vision Statement was revised to eliminate the phrase, “to all who wish to do so.” Gloria will ask the NT LSC webmaster to post the Statements for additional comments.

**b. NTSI Documentation**

To satisfy a LEAP requirement, the NTSI Policies & Procedures (P&P) document must be updated to include all document changes that have been approved by the House of Delegates since November 2007, the date of the last official update. This work must be completed by June 30, 2010. Once updated, the document can be sent to USA-S and then posted to the NTSI website. The group tasked with the work is comprised of the following individuals: Liz Kershaw (Chair), Dan McDonough, Anne Rice, and Karen Rourke. The committee members should work with the Secretary to obtain the minutes of all meetings since the last update.

The updated NTSI By-Laws document has already been approved by USA-S; however, the new version has yet to be posted to the website. Gloria will send the request to the webmaster.

**7. New Business**

**a. USA Swimming 7-point action plan**

In light of the recently introduced “7-Point Action Plan” by USA-S (refer to Appendix C), Shannon raised the question: How will NT incorporate those principles into our LSC?

One immediate plan is to ensure that all adult Board members have completed a background screening. Per USA-S rules, coaches already must undergo the procedure, so this plan would not apply to those Board members who are also coaches. Two questions regarding this plan: Who does the screening and who pays for it? USA-S has partnered with TC logiQ as its official background screening service, so NTSI will use the same service.

**Motion** made to approve NTSI to require and pay for background checks for all Board members who are 18-years-old and over. Seconded – passed.

All Board members who fall into this category are required to complete the background check within 30 days of being newly appointed or elected to the Board. For current members, the requirement is 30 days from June 1, 2010. Board members can log on to the TC logiQ website ([www.tcllogiq.com](http://www.tcllogiq.com)) and submit the screening application. The receipt can then be forwarded to the Treasurer for reimbursement. Gloria will email details of the procedure to all members as soon as she can.

Regarding the “7-point action plan,” Brian asked whether the Board would also need liability insurance for any legal action that might be taken against it in cases such as sexual misconduct of a coach within the NT LSC. Gloria assured that the Board is covered under the USA-S liability umbrella but that she would look into the details of that coverage.

**b. Board appointments**

- ? Gloria recommended that Mike Gentry serve as the new Officials Chair. The Board voted unanimously in favor of the appointment. Gloria then agreed to notify all officials via email.
- ? Positions that still need an appointment: Finance Chair and Board of Review Chair

**Motion** made to request Jay Brandt to act as Board of Review Chair. Seconded – passed.

Gloria plans to ask Shawn McKinley of Mansfield Aquatic Club to serve as the Finance Chair.

The Age Group Committee and Technical Planning Committee still need athlete representation. As Age Group Chair, Brian will appoint two athletes and let Gloria know those names. Gloria will talk with Brent Mitchell, the Technical Planning Chair, regarding appointments for that Committee. The new Officials Chair, Mike Gentry, will appoint the Officials Coordinator and send that name to Gloria.

The NTSI website has incorrect information for some of the Board positions. Gloria will work with the webmaster to update this information and then forward the corrections to USA-S.

**c. LSC mileage card**

Karen asked whether the NT LSC has a frequent flier mileage card. The LSC has a credit card for business purposes, but the mileage goes to the person actually traveling. Liz suggested that the LSC look into getting an AAdvantage credit card

so that purchases and mileage are credited to the LSC. As Treasurer, Traci agreed to investigate obtaining an AAdvantage credit card for the NT LSC.

**d. Meet changes**

Shawn McKinley requested the Board to approve the following changes to the meet information for the BB Division 1 Long Course Invitational on June 11-13 in Mansfield:

- ? have positive check-in instead of pre-seeded
- ? change warm-up time for sessions 3 and 5 to 11:00, with a meet start time of 12:00
- ? add a “disclaimer” allowing the Meet Referee to adjust the warm-up time, if needed, based upon the number of entries received

Gloria earlier rejected the third change and informed the Meet Director that the change would not be brought before the Board. The Board discussed at length the other two changes and rejected them as well, citing potential confusion for parents at this late date. Also, the Board wants to avoid setting a precedence whereby teams feel free to change the meet information at the last minute; instead, the Board encourages teams to better plan their meets before submitting the information for sanctioning.

**e. Proof of times**

As a reminder of an existing P&P requirement, meet hosts must verify, via SWIMS, all times when accepting deck (late) entries. Recently there have been meets (for example, 13&O BB meets) where the Clerk of Course has not required proof of times. Gloria will send an email to remind each team of this responsibility.

**Gloria adjourned the meeting at 4:22 pm.**

Respectfully submitted,

Mike McDonald  
Secretary

## **Appendix A – LSC Effectiveness and Achievement Program (LEAP)**

### **LEAP: LSC Effectiveness and Achievement Program**

IMPROVING LSC EFFECTIVENESS is one of five major priorities of 2009-2012 Business Plan. The goal is to have LSCs become more effective and efficient in providing programs and services to the athletes, coaches, officials and clubs in their area. Key strategies include evaluating and redefining LSC roles, responsibilities and priorities and recognizing top performing LSCs. In order to focus on LSC effectiveness, the LSC Development Committee was charged with the task of providing a tool to measure LSC effectiveness and achievement.

The committee created the LEAP assessment tool whose purpose is to provide a roadmap to LSC effectiveness and success in four key areas:

- Business and Organizational Success
- Volunteer Development
- Club and Coach Development
- Athlete Development

LEAP is divided into three levels with LEAP Level 1 required of all LSC's once per quad. The intent of LEAP Level 1 is:

- To help LSC's self evaluate
- Be sure that LSCs are meeting all requirements outlined in rules, bylaws, etc.
- Be a reminder of what LSCs need to do and provide so that important items don't fall through the cracks with changes in leadership.

LEAP Levels 2 and 3 are voluntary and intended to recognized achievement in various programming and service efforts and encourage all LSCs to take on programming and services that would provide enhanced services to athletes, members and volunteers.

Some may wonder "why should we do this?" The answer is that it is important to do more than "what we always do." Ask yourselves:

- What can we do to get better?
- How can we provide better services to our members?
- What can we learn from other LSCs?

The LEAP process is not meant to be onerous or a burdensome, but rather assistance and achievement oriented. It is completely web based with no paperwork to mail. It is modeled on and similar to the Club Recognition Program. LEAP will be monitored by Zone Directors, Sport Development Consultant and LSC Development Committee members. LSCs who do not achieve the required Level 1 will be assisted to do what is necessary to meet the requirements. LEAP is currently being tested and piloted by several LSC for feedback.

## Appendix B – Mission and Vision Statements

### NORTH TEXAS SWIMMING MISSION STATEMENT – DRAFT

In preparation for drafting this statement we first researched how other LSCs and USA Swimming articulate their message. The result was that the statements ranged from the very simple – “Support the sport of swimming”, to very detailed and complex treatises on Integrity or other virtues. Copies or links are included at the end of this document.

It is our thought that a mission statement should be more than a motto or “apple pie” statement and should reflect who we are, what we do and how we do it. Further those components should be drawn from what we as an LSC feel is important to us and not only reflect our values, but serve to us as a guide to how we direct our programs and resources.

Once we truly capture the mission, vision and core principles of this LSC and are in agreement, this statement should become a living document that serves as a window into our LSC for others and a mirror for ourselves.

In the end we opted for an approach that draws heavily on the work already done by USA Swimming and the Southern Zone. Much of the verbage and format comes directly from those two sources with some degree of localization and changes to reflect our focus as an LSC.

The mission statement is structured in the following way:

- ? *Who We Are* describes NTSI and defines the boundaries we operate under as a local swimming committee for USA Swimming.
- ? *Mission – What We Will Do* defines our primary goal both in the aggregate as an LCS but also down to the individual level.
- ? *Vision – How We Will Accomplish Our Mission* describes how we envision ourselves fulfilling our mission and details a set of core principles that will guide our programs and efforts in support of that mission. The core principles proposed are:
  - o Outreach
  - o Achieve competitive success
  - o Encourage volunteerism & service
  - o Continuous learning

These core principles are just a start and should be vigorously discussed to ensure they align with both our mission and our programs. Everything we do should be reflected in one of the core principles.

In order to determine the priorities of the LSC we thought it might be informative to create a word cloud using our website. A word cloud reads text and presents the words in various sizes in a graphic format based on the frequency of use. This allows you to interpret the degree of importance of specific words or concept base on their frequency of usage. Below is the image created from our North Texas site.



Please read the draft below and provide your honest feedback. We are not married to this specific format, version or words. Most of it was stolen anyway so you are not directly criticizing our work, just the way it's bolted together.

### *Who We Are*

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North Texas Swimming –North Texas Swimming is the Local Governing Body under the guidance of USA Swimming for the sport of swimming in the North Texas area. We administer competitive swimming in accordance with USA Swimming rules and set the policies and procedures under those rules for all USA Swimming events within our jurisdiction. We provide programs and services for our member teams, athletes, coaches, supporters, volunteers, and the interested public. We value these members of the swimming community, and the staff and volunteers who serve them. We are committed to excellence and the improvement of our sport.

### *Mission – What We Will Do*

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Become leaders within USA Swimming, inspiring excellence in swimming and in life.

