



LSC Guidelines for Success

LSC: _____

Date: _____

The following are those duties and responsibilities that are fundamental to the existence of the organization.

Level 0: (Duties & Responsibilities that are required by law)

- Maintain an ethical standard of conduct
- Avoid conflicts of interest
 - Develop, publish and enforce a "Conflict of Interest" policy*
- Comply with state and federal requirements for 501(c)(3) non-profit status
- File timely and accurate tax forms
- Comply with the Ted Stevens Olympic & Amateur Sports Act

Level 1: (Duties & Responsibilities that are required by NGB and/or LSC Bylaws)

- Elect corporate officers
 - Conduct annual meetings of the LSC House of Delegates
 - Conduct regular meetings of the LSC Board of Directors
 - Participate in the USA Swimming House of Delegates
 - Assure financial propriety
 - Prepare an annual budget*
 - Conduct an annual audit*
 - Disseminate safety information and file safety reports
 - Administer a Board of Review
 - Register members and file membership reports
 - Athlete registrations*
 - Non-athlete membership*
 - Club membership*
 - Low-cost membership for disadvantaged youth*

 - Remit Registration Fees to USA Swimming*

 - Sanction, approve, observe and oversee competitive swimming events
 - Train and certify officials
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The following duties and responsibilities are performed by normally-operating LSCs.

Level 2: (Basic Duties & Responsibilities)

- Adopt a mission statement
 - Establish and publish LSC goals and metrics; track progress
 - Establish, publish and maintain “Policies & Procedures” (applies to LSC administration)
 - Establish a meet schedule
 - Establish or adopt time standards
 - Establish, publish and maintain “Rules & Regulations” (applies to conduct of competitions)
 - Meet sanction procedures*
 - Meet entry procedures*
 - Warm-up & safety procedures*
 - Collect meet entry surcharges
 - Process results for all sanctioned, approved and observed swims into the SWIMS database
 - Oversee LSC short and long course championships (preface to Part 1 of the USA-S Rules)
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Many LSCs have chosen to augment their programs with some of the programs listed below. These options offer the LSC the opportunity to excel by growing the program, providing competitive opportunities or positively impacting its community.

Opportunities:

- Communication
 - Swim guide or handbook*
 - Newsletter*
 - Web-site*
- Education
 - Club leadership & business management seminars*
 - Swimposiums*
 - Coaches’ clinics*
 - Officials’ clinics*
 - Meet management seminars*
 - Computer operations training*
 - Leadership training programs*

- Logistics
 - Timing & computer equipment*
 - Officials' scheduling*
 - Coaches' safety certifications*
 - Permanent office*
 - Paid staff*
 - Time verifications (proof-of-time)*
 - Registration verifications (pre or post-meet recons)*
 - Online meet entry*
- Performance recognition
 - Awards banquet*
 - LSC Hall of Fame*
 - LSC Records*
 - Top 5/10/16 listings*
 - Swimmer of the year*
 - Volunteer of the year*
 - Coach of the year*
 - IMX recognition*
 - Conoco-Phillips Award nominations*
 - Maxwell Award nominations*
- Competitive opportunities
 - All-star teams*
 - Sectional, zone and national meets*
 - Inter-LSC dual meets*
 - IMX meets*
 - Open water*
 - Meet subsidies for "special" meets*
- Volunteer recruiting and retention
 - Subsidize officials' registration fees*
 - Service awards & "thank you gifts"*
 - Life memberships*

- Travel assistance
 - Athletes to zone, sectional, regional & national events*
 - Athletes to regional & national camps*
 - Coaches to national events*
 - Coaches to clinics*
 - Officials to zone, sectional, regional & national meets*
 - Athlete representatives and volunteers to USAS convention*
- Compelling training and motivational opportunities
 - LSC Camps*
 - All-star camps*
 - Altitude training camps (OTC)*
- Logistical support for “Complementary” swim programs
 - Summer leagues*
 - High schools*
 - Colleges*
 - Masters*
 - Disability, Paralympics, Special Olympics*
 - YMCA*
 - AAU*
- Diversity
 - Grants for diversity programs*
 - Athlete assistance*
 - Clinics*
- Disability
 - Subsidies for disability meet fees*
 - Disability certification*
 - Disability clinics*
- Scholarships

- Strategic Planning
 - Meetings and retreats*
 - Facilities liaison*
 - Fund-raising*
 - Marketing*
- Promotion (Proclaim the virtues of the USA Swimming Program)
 - Local media*
 - Municipal governments*
 - Educational institutions*
 - Local industry*
 - Complementary programs*
 - Philanthropic organizations*
- Other:
- Other:
- Other: