

Club Leadership/Registrar

Lake Erie Swimming

September 30, 2012

What is Lake Swimming, Inc. (LESI) ?

- One of 59 Local Swimming Committees (LSCs) that form USA Swimming
- Individual Members
 - 4,158 athlete members
 - Year round – 3,685
 - Outreach – 52
 - Seasonal - 421
 - 283 non-athlete members
 - 40 club members
- House of Delegates (90 members plus 15 at large-members); meets in Oct and May
- Board of Directors (20 members) meets monthly
- 34 committees

What does LE do?

- **Mission:**

Lake Erie Swimming provides an inclusive environment committed to competitive and personal excellence through education and innovative programming.

- **Vision**

Inspiring the pursuit of excellence in swimming and in life

Club Stats

Athlete Stats

LE Registration History

General Issues

- Insurance
- Club Portal
- Foreign Athletes
- Y / USA Swimming Membership
- Transferring and 120 Day Rule
- Finances
- Elaine Miller Fund
- Safe Sport

Why do clubs join?

- So that athletes can enter USA Swimming sanctioned competitions
- To take advantage of USA Swimming programs & services
- For insurance purposes

Types of Insurance Coverage

- Liability Insurance
- Excess Accident Medical Coverage

What Liability Insurance Covers

Provides coverage for claims alleging bodily injury, property damage and personal injury occurring during an insured activity.

Insured activities include USA Swimming sanctioned or approved meets, covered competitions, practices, try-outs, and **approved** social and fundraising activities.

Liability Insurance – Who is Covered?

- USA Swimming, Inc.
- Local Swimming Committees (LSC)
- Member Clubs
- Any member of USA Swimming
- Any volunteer **acting on behalf of and with the approval of USA Swimming**

What Liability Insurance doesn't cover

- Diving from other than regulation starting platforms or poolside
- Automobile liability
- Workers' Compensation
- Directors & Officers (D&O) liability (wrongful acts/decisions not resulting in bodily injury or property damage)
- Crime (dishonesty)
- Employment/Employer related activities

Excess Accident Medical Coverage

This program is excess to a member's primary insurance. If the member has primary insurance, the Swimming policy pays 100% of what the member's policy won't pay. If the member does not have personal primary insurance, then the Swimming policy kicks in with a \$100 deductible. There is a \$25,000 maximum per occurrence for medical or dental.

Note: Member pays up front cost, fills out paperwork and gets reimbursed.

Optional Insurance for Clubs

- Workers' Compensation
- Hired, Non-owned Auto
- Directors and Officers Liability
- Employment Practices Liability
- Property Insurance (for owned, not leased, property)

For additional information or questions about the USA Swimming insurance program, contact Carol Burch at 719.866.4578 or cburch@usaswimming.org

For insurance certificates or to file a Report of Occurrence Form, contact Mary Illich at 719.866.4578 or millich@usaswimming.org

Club Portal

- What is the Club Portal? Club has access through USA Swimming website to a specific club area to disseminate public information and privately to run real time reports from SWIMS (USA centralized database)
- Where to get admin password: pamswim@aol.com
- Where to get instructions: LE website under FORMS
- Why use the Club Portal?

Club Portal Area

USA Swimming - Club Portals - Windows Internet Explorer

http://www.usaswimming.org/DesktopDefault.aspx?TabId=708&Alias=Rainbow&Lang=en&clubId=1810

File Edit View Favorites Tools Help

★ Favorites AOL Mail (12) AOL Mail (11) AOL Mail (7) AOL Mail (5) Create a Survey - SurveyM... AOL Mail CampusTools HigherEd (... AOL Mail (4) CampusTools HigherEd (... CampusTools HigherEd

Add to Favorites... x USA Swimming - ... x USA Swimming - Po...

Favorites Feeds History


View By Date

- 3 Weeks Ago
- 2 Weeks Ago
- Last Week
- Monday
- Tuesday
- Wednesday
- Thursday
- Today

See Suggested Sites


- Programs & Services
- Swimmers
- Parents
- Coaches
- Swim Clubs
 - Types of Clubs
 - Starting a Club
 - Recognition Programs
 - Club Marketing & Fundraising
 - Business & Administration
 - Clinics & Workshops
 - Club Development Services
 - Club Portal Search
- Officials
- Governance & LSCs
- Volunteers

USA SWIMMING CLUBS FAN PAGE NOW ON FACEBOOK
Become a fan of the [USA Swimming Clubs Facebook Fan Page](#) – the fan page for clubs, parents and coaches with up-to-date information on events, USA Swimming programs, education tips and more.



PENGUIN SWIMMING

Penguin Swimming is a year-round swim program that participates in competitive swim meets under the auspices of the USA swimming program. We offer a guided age group youth program that ranges from introducing swimming techniques to beginning swimmers to training experienced competitive swimmers. When interested swimmers become members of Penguin Swimming, they learn the values of sportsmanship and teamwork. The coaching staff strongly believes that swimming provides physical, emotional, and intellectual skills that will last a lifetime.



