



***Mission: Developing, Improving, and Supporting Competitive Swimming in the Inland Empire***

**Vision: Provide a safe and positive atmosphere for all swimmers of all abilities to achieve and sustain lifelong success**

Roll Call and Approval of and 9/6/21 Minutes

- Present: April Walkley, Keith Lambert, Jeff Sutton, Todd Stafek, Don Hougardy, Holly Howard, Russell Whitaker, Sean Muncie, Jade Sobek, Chamelle Abringe, Missing: Sara Kuhn, Jody Rash, Liesel Telquist

**Old Business:**

- General Chair Update: Keith Lambert-
- Keith reported that the primary focus of the meeting was to be the LEAP program.
  - LEAP Optional Review items as recommended by Governance Committee (see attached and include in email to board)

Rollout January 2021 3 categories, 45 points, renewal every 2 years. Categories: LSC Governance, LSC Programming, LSC Communications Each category: 10 required items, 5 of 10 additional items, 45 total points to pass. Each category concludes with a narrative to identify LSC strengths/challenges, innovative ideas, and areas where USA Swimming can help.	
<b>LSC Evaluation and Achievement Program (LEAP)-Inland Empire</b> <a href="#"><u>Governance: Structure and direction of the LSC</u></a>	
<b>Required: Complete each item</b> <ol style="list-style-type: none"> <li>1. <a href="#"><u>Mission/Vision - Governance</u></a></li> <li>2. <a href="#"><u>Strategic Plan - Governance</u></a></li> <li>3. <a href="#"><u>Governing Documents - Governance</u></a></li> <li>4. <a href="#"><u>LSC Representation – Coaches Committee</u></a></li> <li>5. <a href="#"><u>Financial Oversight – Finance Committee</u></a></li> <li>6. <a href="#"><u>Governance Committee – Governance Comm</u></a></li> <li>7. <a href="#"><u>DEI – DEI Committee</u></a></li> <li>8. <a href="#"><u>Analytics – Admin Vice Chair</u></a></li> </ol>	<b>Choice: Complete any 5 items</b> <ol style="list-style-type: none"> <li>1. <a href="#"><u>HOD Representation - Jeff</u></a></li> <li>2. <a href="#"><u>Other BOD policies</u></a></li> <li>3. <a href="#"><u>Job Descriptions – Keith/Jeff</u></a></li> <li>4. <a href="#"><u>Board Orientation</u></a></li> <li>5. <a href="#"><u>Meetings - Keith</u></a></li> <li>6. <a href="#"><u>BOD Development/Retreat</u></a></li> <li>7. <a href="#"><u>LSC Technology/Efficiency</u></a></li> <li>8. <a href="#"><u>LSC Committee/Taskforce Work - Governance</u></a></li> <li>9. <a href="#"><u>Staff Performance Review-Governance</u></a></li> </ol>

