



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

## ***Instructions for the LSC***

The LEAP online evaluation system is a tool to evaluate achievement and progress of the 59 LSCs. The program evaluates and helps identify both strengths and opportunities for improvement in each LSC. The evaluation process looks at four areas in each LSC: Business and Organizational Success, Volunteer Development, Coach and Club Development, and Athlete Development and Performance. The end goal of the program is enhanced services leading to elevated athlete participation and performance. The program will benefit all LSCs by setting standards and metrics for LSCs to advance the level of USA Swimming.

Every LSC should complete LEAP once during each quad. LEAP is divided into three levels, Level 1, Level 2 and Level 3. Every LSC should complete Level 1. Upon completion of Level 1, LSCs are strongly encouraged to move on to Level 2 and Level 3. Levels 2 and 3 have both required and optional items and all are intended to both measure effectiveness and encourage growth.

LEAP is entirely web based. There are no provisions for submission of paper documents so it is important that all LSC documents be in electronic form. One or more persons in the LSC can enter information and complete the online submission. The LSC Development Committee highly recommends that the entire board be involved in the evaluation process.

Upon completion and submission, your LSC's LEAP will be evaluated by a team composed of your respective Zone Directors, your Sport Development Consultant from USA Swimming and two members of the LSC Development Committee.

## ***Getting Started***

1. ***Login in to the USA Swimming website ([www.usaswimming.org](http://www.usaswimming.org))***. If you do not have a personal account on the USA Swimming website, you will need to create one. If you already have an account, you will need to login. You do not need a separate account for your LSC. Use your personal account and password. Login here or click here to create an account.



You will be taken to the sign-in page that looks like this. You can either enter your personal username and password or create a new account.

## ACCOUNT LOGIN

Username

Password

Remember Login

[LOGIN](#) ▶

Need to create an account? [Click Here.](#)

Forgot your username or password? [Click Here.](#)

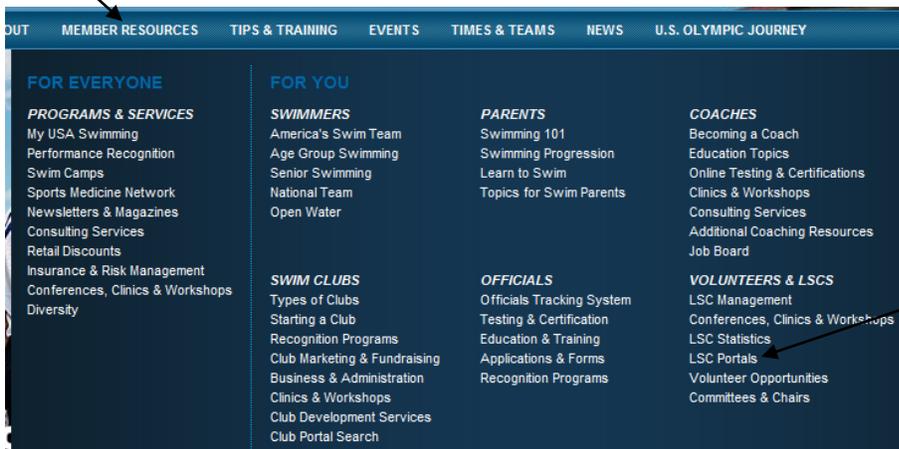
After you have logged in, you will see a welcome note on the front page. If you do not see that, you are not logged in.



