

LSC Evaluation and Achievement Program

Level	Area	Measure Title	Measure Description	M i n	M a x	Category	Type	Comments	Status
1-1	Business and Organizational Success	LSC Portal	Every LSC has a portal on the USA Swimming website. This portal contains contact information for the LSC as well as meet results and records. LSC Records' Chairs were given the password to access this area. Contact USA Swimming to obtain the LSC's password. Click on the "Save" button below when the LSC has finished updating the portal.	1	1	Required	Checkbox	Portal has not yet been activated. Posting PVS records here will take more time (see also 1-42) Not clear what PVS's intent is regarding making other information available via this Portal versus our current website.	Only required that portal be activated. Submitted
1-2	Business and Organizational Success	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. After entering your information, click on the Save button below. For more information: Developing Mission Statements .	1	1	Required	Check/Text	Mission statement passed at May 24, 2001 HoD meeting. Found in Article 1.2 of PVS by-laws under term Objectives. (Needs at least terminology updating.)	Submitted
1-3	Business and Organizational Success	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. After entering your information, click on the Save button below. For more information: Developing Vision Statements	1	1	Required	Check/Text	PVS needs to prepare a Vision Statement.	Substantial

1-4	Business and Organizational Success	Create and Adopt Bylaws	Bylaws govern the operation of an organization. USA Swimming provides a mandatory template for LSC Bylaws .. Upload your bylaws.	1	1	Required	Check/Doc	PVS by-laws reflecting amendments made thru May 2007 are posted to the PVS website – changes made at May 2008 and May 2009 HoD meeting need to be reflected. Admin Vice-Chair has advised these are available.	Need By-Laws Updated for May 2009 Amendment
1-5	Business and Organizational Success	Annual Budget	Each LSC should have an annual operating budget. Upload a copy of your 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)	1	1	Required	Check/Doc	Draft minutes for May 2009 meeting are NOT available. I believe the proposed budget was adopted without amendment. If so, budget provided to May 2009 HoD meeting can be submitted.	Submitted
1-6	Business and Organizational Success	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 on the SAVE button below if these criteria have been met.	1	1	Required	Checkbox	Do we wish to incur cost to have PVS Atty or Auditor to make this statement. If not, who should do so.	Submitted
1-7	Business and Organizational Success	Comply with Olympic and Amateur Sports Act	The Ted Stevens Olympic & Amateur Sports Act established a governance structure for amateur sports in our country. Click on the "Save" button below if your LSC complies.	1	1	Required	Checkbox	Do we wish to incur cost to have PVS Atty to make this statement. If not, who should do so.	Submitted
1-8	Business and Organizational Success	501(c)(3)	Every LSC is a 501(c)(3) non-profit organization and as such, must comply with state and federal requirements for 501(c)(3) status. Click on the "Save" button below if your	1	1	Required	Checkbox	Do we wish to incur cost to have PVS Atty or Auditor to make this statement. If not, who should do so.	Submitted

LSC complies. For more information: [501\(c\)\(3\) non-profit status](#).

1-9	Business and Organizational Success	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 Policy	1	1	Required	Check/Doc	PVS adopted a Conflict of Interest statement at its March 12, 2007 Board meeting. It is not codified yet in PVS's P&P or posted to the website other than in the minutes of that meeting.	Submitted
1-10	Business and Organizational Success	Rules and 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 is sometimes called "Rules & Regulations" and should include meet sanction procedures, meet entry procedures and warm-up & Safety procedures. Upload your LSC document. Sample LSC Rules and Regulations	1	1	Required	Check/Doc	PVS Rules and Regulations have not been updated since December 31, 2003 to reflect changes made by PVS HoD and BoD. Changes can only be determined by reviewing minutes of those meetings. PVS has items called for in 1-10 and 1-11 in one document.	Need PVS Policies and Procedures Updated