<p>9. <a href="#">Membership Input/Feedback – Admin Vice Chair</a></p> <p>10. <a href="#">Evaluation - Governance</a></p>	<p>10. <a href="#">LSC and Team Services Consultation Governance Narrative</a></p>
<p><b><a href="#">Programming: Services provided for members</a></b></p>	
<p><b>Required: (Complete each item below)</b></p> <ol style="list-style-type: none"> <li>1. <a href="#">LSC Representation at Events - April/Safe Sport</a></li> <li>2. <a href="#">Athlete Protection – Safe Sport</a></li> <li>3. <a href="#">DEI Programming – Sarah K.</a></li> <li>4. <a href="#">Athlete Development – Sean and Russ</a></li> <li>5. <a href="#">Coach Professional Development - Jade</a></li> <li>6. <a href="#">Team Business Development (CLBMS) – Jeff S.</a></li> <li>7. <a href="#">Volunteer Development – Jeff S.</a></li> <li>8. <a href="#">Open Water Programming – Jeff Walkley</a></li> <li>9. <a href="#">Financial Support for Members – Finance Comm.</a></li> <li>10. <a href="#">Member Recognition – Sean and Russ</a></li> </ol>	<p><b>Choice: Complete any 5 items</b></p> <ol style="list-style-type: none"> <li>1. <a href="#">Safe Sport Recognition Program - April</a></li> <li>2. <a href="#">Club Recognition Program Incentive - Keith/Governance</a></li> <li>3. <a href="#">Learn to Swim Support/Partnership</a></li> <li>4. <a href="#">Outreach Programming Support</a></li> <li>5. <a href="#">USA Swimming Programming Support - Finance</a></li> <li>6. <a href="#">LSC Investment Policy - Finance</a></li> <li>7. <a href="#">National Officials Training Standards - Officials Committee</a></li> <li>8. <a href="#">Sponsorships/Fundraising</a></li> <li>9. <a href="#">Alternative Meet Formats</a></li> <li>10. <a href="#">Parent Education</a></li> </ol> <p style="text-align: right;"><a href="#">Programming Narrative</a></p>
<p><b><a href="#">Communications: Systems to communicate with members</a></b></p>	
<p><b>Required: (Complete each item)</b></p> <ol style="list-style-type: none"> <li>1. <a href="#">LSC Communication Plan – Jeff S.</a></li> <li>2. <a href="#">General LSC Information</a> Jeff S.</li> <li>3. <a href="#">LSC Governance Documents – Governance Comm.</a></li> <li>4. <a href="#">Athlete Protection – April Safe Sport</a></li> <li>5. <a href="#">LSC Programming - Jeff</a></li> <li>6. <a href="#">USA Swimming Programming Support - Jeff</a></li> <li>7. <a href="#">Member Resources</a></li> <li>8. <a href="#">Member Recognition Keith – Governance Commi</a></li> <li>9. <a href="#">Learn to Swim (LTS) programs – Age Group Chair - Russ</a></li> <li>10. <a href="#">LSC/Team Portal – Jody/April</a></li> </ol>	<p><b>Choice: Complete any 5 items</b></p> <ol style="list-style-type: none"> <li>1. <a href="#">Athlete Communication – Athlete Reps</a></li> <li>2. <a href="#">Digital Functionality – April/Jody</a></li> <li>3. <a href="#">LSC BOD/Committee Contacts</a></li> <li>4. <a href="#">LSC records/All Time Top Times - Sean</a></li> <li>5. <a href="#">National Meet Viewing Opportunities</a></li> <li>6. <a href="#">LSC Town Hall Parent Meetings</a></li> <li>7. <a href="#">USA Swimming Certified Pools Link</a></li> <li>8. <a href="#">LSC Survey</a></li> <li>9. <a href="#">Links to Other Related Organizations - Jody</a></li> <li>10. <a href="#">News Feed of Member Accomplishments – Jody/April</a></li> </ol> <p style="text-align: right;"><a href="#">Communication Narrative</a></p>

**Required items- complete each item**

- 1. Mission/Vision:** The BOD should have a clear understanding of the LSC purpose. The mission and vision statement define this purpose. The LSC mission and vision should be posted prominently on the LSC website and referred to in all decision making of the LSC.  
**Enter the link from the LSC website homepage where the Mission and Vision of your LSC can be found.**  
**Date of the last review of the LSC mission/vision**
- 2. Strategic Plan:** Long range strategic planning is required for the BOD to effectively lead the LSC. The LSC Strategic Plan is the document which guides the work of the BOD. It should be a living document monitored by the BOD and updated based on member feedback. The goals and objectives of the plan should be well publicized and understood by the members of the LSC.  
**Enter the link from your LSC website to the LSC strategic plan.**  
**How was the Strategic Plan communicated to the LSC?**  
**When was the last review of the LSC Strategic Plan?**
- 3. Governing Documents:** Bylaws, Rules, Policies & Procedures, and financial plans define the operations of the LSC and designate how resources are allocated. These documents need to be current and accurate, reviewed on a regular basis, and contain the date of the most recent update. Members of the BOD and LSC should fully understand these documents. Guidelines specific to LSC Bylaws; Article 602 of the USA Swimming rulebook states: "LSCs are required to update their bylaws and send a copy to [bylaws@usaswimming.org](mailto:bylaws@usaswimming.org) within sixty (60) days of the effective changes to the Required LSC Bylaws adopted by the USA Swimming House of Delegates or the LSC House of Delegates." A USA Swimming approved copy of the current LSC bylaws should be on file with USA Swimming.  
**Enter the link from the LSC website where the LSC governing documents are published.**  
**List the last update for each of the following documents: LSC Required Bylaws, LSC R&R/P&P, LSC Annual/Quad Financial plan**
- 4. LSC Representation:** Coach and athlete representation on the LSC Board and within the LSC committee structure is critical. Athletes are the focus of our sport. Coaches are the professionals of our sport. Together they possess the technical knowledge and expertise needed to steer the allocation of the LSCs resources for optimal use.  
**List athlete members of the LSC BOD: What percentage of the BOD does this represent?**  
**List athlete members of LSC Committees and which committees they represent**  
**List coach members of the LSC BOD: What percentage of the BOD does this represent?**  
**List coach members of LSC Committees and which committees they represent**
- 5. Financial Oversight:** The allocation of LSC finances reflects the priorities of the LSC and should be planned on a multi-year basis. The LSC has access to collective resources which are greater than the resources of most individual teams within the LSC. These resources should be allocated to support the success of athletes, coaches, and teams of the LSC.  
**Enter the link to your LSC financial plan on your website**  
**What percentage of the LSC budget is dedicated to Travel Support of the following members: Athlete, Coach, Team, Volunteer?**  
**What percentage of the LSC budget is dedicated to support, other than travel of the following members: Athlete, Coach, Team, Volunteer?**