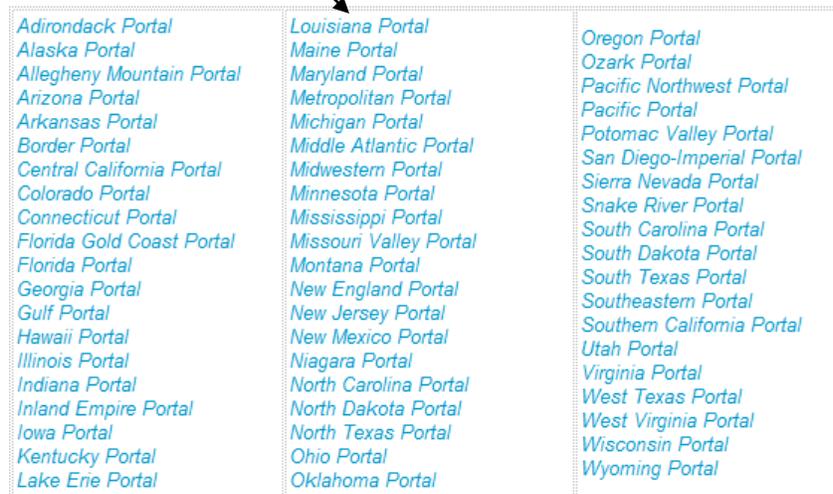
## 2. Access your LSC Portal

Every LSC is automatically assigned a free LSC Portal. Meet results and records from your LSC can be loaded, stored and viewed in your LSC Portal. You can also customize with a logo and a link to your LSC website.

1. Access your LSC portal through the Member Services tab on the USA Swimming website. Click on LSC Portals



## LSC PORTALS



<a href="#">Adirondack Portal</a>	<a href="#">Louisiana Portal</a>	<a href="#">Oregon Portal</a>
<a href="#">Alaska Portal</a>	<a href="#">Maine Portal</a>	<a href="#">Ozark Portal</a>
<a href="#">Allegheny Mountain Portal</a>	<a href="#">Maryland Portal</a>	<a href="#">Pacific Northwest Portal</a>
<a href="#">Arizona Portal</a>	<a href="#">Metropolitan Portal</a>	<a href="#">Pacific Portal</a>
<a href="#">Arkansas Portal</a>	<a href="#">Michigan Portal</a>	<a href="#">Potomac Valley Portal</a>
<a href="#">Border Portal</a>	<a href="#">Middle Atlantic Portal</a>	<a href="#">San Diego-Imperial Portal</a>
<a href="#">Central California Portal</a>	<a href="#">Midwestern Portal</a>	<a href="#">Sierra Nevada Portal</a>
<a href="#">Colorado Portal</a>	<a href="#">Minnesota Portal</a>	<a href="#">Snake River Portal</a>
<a href="#">Connecticut Portal</a>	<a href="#">Mississippi Portal</a>	<a href="#">South Carolina Portal</a>
<a href="#">Florida Gold Coast Portal</a>	<a href="#">Missouri Valley Portal</a>	<a href="#">South Dakota Portal</a>
<a href="#">Florida Portal</a>	<a href="#">Montana Portal</a>	<a href="#">South Texas Portal</a>
<a href="#">Georgia Portal</a>	<a href="#">New England Portal</a>	<a href="#">Southeastern Portal</a>
<a href="#">Gulf Portal</a>	<a href="#">New Jersey Portal</a>	<a href="#">Southern California Portal</a>
<a href="#">Hawaii Portal</a>	<a href="#">New Mexico Portal</a>	<a href="#">Utah Portal</a>
<a href="#">Illinois Portal</a>	<a href="#">Niagara Portal</a>	<a href="#">Virginia Portal</a>
<a href="#">Indiana Portal</a>	<a href="#">North Carolina Portal</a>	<a href="#">West Texas Portal</a>
<a href="#">Inland Empire Portal</a>	<a href="#">North Dakota Portal</a>	<a href="#">West Virginia Portal</a>
<a href="#">Iowa Portal</a>	<a href="#">North Texas Portal</a>	<a href="#">Wisconsin Portal</a>
<a href="#">Kentucky Portal</a>	<a href="#">Ohio Portal</a>	<a href="#">Wyoming Portal</a>
<a href="#">Lake Erie Portal</a>	<a href="#">Oklahoma Portal</a>	

## LSC WEBSITES

- Go to your LSC Portal (we are using Louisiana as an example.) It looks like this:



**LOUISIANA SWIMMING (LA)**

Home Meet Results Records

**LSC INFO**

**LSC WEBSITE(S)**  
<http://www.usaswimming.org/LA.lsc>

**LSC ADMINISTRATOR LOGIN** ▾

An arrow points to the "LSC ADMINISTRATOR LOGIN" button.

- Click on LSC Administrator Login. Enter the Password provided to your LSC by USA Swimming. This is a distinct password separate from your personal account password. Only the person or persons authorized by the LSC to administer the LSC Portal should have access to this password. If you do not have the password, contact Helen Uchiyama ([huchiyama@usaswimming.org](mailto:huchiyama@usaswimming.org)) and she will send it to you. This is where you enter your LSC password. Then click Edit LSC Portal.

## LOUISIANA SWIMMING (LA)

Home Meet Results Records

### LSC INFO

**LSC WEBSITE(S)**  
<http://www.usaswimming.org/LA.lsc>

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Please verify your email address and phone number

Email:

Contact Phone #:

Password:

[EDIT LSC PORTAL](#)

4. You are now on the page where you can edit the LSC Portal and begin to work on LEAP. Check out your options to personalize your portal page. At the bottom of the yellow box is the access to LEAP. Click on it.

Home Meet Results Records

### LSC INFO

#### LSC PORTAL ADMINISTRATION

You are currently logged into the LSC Portal in Edit Mode. While in edit mode you can do the following:

1. Create or update your LSC portal. To begin, [Click Here](#)

**NOTE:** The Meet Results tab will pull all available meets and results from USA Swimming's times database unless you uncheck the "show meet results" checkbox which you can find by clicking on the link next to "Create or update LSC portal" above. From there you can also:

- Display or disable the meet results tab (this is defaulted to on)
- Enter a LSC address, LSC contact information, upload photo and/or logo and provide the link to the LSC's website as well as the LSC's Time Standards website link.

[LEAVE LSC PORTAL EDITOR MODE](#)

#### LEAP: LSC EVALUATION AND ACHIEVEMENT PROGRAM

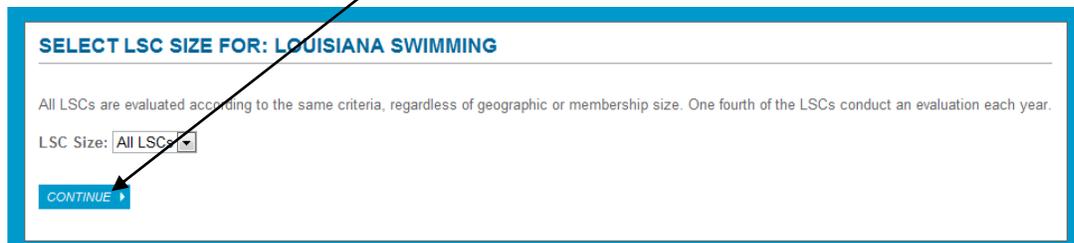
The LEAP online evaluation system is a tool to evaluate achievement and progress of the 59 LSCs. The program will evaluate and help identify both strengths and opportunities for improvement in each LSC. The evaluation process will look at four areas in each LSC: Business and Organizational Success, Volunteer Development, Coach and Club Development, and Athlete Development and Performance. The end goal of the program is enhanced services leading to elevated athlete participation and performance. The program will benefit all LSCs by setting standards and metrics for LSCs to advance the level of USA Swimming.

[GO TO LSC RECOGNITION](#)

**LSC WEBSITE(S)**  
<http://www.usaswimming.org/LA.lsc>

## Begin LEAP

1. After clicking on LEAP, you come to a screen that asks about LSC size. The program is not broken down by size, so just click on continue.



The screenshot shows a web form titled "SELECT LSC SIZE FOR: LOUISIANA SWIMMING". Below the title, there is a line of text: "All LSCs are evaluated according to the same criteria, regardless of geographic or membership size. One fourth of the LSCs conduct an evaluation each year." Underneath, there is a label "LSC Size:" followed by a dropdown menu currently set to "All LSCs". At the bottom left of the form is a blue button labeled "CONTINUE" with a right-pointing arrow.

2. All LSCs must start at Level 1 and **complete all of Level 1** before moving on. You can, however, look at the items in Level 2 and Level 3 by clicking on the tabs. You will not be able to enter information into Level 2 or Level 3 until Level 1 is complete and approved.



3. LEAP is entirely web based. You will be required to look at approximately 50 items or markers for each level. Each level is broken into four specific component areas. They are:
- Business and Organizational Success
  - Volunteer Development
  - Club and Coach Development
  - Athlete Development.

**Level 1:** all markers are **required**. All of the required items must be checked before you can move on to the next level.

1. If you are not sure what is being asked, or you need additional information or examples, click on the link found either within the question or at the end of the question. (See examples below)

**COMPLY WITH OLYMPIC AND AMATEUR SPORTS ACT** POINTS: 1

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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.

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Created: 1/10/2010 11:12:42 AM by louisiana  
 Modified: 1/10/2010 11:13:17 AM by louisiana

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**MISSION STATEMENT** POINTS: 1

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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](#).

2. In the upper right hand corner of each of the four component areas is:
- A running total of how many points the LSC has scored in that component area
  - The minimum points needed to complete that particular component.

Here is an example from Level 1, Volunteer Development

**VOLUNTEER DEVELOPMENT** TOTAL CATEGORY POINTS: 6  
Minimum Points Needed

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Required (6pts)

- Organizational Structure Communicated (1)
- Permanent Central Contact Point (1)
- Nominating Committee (1)
- Training of Officials (1)
- Mission and Vision Communicated (1)
- Number of Officials (1)

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Required points earned: 6

3. A current running score is kept at the top and bottom of the page. When all items in Level 1 are complete, the "Request Level Certification" button will be "live" and clicking on it will submit LEAP to be viewed by LEAP administrators. (This process is explained later.)

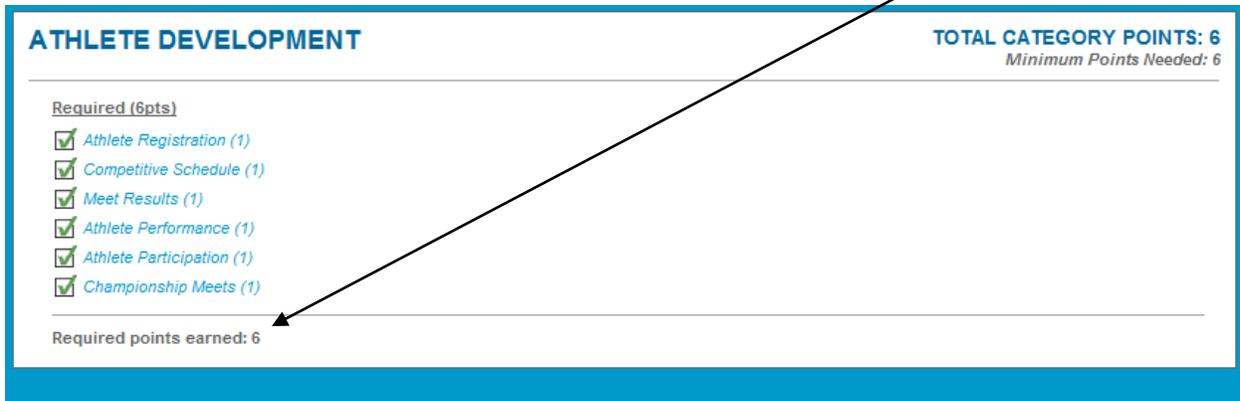
**LOUISIANA SWIMMING**  
**CURRENT SCORE: 42 POINTS**

Certification Requirements: 100% = 45.00 points

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*\*Note: All changes to this form are immediately saved and will be immediately reflected in the score above.*

- As you enter your information in each component, a checkmark appears and the score is automatically adjusted. See example below.



**ATHLETE DEVELOPMENT** **TOTAL CATEGORY POINTS: 6**  
Minimum Points Needed: 6

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Required (6pts)

- Athlete Registration (1)
- Competitive Schedule (1)
- Meet Results (1)
- Athlete Performance (1)
- Athlete Participation (1)
- Championship Meets (1)

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Required points earned: 6

## Types of Questions:

- Check off.** The simplest type of question asks the LSC “do you do this activity or understand this concept?” You are not asked for any proof. It is a point of information or education to be sure that your LSC is doing a required activity. Clicking the “Save” button means you have read the item and are in compliance. Here is an example:



**COMPLY WITH STATE AND MUNICIPAL BUSINESS LAWS** **POINTS: 1**

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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.

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Created: 1/29/2010 11:39:19 AM by louisiana  
Modified: 1/29/2010 11:39:19 AM by louisiana

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- Document upload.** In this question type, you will be asked to upload an electronic document. By clicking the Browse button, you can search for the document on your computer and upload it. After upload, click Save. You will not be able to click Save until a document has loaded. These documents will be valuable resources for the LSC Development Committee to share with other LSCs. There is no way to submit paper copies of documents.