1-11	Business and Organizational Success	Policies and Procedures	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 is sometimes called "Policies & Procedures" and should include a schedule of LSC meetings, deadlines, operating procedures, etc. Upload your LSC document. Sample Policies and Procedures Manual	1	1	Required	Check/Doc	PVS Rules and Regulations have not been updated since December 31, 2003 to reflect changes made by PVS HoD and BoD. Changes can only be determined by reviewing minutes of those meetings. PVS has items called for in 1-10 and 1-11 in one document	Need PVS Policies and Procedures Updated
1-12	Business and Organizational Success	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.	1	1	Required	Check/Doc	All PVS minutes of BoD meetings are posted on PVS website back to October, 1997. Most recent minutes posted are for June 2009 meeting.	Submitted June Board minutes
1-13	Business and Organizational Success	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.	1	1	Required	Check/Doc	All PVS minutes of HoD meetings are posted on PVS website back to May, 1997. Minutes from May 2008 and May 2009 meetings are yet to be posted.	Awaiting DRAFT of May 2009 minutes
1-14	Business and Organizational Success	Elections	Each LSC must elect corporate officers on a regular basis. Upload a document that identifies your corporate officers and their terms of office.	1	1	Required	Check/Doc	What is posted at pvs_contacts.html and pvs_organization.html needs to be updated. Once that is done, those documents can be submitted.	Waiting for BoR election results – chairman is ex officio member of PVS Board

1-15	Business and Organizational Success	Registrations	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. In the text box, identify the person responsible for processing your LSC's registrations. After entering your information, click on the Save button below.	1	1	Required	Check/Text	Name of PVS Registrar, Sumie Emory, should be submitted.	Submitted
1-16	Business and Organizational Success	Swim Meet Sanctions	Each LSC must sanction and oversee competitive swimming events. This includes processing all meet sanctions and collecting all meet surcharges. Upload a document that describes the process your LSC employs to issue meet sanctions.	1	1	Required	Check/Doc	Do we need to prepare a document or update a document that describes the sanctioning process, Documentation explaining PVS's procedures to assure all fees are collected needs to be prepared.	Prepare submission based on current content of P&P
1-17	Business and Organizational Success	Swim Meet Approval or Observation	Each LSC is also charged with having a process to approve or observe swim meets that are not sanctioned. Upload a document that describes the process your LSC employs to issue meet approvals or observations.	1	1	Required	Check/Doc	Do we need to prepare a document or update a document that describes this process, or can material be extracted from PVS's policy and procedures (after possible modification.)	Need to prepare

1-18	Business and Organizational Success	Registration Verification	Swimmers must be appropriately 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.	1	1	Required	Check/Text	PVS has procedures in place to assure athletes competing in PVS sanctioned meets are properly registered prior to competing. PVS Registrar should either supply or prepare such a document so it can be submitted.	PVS Registrar preparing response
1-19	Business and Organizational Success	SWIMS	The SWIMS database tracks an athlete's registration and performance history, provides coaches and clubs with valuable information and supports countless USA Swimming performance-based programs as well as providing data to enhance our competitive success. LSCs are responsible for processing the results for all sanctioned, approved and observed swims within their boundaries into the SWIMS database. In the text box, describe the process your LSC uses to record the results from all competitions. After entering your information, click on the Save button below.	1	1	Required	Check/Text	PVS is in compliance with this requirement A document needs to be prepared to document PVS's process.	Submitted

1-20	Business and Organizational Success	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 Bylaws template require that a Board of Review be in place. In the text box, provide contact information for the Chairman of the LSC Board of Review. After entering your information, click on the Save button below. For more information: LSC Board of Review FAQ	1	1	Required	Check/Text	Need to determine if BoR is electing new chairman. If not what is currently posted at pvs-organization.html can be submitted. Material should be updated for most recent elections. The statement the process is detailed in PVS's P&P does not appear to be correct.	Awaiting results of BofR election.
1-21	Business and Organizational Success	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 USA Swimming House of Delegates meeting. Minimum required: 1 attendee. After entering your information, click on the Save button below.	1	1	Required	Check/Text	Names of who voted at 2009 USAS Convention held in Chicago can be entered after conclusion of meeting on September 19, 2009.	Submitted
1-22	Business and Organizational Success	Financial Review	LSC Board members must have knowledge of the financial state of the organization. A financial statement must be provided at each regularly scheduled Board of Directors Meeting. Upload your most recent financial report.	1	1	Required	Check/Doc	Most recent monthly financial report that is provided by PVS Controller to the Board on a monthly basis via e-mail can be uploaded.	Submitted