6. **Governance Committee:** LSC bylaws require a Governance Committee. The Governance Committee supports the activities of the BOD and assists the BOD in three areas: Board Recruitment, Board Development, and BOD Documents. The Governance Committee does not make BOD decisions.  
**Describe how the LSC Governance Committee is fulfilling their responsibility in each of the following areas: board recruitment, board development, board documents**
  
7. **Diversity, Equity, Inclusion (DEI):** Diversity within LSC programming and the BOD itself must be intentional and embedded in the LSC culture.  
**Describe how the BOD advocates for DEI to be embedded into every aspect of the LSC**
  
8. **Analytics:** Membership, retention and performance data is maintained in the LSC portal. The data contained in the LSC Portal is a valuable tool for the LSC BOD to consider when allocating resources, developing programming, and measuring the achievement of the goals and objectives outlined in the LSC Strategic Plan.  
**Describe how the LSC BOD uses data from the LSC portal to guide decision making (designed a program, service, or opportunity for LSC athletes or coaches based on analytics)**  
**List retention rates for the previous year in each age group, are these higher or lower than the national numbers?**
  
9. **Membership Input/Feedback:** A critical part of strategic planning is feedback from the athletes, coaches, teams, and volunteers. This is one way which the BOD evaluates successful allocation of LSC resources and tracks the progress of the strategic plan.  
**Enter the link from the LSC website where members can provide feedback to the BOD.**  
**Describe how the LSC BOD seeks feedback from its members in each of the following areas: athletes, coaches, teams, other LSC Members**
  
10. **Evaluation:** Regular Program evaluation and BOD self-assessment are tools which help monitor progress of the strategic plan.  
**Describe how the LSC utilizes evaluation tools to measure the accomplishment of the LSC Strategic Plan. Cite examples of how adjustments have been made based on evaluations.**

**Governance Choice items: Complete any 5 items**

1. **House of Delegates (HOD) Representation:** The BOD should maintain a policy which encourages members of the LSC to attend the HOD meeting(s). This can be a refund of LSC team fees or other incentive. A policy to encourage athlete participation from each team in the HOD meeting should also be maintained.  
**Enter the link and section from the LSC P&P where the policy regarding HOD participation can be found.**
  
2. **Other BOD policies** –The BOD must maintain and publish policies beyond Bylaws and Rules and Regulations such as crisis management, COPPA, whistleblower, document retention, conflict of interest, risk management, etc. These policies should be maintained in the LSC P&P.  
**Enter the link and section from the LSC P&P where these policies are maintained and communicated. List the date these policies were last reviewed by the BOD.**

- 3. Job descriptions** for staff, board members, committee chairs, etc. are essential for individuals to understand and accomplish the specific tasks, goals, and objective of their positions. Job descriptions should be detailed and maintained in the LSC BOD Manual/LSC P&P (except staff job descriptions).

**Enter the link and section from the LSC P&P where job descriptions are maintained. List the date job descriptions were past reviewed by the BOD.**

- 4. Board Orientation** is an essential tool to support BOD performance. It provides an opportunity for new and current members to review procedures, schedules, expectations of individual participation, and review the business of the BOD. A well-organized BOD manual provides the agenda items for a successful orientation and should include items such as budget/P&L, upcoming meeting/LSC event schedule, past minutes of meetings, the strategic plan, LSC R&R/P&P. A BOD orientation can be run at the beginning of an official BOD meeting and ideally allows time for Q&A, social interaction, and review and affirmation of the LSC Strategic Plan.

**Enter the link from the LSC website to the LSC BOD manual and list the date of the last BOD orientation session**

- 5. Meetings** -The LSC must meet on a regular basis to accomplish LSC business as well as monitor progress on the goals and objectives contained in the LSC Strategic Plan. All meetings must be scheduled according to the parameters outlined in the LSC bylaws. A consent agenda should be utilized to approve reports and allow time for strategic discussions at all meetings within the LSC. Minutes of all meetings should be available immediately following each meeting and listed as draft copies until approved.

**How many BOD meetings are held in the LSC each year either virtual or face-to-face?**

**Enter the link from the LSC website where the meeting schedule and minutes for all Committee, BOD, and HOD meetings can be found.**

- 6. BOD Development/Retreat:** Providing time for BOD/staff members to interact outside of structured meetings builds camaraderie and trust among the BODS.