**CREATE AND ADOPT BYLAWS** POINTS: 1

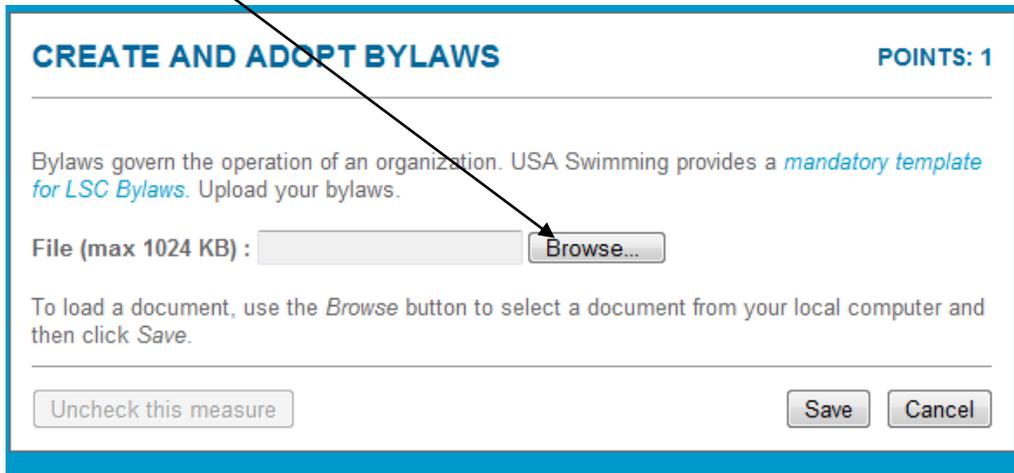
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Bylaws govern the operation of an organization. USA Swimming provides a [mandatory template for LSC Bylaws](#). Upload your bylaws.

File (max 1024 KB) :

To load a document, use the *Browse* button to select a document from your local computer and then click *Save*.

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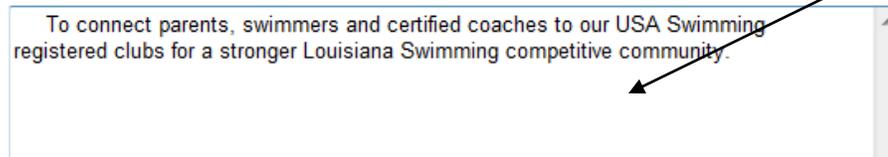
3. **Text Box.** Sometimes you will be asked to enter information into a text box. You will type directly in the box and then click the Save button. The administrators will be able to read what you have written in the box.

### MISSION STATEMENT

POINTS: 1

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](#).

To connect parents, swimmers and certified coaches to our USA Swimming registered clubs for a stronger Louisiana Swimming competitive community.



4. **SWIM Query.** The final question type, and there are only a few of these, is a query from the SWIMS database. The information about your LSC is automatically drawn from the database and points are awarded based on the data.

**NUMBER OF OFFICIALS**
POINTS: 1-1

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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 point for a minimum of 1%.

**Percent registered officials:** 3.00 % based on:  
 \* 2566 year round athletes as of 08/31/2009  
 \* 77 officials as of 08/31/2009

If you think that your information has greatly changed from the results shown above, please contact [USA Swimming](#).

Previously awarded points: 1  
 Points eligible for today: 1  
 Awarded points: 1

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Created: 2/7/2010 11:26:38 AM by louisiana  
 Modified: 2/7/2010 11:26:38 AM by louisiana

Uncheck this measure
Save
Cancel

## Other Details

1. **SAVE.** ALWAYS click SAVE to save your material. Click CANCEL to exit the screen without saving.
2. **Uncheck this measure.** You can delete your information by clicking on Uncheck this measure. It will take away what you have entered. (“Cancel” simply closes the box without saving your information.) “Uncheck this measure” deletes the item and takes away your points. Note that an administrator can also “uncheck this measure” if the material you supplied is incorrect, incomplete or inaccurate.
3. **Admin Override points.** In the queries, an administrator can override the points automatically awarded if there is some compelling reason to do so.
4. **Exiting and Saving.** You can exit at any time. Everything you have done will be saved. Click Logoff (in the upper right corner) or just close the website or go to another part of the website. To reenter, follow the same procedures to login, go to the LSC Portal, and access LEAP.