1-23	Business and Organizational Success	Tax Form	Federal law requires that non-profit organizations file timely and accurate annual tax returns. USA Swimming Rules & Regulations require that USA Swimming also receive a copy of these forms. Click on the 'Save' button below if you have submitted your tax forms for the current year. For more information: LSC Financial Reporting Requirements	1	1	Required	Checkbox	PVS Vice Chair for Finance should provide statement that are in compliance for FYE August 31, 2008 so that this question can be answered affirmatively.	Submitted
1-24	Business and Organizational Success	Audit	LSCs shall conduct and submit to USA Swimming an annual audit. This may be an internal or external audit. Click on the "Save" button below if you have submitted your audit. For more information: LSC Financial Reporting Requirements	1	1	Required	Checkbox	PVS Vice Chair for Finance should provide statement that are in compliance for FYE August 31, 2008 so that this question can be answered affirmatively	Submitted
1-25	Business and Organizational Success	Safety	Safety is everyone's priority. LSCs must disseminate safety information and file safety reports. In the text box, describe the process that your LSC employs to file "Reports of Occurrence," review accident reports and disseminate safety information. After entering your information, click on the Save button below. For more information: Safety and Loss Control Manual	1	1	Required	Check/Text	PVS Safety Chairman position is currently vacant. Need somebody to prepare document requested and to assess whether we have all the requested procedures in place.	Need Safety Chairman or somebody else to prepare

1-26	Business and Organizational Success	Zone Planning Meeting	Zone Planning Meetings are held annually at the USA Swimming Convention. In the text box, identify those people who voted in the most recent Zone Planning Meeting. After entering your information, click on the Save button below.	1	1	Required	Check/Text	After Eastern Zone planning meetings are concluded on September 18, names of PVS representatives can be submitted.	Submitted
1-27	Business and Organizational Success	Reduced Price Membership	The USA Swimming Rules & Regulations (Article 302.2.2) require that LSCs offer an Outreach Membership with specially reduced fees. Upload a document that describes your LSC's Outreach Membership policy.	1	1	Required	Check/Doc	PVS Board decisions need to be documented so this material can be submitted.	Submitted
1-28	Volunteer Development	Organizational Structure Communicated	The organizational structure of the LSC must be communicated to the volunteers and members. This structure includes a listing of Board of Director positions and members, and LSC committees and committee chairs. In the text box explain where a volunteer would find this information, i.e. website, handbook, etc. After entering your information, click on the Save button below.	1	1	Required	Check/Text	Material at pvs_organization.html needs to be updated so it can be submitted.	Submitted
1-29	Volunteer Development	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	1	1	Required	Check/Text	Name and other requested information for Terri Marlin should be submitted.	Submitted

permanent central contact point. After entering your information, click on the Save button below.

1-30	Volunteer Development	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.	1	1	Required	Check/Text	Name of Nominating Committee Chair for 2009 will be submitted.	Submitted
1-31	Volunteer Development	Training of Officials	Officials training and certification is offered by the LSC. Upload a document that shows a schedule of training and certification for officials .	1	1	Required	Check/Doc	2008-09 training schedule and 2009-10 (to extent developed) can be submitted.	Submitted
1-32	Volunteer Development	Mission and Vision Communicated	The vision and mission statements of the LSC must be communicated to the membership and volunteers. In the text box below explain how your mission and vision is communicated. (For example, on the website, on stationary, on meet programs, etc.) After entering your information, click on the Save button below.	1	1	Required	Check/Text	See comments on 1-2 and 1-3 above. Currently mission statement is in our posted by-laws and vision statement does not exist.	Mission statement posted Vision statement must first be prepared
1-33	Volunteer Development	Number of Officials	The LSC has sufficient officials to conduct fair competitions for athletes. Number of officials is expressed as a % of registered athlete membership. LSC will receive	1	1	Required	SWIMS Query	It appears LEAP will automatically determine this – otherwise assistance of PVS Officials Committee may be needed.	Submitted – Calculated as 3.66%

1 point for a minimum of 1%.