**List the date(s) of retreat/development opportunities (outside of regular meetings) that have been scheduled for the BOD in the past two years.**

- 7. LSC Technology/Efficiency:** The LSC should utilize technology and other tools to improve the productivity of the BOD and accomplish the business of the LSC.

**Check the tools currently being utilized by the LSC below:**

- a. Video conference software for HOD, BOD, and Committee meetings**
- b. BOD management software**
- c. Document sharing**
- d. Electronic bookkeeping/banking**
- e. Electronic registration and meet management files**
- f. Blast email**
- g. Aliased LSC emails ([GeneralChair@LSCswim.org](mailto:GeneralChair@LSCswim.org), etc.)**
- h. Other**

- 8. Committee/Task Force Work:** When the BOD allows/expects committees and task forces to function, it allows time for strategic discussions during BOD meetings. When delegating work, the BOD should assure the outcomes will be consistent with the goals and objectives of the strategic plan.

**Enter the link from the LSC website to the LSC committee list and describe the initiatives/projects from the LSC Strategic Plan committees are working to achieve.**

- 9. Staff Performance Review-** LSCs who employ staff (part-time or full-time) have a responsibility to develop, review and update job descriptions, as well as conduct performance reviews on a regular basis (at least annually). This can be accomplished by a personnel committee within the BOD structure or the BOD itself, according to the LSC bylaws. Regular communication between the BOD and staff also assures that staff understand the scope of work to be done as well as protects staff from being asked to complete work designated for other volunteers in the LSC.

**Who is responsible for staff oversight in the LSC?**

**How often does the LSC provide communication, guidance, and performance reviews for LSC employees?**

**What is the date of the most recent performance review(s)?**

- 10. USA Swimming LSC and Team Services consultation:** USA Swimming staff is available to consult with LSCs and teams virtually, and in-person to assist with Governance, Business, and Performance services at no cost to the LSC.

**List the LSC Services sessions held with the LSC BOD during the past 4 years**

**List the Team Services sessions offered to teams by the LSC during the past 4 years**

#### **Governance Narrative Section:**

##### **Thinking about the above LSC Governance structures:**

- 1. List 1-2 of the most successful governance items in the LSC-Describe why**
- 2. List 1-2 of the most challenging governance items in the LSC- Describe why**
- 3. List any other governance items being successfully utilized in the LSC which are not included above.**
- 4. List 1-2 ways USA Swimming can assist the LSC in governance to better serve the athletes and coaches of the LSC**

## LSC Programming

### Required items- complete each item

- 1. LSC Representation at events-** The LSC Leadership makes decisions on behalf of the LSC. It is important for LSC leaders to be informed by representing their LSC at events such as the Convention, as well as Zone Workshops, Mighty Workshops, and other specific educational/training opportunities offered throughout the year via Zoom or in person.  
**List names and positions of the LSC Leaders who attended USA Swimming events during the past two years**  
**Describe how your LSC disseminates the information presented at USA Swimming meetings to other members of the LSC**
- 2. Athlete Protection-** To maintain a healthy environment for athlete participation LSCs should provide opportunities (virtual or in-person), incentives and recognition for teams, coaches, and parents to complete Athlete Protection Training (Safe Sport /APT/ MAAPP/SSRC).  
**What percentage of teams in the LSC are Safe Sport Recognized Teams?**  
**Describe how the LSC provides incentives and recognition to teams who complete the Safe Sport Recognized Program (SSRP)**  
**Describe how the LSC is proactive in promoting Athlete Protection programming in the LSC**
- 3. DEI Programming-** The BOD, volunteers, and staff of the LSC should work to assure Diversity, Equity and Inclusion is embedded into all programming of the LSC.  
**Describe how the LSC assures DEI is a part of all LSC Programming in the LSC. Cite specific examples of how this is being accomplished.**
- 4. Athlete Development-** The LSC should invest resources into athlete development programming such as virtual or in-person camps, clinics, DEI events, leadership training, learn to swim programs, etc. In addition, the LSC should support athlete attendance (virtual or in-person) at all USA Swimming offered opportunities such as Swimposiums, National meetings, etc.  
**List the Athlete Development programming offered/supported by the LSC in the past two years**
- 5. Coach Professional Development-** Successful LSC's support and provide opportunities for the professional development of their coaches to attend either virtually or in-person, clinics, workshops, etc. that improve their coaching ability and business knowledge. These opportunities can be hosted by the LSC or from outside sources. LSC run mentorship program, ADM, Coach Developer promotion  
**Enter the link from the LSC website where professional development opportunities available to coaches in your LSC can be found.**

6. **Team Business Development-** When the LSC provides business related resources and training for teams, this helps assure teams are sustainable businesses. Business development opportunities can include hosting a virtual or in-person CLBMS, strategic planning or financial planning session for teams, Swimposium, clinic, SwimBiz, mentoring opportunity, access to USA Swimming's webinar archive, etc.