Home Announcements Practice Schedules Upcoming Meets Meet Results Facilities Reports

CLUB INFO

CLUB WEBSITE(S)
<http://www.usaswimming.org/LE/PS.club>

CLUB CONTACT
Greg McAtee
6624 Glendale Ave.
Boardman, Ohio 44512
330-503-2835 home
gmmcatee77@hotmail.com

CLUB COACHES
Anna Joerndt joerndt_anna@hotmail.com
C.J. Moser-Flatley flatleymoser@aol.com
Frank Supancic wghswim@yahoo.com
Gerald Bailey jbailey@apohoro.com

Internet | Protected Mode: Off

Friday, September 23, 2011 12:25 PM 9/23/2011

Foreign Athletes

- ▣ Foreign Federation Member Joining USA Swimming
- ▣ USA Swimming Athlete Joining a Foreign Federation
- ▣ Foreign Travel by USA Swimming Members
- ▣ Inviting Foreign Athletes/Teams
- ▣ Foreign Athletes Who Train with USA Swimming Clubs
- ▣ United States Citizens Residing Outside of the United States
 - USA Swimming has an “open border” policy with Puerto Rico, Canada, Bermuda and the US Virgin Islands. Travel documents are not necessary for their athletes or clubs traveling to the U.S. and are not necessary for USA Swimming athletes traveling to these countries.

Check with your LSC Registrar when foreign athlete questions arise

YMCA_USA Swimming Memberships

- Clubs have dual Y / USA Swimming programs (example CFYN)
- Clubs are *only* Y or *only* USA Swimming
- Can a swimmer compete in both Y meets and USA Swimming meets?
Must hold Y and USA registration AND
 - CFYN – they represent CFYN for both competitions
 - Y rules will not allow swimmer to represent 2 different clubs during the Y season so swimmer who belongs to a Y and also to a USA club (example – Copley Y and FAST) must swim UN (unattached) USA during the Y short course season
 - Check with Y program for individual rules regarding how many Y meets and which Y meets qualify a Y swimmer for zone and national Y meets - LE resource person: Dale Craddock (dcraddock@ameritech.net)

Transfer Procedure

- A paper or electronic document that specifies when the swimmer last competed for their old club.
- While swimmer is in unattached status (during the 120 days), they:
 - CAN Practice with their new club
 - CAN go to meets with their new club
 - CANNOT swim relays for their new club
 - CANNOT have points count for their new club
- Who can send transfers?
 - Club can collect transfers from parents and send/email them to the LSC registrar
 - Parents can send/email transfer form

LE has NO fee for a transfer

120 Day Rule

- When a swimmer changes clubs (either inside or outside the LSC) 120 days must elapse from when the swimmer last *competed* for his/her old club and when he/she competes affiliated with their new club.
 - Example. If a swimmer competed July 4, 2009 for Club A and then changes to Club B, the swimmer cannot compete affiliated with Club B until November 2, 2009

Notes:

- 120 Day Rule does *not* apply to college swimmers – they attached immediately to their USA club once their college season is over
- USA Swimming sends email to head coach regarding affiliation dates when a transfer takes place

Finances

- Meet Entries and Registrations
 - Send electronic files and follow up with check through regular mail
 - Meet entry and registration is not processed until check is received
- No registrations will be processed for new year until club balance is zero or a credit
- Best Practices
 - When club emails electronic file, they copy club Treasurer to send check
 - Other

Elaine Miller Fund

- What is it?

9.1 The purpose of the Elaine Miller Fund is to provide funds to those LESI swimmers who otherwise would be unable to continue in competitive swimming or to attend special swimming events.

- How does it work?

- Application form is located on LE website under FORMS
- Application form is filled out by swimmer or swimmer's club and must be signed by club and parent/guardian and sent to me
- A swimmer may receive aid more than once in a single year, but amount cannot exceed \$500/year
- Applications are reviewed quarterly by the Elaine Miller Committee and awards are based on the judgment of the committee and availability of funds.
- To ensure a need is present the club needs to show financial contribution and LESI will contribute up to the amount of the club contribution.
- Awards can be used for club dues, meet entry fees, expenses associated with special swimming events, etc.