1-34	Club and Coach Development	Coach Registration	Membership information should be sent, electronically or hard copy, to new coaches upon registration. In the text box explain who sends the material to new coaches and how it is sent. After entering your information, click on the Save button below. For more information: New Coach Packet	1	1	Required	Check/Text	Need to confirm that the PVS Registrar, Sumie Emory, has this function and is performing it.	Registrar preparing response
1-35	Club and Coach Development	Coach Certifications	Each LSC must update coach certifications in the SWIMS database in a timely manner. In the text box give the name of the person responsible for database updates. After entering your information, click on the Save button below. For more information: Safety Certification Requirements Background Screening Requirements	1	1	Required	Check/Text	Need to confirm that the PVS Registrar, Sumie Emory, has this function and is performing it.	Submitted

1-36	Club and Coach Development	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 entering your information, click on the Save button below.	1	1	Required	Check/Text	This information is available to be input.	Submitted
1-37	Club and Coach Development	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 registration materials that are sent to clubs.	1	1	Required	Check/Doc	Need copy of what PVS is providing in electronic form so this can be uploaded to LEAP.	PVS Registrar preparing response
1-38	Club and Coach Development	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 information, click on the Save button below. For more information: Starting a New Club	1	1	Required	Check/Text	PVS Registrar should provide the input that currently exists (or prepare and then submit, if necessary.)	PVS Registrar preparing response
1-39	Athlete Development	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 LSC is	1	1	Required	Checkbox	PVS Vice-Chair for Admin and PVS Registrar should confirm PVS is in compliance and this box can then be checked.	Submitted

compliant with timely athlete registration.

1-40	Athlete Development	Competitive Schedule	LSCs must provide a balanced competitive meet schedule open to all athletes. Upload a copy of your most recent year's meet schedule.	1	1	Required	Check/Doc	PVS's just completed 2008-09 schedule and well as 2009-10 schedule (as currently posted) can be provided.	Submitted
1-41	Athlete Development	Meet Results	Meet results must be tabulated and published in a timely manner. The recommended time frame is no later than one week from conclusion of the final meet event. In the text box, explain where the meet results are published at the conclusion of a meet. After entering your information, click on the Save button below.	1	1	Required	Check/Text	Statement as where on PVS websites results are posted can be provided and statement such results appear within one week after conclusion of the meet.	Submitted
1-42	Athlete Development	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 where the records and rankings can be found. After entering your information, click on the Save button below.	1	1	Required	Check/Text	Records are now again current and were posted to the pvswim.org website on 11Sep2009. Transition to have these records be updated thru and appear on the portal site will take additional time. Rankings are being posted periodically for appropriate age groups	Submitted

1-43	Athlete Development	Athlete Participation	Per LSC By-laws, at least 20% of the LSC Board of Directors and any named Board of Review must be athlete members. In the text box, list the names of the athlete representatives on the current LSC Board of Directors. After entering your information, click on the Save button below.	1	1	Required	Check/Text	This is readily available to be input	Submitted
1-44	Athlete Development	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 205.7 on Age Group Championship meets. In the textbox list the dates and locations of your LSC Championship meets in the most recent calendar year (short course and long course). After entering your information, click on the Save button below.	1	1	Required	Check/Text	This is readily available to be input. Plan to enter dates and locations of PVS SC and LC Age Group, Junior and Senior meets held in March and July 2009 respectively.	Submitted