**Describe the programming the LSC offers which supports the business development of its teams, including any incentives offered to teams by the LSC for completing such training. List the LSC hosted business development opportunities offered to teams during the last two years.**

7. **Volunteer Development-** LSCs are corporations to whom USA Swimming has designated governing and supervisory responsibilities. LSCs depend on volunteers to carry out these responsibilities. Training should be provided by the LSC to assist volunteers in carrying out their duties including; a board manual, job descriptions for all BOD, committee, and staff positions in the LSC, virtual and in-person clinics for meet related training in operations, and officiating.

**Provide the link from the LSC website where training materials for BOD and Committee members are posted and describe how training is accomplished for new volunteers**  
**Provide the link from the LSC website where meet related trainings are posted and how training is accomplished for teams and officials**

8. **Open Water Programming-** Open Water Swimming is an important part of the USA Swimming competitive structure, it is also an Olympic Event. Each LSC should promote a strong open water program by publicizing, supporting, and hosting events within the LSC and/or surrounding areas.

**Provide the link from the LSC website where open water information can be found, including safety guidelines for hosting an open water event.**

**What percentage of LSC athlete membership participated in one or more open water events during the past two years**

**List open water events that were publicized, supported, and/or hosted by the LSC or surrounding areas in the past two years**

9. **Financial Support to Members-** A primary focus of the LSC should be to provide financial support for members to participate in regional, and national programming. Financial support creates opportunities for members and bridges a gap which can be difficult for most individual teams to provide.

**How is the availability of funding communicated to members of the LSC?**

**How much of this funding goes unused each year?**

**What is the LSC policy for unused funding?**

10. **Member Recognition-** LSCs should recognize athletes, coaches, teams and volunteers for their accomplishments and service.

**Describe how the LSC recognizes each of the following members?**

a. **Athletes:** (Sr/Age Group swimmer of the year, Breakout swimmer of the year, Olympic Trials/National Qualifiers, College swimmers from LSC, LSC Academic honor roll/Scholastic All American, Banquets, Top 5, etc.)

b. **Coaches:** (Sr/Age group coach of the year, Developmental coach of the year, Coach tenure in profession/LSC, Coaching honors from other organizations, etc.)

- c. **Teams:** (Olympic Trials/National qualifiers, IMX/IMR, VCC, CRP, Club excellence, etc.)
- d. **Volunteers:** (Phillips 66 outstanding service award, LSC determined honors, etc.)

**Programming Choice items: Complete any 5 items**

1. **Safe Sport Recognition Program-** A worthy goal for every LSC should be 100% compliance of their teams with the Safe Sport Recognition Program (SSRP). LSCs can encourage teams to complete training by providing virtual access, issuing challenges and incentives to teams to complete the SSRP program.  
**Describe how the LSC incentivizes teams of the LSC to complete/maintain SSRP**
2. **Club Recognition Program-** The LSC can encourage good business practices among coaches and teams by encouraging and incentivizing completion of each level of the CRP.  
**Describe how the LSC encourages and incentivizes teams of the LSC to complete CRP levels**
3. **Learn to Swim Support/Partnership with LSC-** Identifying local Learn to Swim programs with established teams in the LSC can help graduates of swim lessons transition into competitive swimming teams.  
**Describe how the LSC identifies/partners with local Learn to Swim providers and teams to facilitate pathway for participants to join a USA Swimming team**
4. **Outreach & Disability Program Support-** LSCs can remove barriers for all members to fully participate in LSC membership, meets, and other events without financial burden. LSC Para-motivational time standards for swimmers with disabilities can also be utilized for meet qualification purposes at LSC Championship meets.  
**Describe how the LSC removes barriers for participation of outreach members in LSC sponsored meets/events beyond the required outreach membership benefit required by USA Swimming. Provide the link from the LSC website where the LSC para-motivational time standards can be found.**
5. **USA Swimming Programming Support-** Providing funding for LSC members to attend events, clinics, and programming sponsored by USA Swimming (virtual or in-person) assures the LSC has updated information and training to share with members.  
**Describe how the LSC supports participation of its members in USA Swimming events, clinics, and programming, either virtual or in-person at the Regional, Zone and National level (RCC, Convention, USA Swimming committee participation, LSC Coach Mentorship Grant Program, She/We Lead, Etc.)?**  
**How is this information shared with the rest of the LSC?**
6. **LSC Investment Policy-** A plan for the use of LSC financial reserves to benefit the LSC athletes, coaches and teams should be in place in the LSC. The policy should be available to members and include who is managing the funds, as well as how funds are invested and spent.  
**Provide the link from the LSC website where the LSC investment policy can be found. Describe how these funds are being utilized to benefit athletes, coaches, and teams of the LSC**
7. **National Officials Standards training-** The LSC should support and adopt the standardized officials training program (effective January 2021). National officiating standards even the playing field for officials and athletes that compete across the country.  
**Enter the date the LSC adopted the National Officiating Standards program in the LSC.**
8. **Sponsorships/Fundraising-** The LSC can partner with businesses and individuals to secure funding, equipment, or services which benefit the athletes, coaches, and teams of the LSC.  
**Describe the efforts of the LSC BOD/Staff to secure funding for LSC programming outside of membership and meet fees**