### *Vision – How We Will Accomplish Our Mission*

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To develop athletes, coaches and officials who exemplify the highest levels of competency, sportsmanship, honesty and dedication in the pursuit of excellence by adhering in all we do to the following core principles:

#### **OUTREACH**

We seek to expand our membership in order to share our sport with as many other people as possible. We are especially committed to sharing the values of our sport with young people who may discover that swimming is an activity they can enjoy for their entire life.

#### **ACHIEVE COMPETITIVE SUCCESS**

North Texas swimmers are highly competitive at the state, regional and national level. We seek to continue this tradition of competitive excellence. When our athletes are successful in fulfilling their full potential it validates the hard work and effort for all of us.

#### **ENCOURAGE VOLUNTEERISM & SERVICE**

Volunteers are the backbone of the North Texas Swimming organization. North Texas Swimming encourages and recognizes the value of all volunteers and seeks to provide opportunities to serve our athletes and member teams to all who wish to do so.

#### **CONTINUOUS LEARNING**

We seek to improve and develop ourselves on a continuing basis through participation in clinics, seminars, shared learning and other programs in order to become better athletes, coaches, officials, volunteers or whatever role we fill within the sport.

## **Appendix C – USA-S 7-Point Action Plan**

COLORADO SPRINGS, Colo. – USA Swimming announced today the immediate implementation of a 7-Point Action Plan to address the issue of child protection in the sport. The plan outlines seven action steps to make certain the best possible safeguards are in place for the organization’s 300,000 members.

The action plan was shared today with the USA Swimming membership in an open letter from President Jim Wood and Executive Director Chuck Wielgus.

“As leaders of our sport in this nation, we have a responsibility to help create a safe and positive environment for children and young adults who are our members,” writes USA Swimming Executive Director Chuck Wielgus. “We fully recognize that parents expect USA Swimming to do everything possible to protect their children from individuals who would do them harm, and we take very seriously the trust they have placed in our organization. USA Swimming is determined to continue to demonstrate its commitment to the welfare of its members.” (A full copy of the letter can be found [here](#).)

As set forth in the action plan, USA Swimming will do the following:

1. Develop and disseminate comprehensive guidelines addressing acceptable coach behavior.
2. Enhance the system for reporting sexual abuse to USA Swimming and law enforcement.
3. Review USA Swimming’s Code of Conduct, as well as those of other top youth organizations.
4. Review USA Swimming’s current background screening program and determine if enhancements can be made.
5. Produce stronger communications to member clubs, which are responsible for hiring and employing coaches, regarding pre-employment screening, and the responsibility associated with hiring club employees.
6. Evaluate the process for sharing coaching history records with member clubs and other youth organizations.
7. Educate athletes, parents, coaches and club leaders on this important issue.

The organization will consult closely with both its stakeholders and outside experts in executing this plan.

“We are taking decisive action today, but this is only the beginning,” said USA Swimming President Jim Wood. “The USA Swimming Board of Directors, national staff

and our dedicated volunteers will continue to work together and seek the necessary expertise – both from within the swimming community and from outside sources – to evaluate and improve our protocols and safeguards.”

USA Swimming will share its key learnings with other youth organizations both inside and outside of the Olympic movement.

“While we must properly focus our efforts on the micro world of swimming, we must simultaneously recognize the much broader societal implications,” said Wielgus. “Our efforts should seek to both learn from others and then in turn share what we learn so that not only will the membership of USA Swimming benefit, but other youth organizations may also find ways to enhance their own safeguards and educational efforts.”

The 7-point plan will enhance USA Swimming’s existing child protection safeguards, which are:

- 1) **Background Screening:** In 2006, USA Swimming implemented a Background Screening requirement for all member coaches. The process screens for both criminal convictions and for criminal charges involving felonies, illegal drugs and sexual misconduct.
- 2) **Code of Conduct:** USA Swimming vigorously enforces its Code of Conduct, which specifically prohibits any form of abusive behavior.
- 3) **Club & Coach Education:** When considering coach hires, USA Swimming encourages clubs to conduct pre-employment screening, beyond the criminal background screen. Coaches are required to have current certification in CPR, First Aid, and Safety Training for Swim Coaches. Additionally, all coaches must take and pass the “Foundations of Coaching,” test, before registering for the second year of coaching.
- 4) **Reporting/Investigation/Board of Review:** Sexual abuse is a criminal activity, and one that should be immediately reported to the local police. As a secondary level of reporting, anyone can file a complaint with the Executive Director of USA Swimming. These complaints are immediately turned over to legal counsel who may engage the services of a third-party private investigator. Complaints with merit go forward to the National Board of Review which has the authority to suspend or revoke membership when appropriate.

## Appendix D – Motions

### Motions Passed

- ? **Motion** made to approve NTSI to require and pay for background checks for all Board members who are 18-years-old and over.
- ? **Motion** made to request Jay Brandt to act as Board of Review Chair.