## Completing and Submitting LEAP

1. When all items are complete, you will receive a “congratulatory pop-up” and the Request Level Certification button will be “live”. Click on it to submit your LEAP. That will activate an email to the people who will look at your submission.

**LOUISIANA SWIMMING**  
**CURRENT SCORE: 42 POINTS**

Certification Requirements: 100% = 45.00 points

---

*\*Note: All changes to this form are immediately saved and will be immediately reflected in the score above.*

Back to LSC Portal
Request Level Certification

2. Your LEAP will be checked over by a minimum of three people including a Zone Director from your Zone, the Sport Development Consultant from your Zone and a member of the LSC Development Committee. Once they verify the information, you will receive an email notifying you that the LSC has been approved for a certain level or denied. If you have been denied, an explanation will be included. Once you have received approval, you may click on Print Certificate and start working on Level 2. The logo for the appropriate LEAP level will automatically appear in your LSC portal. (You can look at the items in a higher level at any time, but you may not start to enter them until you have completed and received approval at the previous level.)

**Level 2 and 3:** These levels are intended to be more demanding. Some of the items could be things your LSC is not doing, but might want to consider doing in the future. Levels 2 and 3 contain two types of markers: *Required and Additional*. Every *Required* item must be completed in order to move to the next level. *Additional* items can be completed to earn more points in that component area. A running total will be kept in the upper right hand corner of the page. You must score 80% of the total points in the level and complete **EVERY** *Required* item.

The screenshot displays the LSC Evaluation & Achievement Program interface. On the left, a vertical menu shows three levels: Level 1, Level 2, and Level 3. Level 2 is currently selected. The main content area features a large graphic for 'LEAP LEVEL 2' with the USA Swimming logo. Below the graphic, it reads 'LSC EVALUATION & ACHIEVEMENT PROGRAM'. On the right side, a white box contains the following information: 'LOUISIANA SWIMMING', 'CURRENT SCORE: 0 POINTS', and 'Certification Requirements: 80% = 71.20 points'. A note states: '\*Note: All changes to this form are immediately saved and will be immediately reflected in the score above.' At the bottom of this box are two buttons: 'Back to LSC Portal' and 'Request Level Certification'.

1. You will need to complete a number of *Additional* items plus **all** of the required items to complete the component area and the level. Below is a Level 2 Example. Note that there are 5 *Required* items and 5 *Additional* Items. You must complete all 5 *Required* items and can score a maximum of 7 points in the *Required* category. However 10 points are needed to complete the component, so you would also need to score some *Additional* points.

BUSINESS AND ORGANIZATIONAL SUCCESS		TOTAL CATEGORY POINTS: 0
		<i>Minimum Points Needed: 10</i>
<b>Required (6pts)</b>		<b>Additional</b>
<input type="checkbox"/> Quadrennial Budget (1)		<input type="checkbox"/> USA Swimming Swimposium (1)
<input type="checkbox"/> Job Descriptions (1)		<input type="checkbox"/> Electronic Meet Entry (1-2)
<input type="checkbox"/> USA-S LSC Leadership School (1)		<input type="checkbox"/> Service and Facility Contracts (1)
<input type="checkbox"/> LSC Website (1-2)		<input type="checkbox"/> Pool Certification (1)
<input type="checkbox"/> Diversity Liaison (1-2)		<input type="checkbox"/> Annual Review of Employees (1)
<input type="checkbox"/> Crisis Management Plan (1)		
Required points earned: 0		Additional points earned: 0

2. Unlike Level 1, some items are worth more than 1 Point. Here is an example:

Each LSC must provide a liaison or contact person for interaction between the LSC and the National Diversity Committee. Enter the name of your LSC Diversity Liaison in the text box and award one point. Award an additional point if the Diversity Liaison is a member of the LSC Board of Directors. After entering your information, click on the Save button below.

The submission process is the same as for Level 1.

If you have questions about the online process, please contact USA Swimming staff member:

Sue Anderson

[sanderson@usaswimming.org](mailto:sanderson@usaswimming.org)

If you have questions about LEAP in General, please contact LSC Development Committee Chair:

Don Power

[dpower@solaicx.com](mailto:dpower@solaicx.com)

If your LSC needs assistance with LSC Governance issues, please contact Governance Consultant, Arlene McDonald

[Arlenemcd@aol.com](mailto:Arlenemcd@aol.com)