9. **Alternative Meet Formats:** The LSC should encourage and facilitate the process of allowing teams to participate in alternative meet formats (virtual, dual, inter-squad, etc.) as well as hosting sanctioned meets which reduce the financial and time commitment of families and the need to travel to competitions.

**Describe how the LSC facilitates, partners with teams, and/or removes barriers for alternative meet format participation for members of the LSC.**

10. **Parent Education:** It can be beneficial for the LSC to sponsor/support education programming for parents of LSC athletes. This can be offered at a Swimposium or clinic, at meets, or virtually.

**Describe the Parent Education programming supported/offered by the LSC**

**Programming Narrative Section:**

1. **List 1-2 of the most successful programming items in the LSC-Describe why**
2. **List 1-2 of the most challenging programming items in the LSC- Describe why**
3. **List any other programming items being successfully utilized in the LSC not included above.**
4. **List 1-2 ways USA Swimming can assist the LSC in programming to better serve the athletes and coaches of the LSC**

## LSC Communications

### Required items- complete each item

1. **LSC Communication Plan:** A central purpose of the LSC is to provide customer service to the athletes, coaches, teams, and other members of the LSC beyond registering swimmers, sanctioning meets and posting results. This is accomplished through a strategic Communication Plan in the LSC. The communication plan should include a central contact person for swimming related questions, hosting town hall meetings to answer member questions and disseminate information from USA Swimming as well as information and programming opportunities within the LSC to name a few.
  - a. **Describe the ways the LSC communicates with the members of the LSC on a regular basis. Enter the link from the LSC website where the LSC communication plan specifics can be found.**
2. **General LSC Information:** The LSC is the local arm of USA Swimming. Each LSC should provide information to its members about USA Swimming, LSC boundaries, Zone affiliation, governance structure, membership information, and articles of incorporation prominently on the LSC website.
  - a. **Provide the link where this information is communicated on your website**
3. **LSC Governance Documents-** The LSC is responsible for posting the current documents that determine the function, operation, and procedures of the LSC. The BOD should be familiar with these documents and they must be easily accessible to LSC members.
  - a. **Enter the link from the LSC website where the following Governing documents can be found by LSC members:**
  - b. **Bylaws/R&R/P&P**
  - c. **LSC Strategic Plan**
  - d. **LSC Financial plan (budget)**
  - e. **Committee documents/minutes**
  - f. **USA Swimming rule book link**
4. **Athlete Protection-** To maintain a healthy environment for athlete participation, awareness of and information about Athlete Protection (Safe Sport/APT/MAAPP/SSRC) is critical for all members of the LSC. The LSC should assure all members of the LSC are kept up to date with the requirements and programming related to Athlete Protection (Safe Sport/APT/MAAPP/SSRC) communicated by USA Swimming. The LSC website should feature the USA Swimming Safe Sport Logo and a link to the USA Swimming Safe Sport page prominently on the LSC homepage.
  - a. **Enter the link from the LSC website where Athlete Protection Programming (Safe Sport /APT/ MAAPP/SSRC) opportunities, recognition and incentives are available to athletes, coaches, parents, and teams**
5. **LSC Programming-** The LSC Board (BOD) and House of Delegates (HOD) determine programming offered to LSC members. Information should be easy to identify on the LSC website, so members are aware of programs available for athletes, coaches, teams, and volunteers in the LSC.
  - a. **Enter the links from the LSC website where the following LSC programming can be found:**
  - b. **LSC Meet schedules, results, top times, records, etc.**
  - c. **BOD, Committee, HOD Meeting schedules**
  - d. **LSC events (camps, clinics, training, banquets etc.)**
6. **USA Swimming Programming-** USA Swimming provides programming for athletes, coaches, teams, and volunteers. It is important that members are aware of the opportunities that exist and that the LSC encourages participation in these events.
  - a. **Enter the links from the LSC website where virtual or in-person programming opportunities at the Regional, Zone, or National level can be found for the following:**

- b. **Regional, Sectional, Zone, National, International, Meet schedules/events**
  - c. **Camps/Clinics (Zone Diversity, Select Camps, Women's Leadership, She/We Leads, Etc.)**
  - d. **Programming (Team Services visits, coach mentorship, Regional Coaching Clinics, etc.0**
  - e. **Regional, National Recognition (Scholastic All American, IMX/IMR, CRP, Club Excellence, VCC)**
7. **Member Resources-** Local Swimming Committees (LSCs) provide information to members to assist them in their roles as athlete, coach, team, and volunteer.
- a. **Enter the links from the LSC website where resources can be found for the following members:**
  - b. **Athletes**
  - c. **Coaches**
  - d. **Teams**
  - e. **Volunteers**
8. **Member Recognition-** Recognizing members for their efforts and achievements is an important way to build on and perpetuate success in an LSC. Recognition can take many forms from simple postings on the LSC website to formal programs that provide incentives and reward performance objectives.
- a. **Enter the links from the LSC website where resources can be found for the following members:**
  - b. **Athletes**
  - c. **Coaches**
  - d. **Teams**
  - e. **Volunteers**
9. **USA Swimming Learn to Swim (LTS) programs:** USA Swimming provides standards for LTS programs in safety, instructor ratio and athlete protection. LTS providers can partner with USA Swimming through an existing team or elsewhere. This connection provides a pathway for new members to teams within the LSC. LSC websites should list a link to the *USA Swimming find a team* <https://www.usaswimming.org/Home/join> on the USA Swimming website to help current and potential new members connect with a qualified lesson program in the USA Swimming LTS network.
- a. **Enter the link from the LSC website to the *USA Swimming find a team* section of the USA Swimming website**
  - b. **Describe how the LSC facilitates, identifies, promotes, and connects LTS programs with the established USA Swimming teams in your LSC:**
10. **LSC/Team Portal:** USA Swimming maintains LSC and Team portals for use by members. The portals contain information and statistics in the areas of membership, performance, in addition to other program/LSC tracking tools. Information from the portals help teams and LSCs gain insight into their performance and programming efforts as well as address areas of concern/need.
- a. **Enter the link from the LSC website that informs and directs teams to the LSC and team portals**

## Communication Choice items: Complete any 5 items

- 1. Athlete Communication:** Athlete communication with each other in the digital age requires a safe environment for sharing information.  
**How does the LSC assure that athletes have a means to communicate with each other in a safe environment?**
- 2. Digital Functionality:** 21st Century communication relies on digital technologies. Digital technologies can include websites, social media platforms and communication technologies.  
**How does the LSC use digital technologies (websites, social media platforms, email, etc.) to communicate with LSC members?**
- 3. LSC BOD/Committee Contacts:** LSC membership should have access to LSC leaders for questions, feedback, and comments.  
**Enter the link from the LSC website where LSC membership can find contact information for LSC leaders.**
- 4. LSC Records/All-time Top times** - LSCs promote athlete recognition by posting athlete performance data both for the current and recent past seasons as well as long term top times in the LSC.  
**Enter the link from the LSC website where records and all-time top times are posted.**
- 5. USA Swimming Meet Viewing Opportunities-** USA Swimming publicizes opportunities to view regional, National, and International competitions. LSCs should publicize these as well and can host viewing parties for teams/athletes especially when swimmers from the LSC are participating.  
**Enter the link from the LSC website where viewing opportunities are publicized and encouraged for the LSC members.**
- 6. LSC Town Hall Parent Meetings:** The LSC can provide information and education to parents through events, resources, and communication either virtual or in-person.  
**How does the LSC promote parent communication/education in the LSC?**  
**Enter the link from the LSC website to the USA Swimming Parent education resource page.**
- 7. USA Swimming Certified Pools Link.** USA Swimming maintains a list of certified pools across the country. Pools must be measured and certified for records and times to be officially recognized to qualify for certain level meets.  
**Enter the link from the LSC website where the USA Swimming certified pools list can be found.**
- 8. LSC Survey-** The BOD makes decisions on behalf of its members. These decisions should be based on feedback received from the members. A survey should be made available to members on a regular basis to monitor the progress of the LSC.  
**Enter the link from the LSC website where LSC survey information can be found**
- 9. Links to Other Related Organizations-** It is helpful for LSC members to easily connect with other swimming related organizations directly from the LSC website such as USA Swimming, NCAA, ASCA, Zone and other LSC websites.  
**Enter the link from the LSC website where links to other swimming related information can be found:**

- 10. News Feed of Member Accomplishments:** Recognition of member accomplishments both large and small in the LSC website newsfeed can encourage best practices at all levels of the LSC. **Describe how the accomplishments of athletes, coaches, and clubs in the LSC are shared with the membership on a regular basis.**

**Communication Narrative Section:**

When thinking about the above Communication items within the LSC:

1. List the 1-2 items from above of greatest communications strength in the LSC-Describe why
2. List the 1-2 items from above of greatest communications challenge in the LSC- Describe why
3. List any other communication items being successfully utilized in the LSC which is not included above-
4. List 1-2 ways USA Swimming can assist the LSC in communication to better serve the athletes and coaches of the LSC-
  - Update on Committee Chair appointments (Sanctions Chair/Officials Chair)
  - Update on Shared Services upcoming meeting
  - Review Approval of Contract for Jody Rash

**Now for the rest of the meeting:**

- Staff Updates: Jody Rash No report
- Western Zones Update: Jody Rash No report
- Diversity, Equity and Inclusion Sara Kuhn Not able to attend the meeting see her notes below:
  - We finally have a DEI Zoom Meeting last week and it was great. It gave me a lot of insight and everyone is so willing to help especially with the new DEI Chairs- there's a lot this year, so that made me feel a little better!
  - I'm attending the Mighty General Chair Workshop on Oct 30th- they have a DEI section, so I'm looking forward to that.
  - The Western Region would like to host a DEI Camp and is looking for a LSC to host- I don't know if this is something we would be interested in doing. They're planning for 2023, I believe.
  - It sounds like the Western Region as a whole is having a hard time finding athletes for their committees. I do plan on emailing all of the coaches in our LSC to see if they have any athletes that would be interested.
- Athlete Rep Report: Chamelle Abringe, Liesel Telquist are working to hold another athlete mg in November.
- Age Group Chair: Russell Whitaker No Report
- Senior Age Group Chair: Sean Muncie No Report
- Finance: Don Hougardy
  - The upcoming budget was not yet completed, and there was discussion regarding approving it by email. First the IES Board members need to approve and then send to HOD members, by end of October.
- Admin Vice Chair Report: Jeff Sutton
  - Policy and Procedure
  - Share Services Next Step- see below
- Coaches Report: Jade Sobek No report
- Safe Sport Update: April Walkley:

April Email sent- center for Safe Sport phone number update to club chairs, Zone chairs and to reach out for club contact and not coach unless really pertinent for coaches. April did thank coaches for submitting their forms.

#### **New Business:**

- Jody Rash's employee contract was reviewed by governance committee, *counsel of the wise*. Jody's services were secured for another year. Keith reported that our LSC is very fortunate to have both an outstanding board and staff, and their hard work certainly enhances the reputation and functionality of Inland Empire Swimming.
- Shared services mtg on Monday October 25th. In attendance will be Jeff Sutton, Keith Lambert, Jody Rash, April Walkley, Chamelle or /Liesel and Vicki Marsh, Stephanie O'Malley from SR, looking at whether or not can we join 2 LSC for a Swimposium, April 9 -10, task from both LASC to find a location, Keith has secured Whitworth, (rooms and pool), Swimposium there, SR proposing Boise State as a location.
  - Don commented about geographic so spread out, Swimposium- Because of the spread-out nature of the LSCs distance, in general need to have a central spot. ( McCall ID was proposed) to physically meet. Whitman College/Walla Walla was suggested, though perhaps the Covid restrictions are too strict Governance Committee suggested holding the Swimposium in Spokane and perhaps can get additional funds from USAS.
- **Sanctions Chair:** Noel Grigsby was approved as the new Sanctions chair. Dave Cutter will be stepping down.
- **Officials Chair:** Steve Hudlet stepping down as chair. Mike Muir has agreed to be the interim officials chair and that would make sense, as Mike has been working with Steve. It was discussed that by the 2022 fall HOD a new permanent Officials Chair would be appointed. It is important to have an active person in the spot for the Western Zone meeting in May, and the 2022 Championship meets.
  - Don: willing to work with Mike or whoever steps in, as Don had done the position years ago. Don and Keith spoke that it is important that we have a "national official vision." Keith would put forth an application covering: Job description, who are you, where are you from, how long served, credentials in LSC, highest level national certification, have you been outside the LSC to officiate, willingness to be active in Western Zones, in general what would you bring to the position.
- No board mtg in Nov use that assigned area to see what the different groups need to do. Send the collated LEAP info to Jeff Sutton and he will send to Jody for cleanup, edit to be ready to submit in January. It all sounds simple, though it is the work of many different people pulling things together.
- Don Hougardy and Keith Lambert want to thank Jody Rash for all her work. Jody has done an amazing amount of work managing the LSC, plus AGZ. It was proposed to provide Jody with a year-end bonus. Though because of Covid-19, Don/IES didn't budget much to be gained from the AGZ meet, and in the end thanks to Jody's work, the LSC earned more money than expected. huge efforts. Jody is a paid employee and she is doing a great job.

Motion to adjourn the meeting 8:40pm, Motion passed.

*Respectfully submitted by Holly T. Howard*