USA Swimming Safe Sport Program (formerly Athlete Protection program)

- **Purpose:** to provide a safe environment for all members
- **Screening and Selection**
 - Background checks required for all non-athlete members
 - Clubs must complete three required pre-employment screens on any new employee (reference checks, education verification, and motor vehicle reports)
 - Free athlete protection training required for all non-athlete members
 - Free athlete protection video for all parents
- **Recognizing, Reporting & Responding**
 - Reports of suspected abuse can be made by phone, by email, by letter, by fax or by USA Swimming's new online reporting form
 - Persons who report can choose to identify themselves or they can remain anonymous
 - <http://www.usaswimming.org/DesktopDefault.aspx?TabId=1955&Alias=Rainbow&Lang=en>
(Members Resources – Safe Sport)
- **Grassroots Engagement & Feedback**
 - LE has a Safe Sport Committee to disseminate educational information and awareness of abuse.
 - Local level contacts
 - Pam Cook – pamswim@aol.com
 - Tina McCauley – Chair of LE Safe Sport committee - mccauley_t@Shaker-Heights.k12.oh.us



PROGRAMS & SERVICES

Home / Member Resources / Programs & Services / Safe Sport

- ▼ Programs & Services
 - ▼ **Safe Sport**
 - ▶ Policies & Guidelines
 - ▶ Screening and Selection
 - ▶ Training & Education
 - ▶ Recognizing, Responding & Reporting
 - ▶ Club & LSC Toolkit
 - ▶ Deck Pass
 - ▶ Member Welcome Kit
 - ▶ Member Travel Portal
 - ▶ Awards & Recognition
 - ▶ Consulting Services
 - ▶ Swim Camps
 - ▶ Conferences, Clinics & Workshops
 - ▶ Newsletters & Magazines
 - ▶ Sports Medicine

USA SWIMMING'S SAFE SPORT PROGRAMMING

USA Swimming is committed to fostering a fun, healthy and safe environment for all. For this reason, we have in place a detailed [Code of Conduct](#). The following rules, policies, procedures, and tools are intended to serve our members as we work together to maintain this environment.

For questions or concerns, please contact our Director of Safe Sport, [Susan Woessner](#), Program Coordinator [Liz Hoendervoegt](#). Susan and Liz oversee USA Swimming's efforts to create positive training environments.

SUSAN WOESSNER, DIRECTOR OF SAFE SPORT

swoessner@usaswimming.org

719-866-3589

LIZ HOENDERVOOGT, SAFE SPORT COORDINATOR

ehoendervoegt@usaswimming.org

719-866-3542

[About Susan Woessner](#)

[Q&A with Susan Woessner \(Swimming World Magazine\)](#)

[About Liz Hoendervoegt](#)

Times Issues

- Times Exception Reports
- What times go into SWIMS
- What meets do not require USA times
- Lead off splits – individual and relay events
- Relays in SWIMS

Times Exception Reports

- Meets that have qualifying times that are indicated as “faster than” have times checked after the meet
- If a swimmer does not make the qualifying time and does not have the qualifying time in SWIMS, a fine of \$10/swim is assessed
- Club personnel receive a Times Exception Report and have 2 weeks to provide proof of time. (Report typically goes to Club Registrar , Head Coach or person identified by club)
- If proof of time is not provided, the club pays the fine or can have it deducted from the club registration account.

What Times Go Into SWIMS?

- SWIMS – USA Swimming centralized database
- Any individual time that is swum at a USA sanctioned meet (not a DQ)
- Any individual time that is swum by a USA Swimmer at an approved or observed meet (providing LSC uploads it)
 - Approved meet – a meet that includes USA swimmers and non-USA swimmers and is conducted under USA rules (i.e. Y meets, Parkview Sizzler)
 - Observed meet – a high school meet that includes USA swimmers and non USA swimmers and has USA officials observing the meet

What Meets Do Not Require Times in SWIMS?

- In LE, Gold and Silver championships during Short Course
 - Why? It was felt because HS competition occurs during winter, older swimmers do not have opportunities to achieve USA times
- USA Central Sectionals
 - Why? Emphasis is on club participation
- For the above meets, proof of times can include observed, approved and other meets (see meet information for specifics and contact meet host if in doubt)

Lead-Off Splits

- No lead off splits from either individual or relay events are automatically entered into SWIMS
- If a lead off split is desired, the following procedure must be observed prior to the swim:

Any initial distance splits, either individual or the lead off leg of any relay, for the time to go into SWIMS the swimmer(s) or the swimmer(s) coach must notify either the meet referee or the admin. referee before the event and provide the necessary watches. If the swimmer makes the time or if they want the time to go into SWIMS, then the proper paperwork must be completed after the swim and all watches must be shown to the admin. referee. Please see LESI Handbook 6.3.3 and USA Swimming rulebook 102.24.1A(1)(d) and 102.27.4 for more detailed information.

Times

- LE will not be uploading any non-championship relays automatically (effective 2012-2013 Short Course)
- If a non-championship relay needs to be uploaded to SWIMS, contact Pam Cook (Example: record)
- Who to contact regarding Times:
 - Sanctioned and Approved meets – Pam Cook (pamswim@aol.com)
 - Observed HS meets – Chuck Kunsman (chuck163@yahoo.com)

Registration – Athlete Membership

- Membership Types and Requirements
 - Athlete
 - Year round – expires (12/31) \$54
 - Seasonal – 150 days from when registered \$31.50
 - Outreach - \$5
 - Requires documentation of free or reduced lunch program or primary family breadwinner out of work for more than 6 months

Non-Athlete Membership

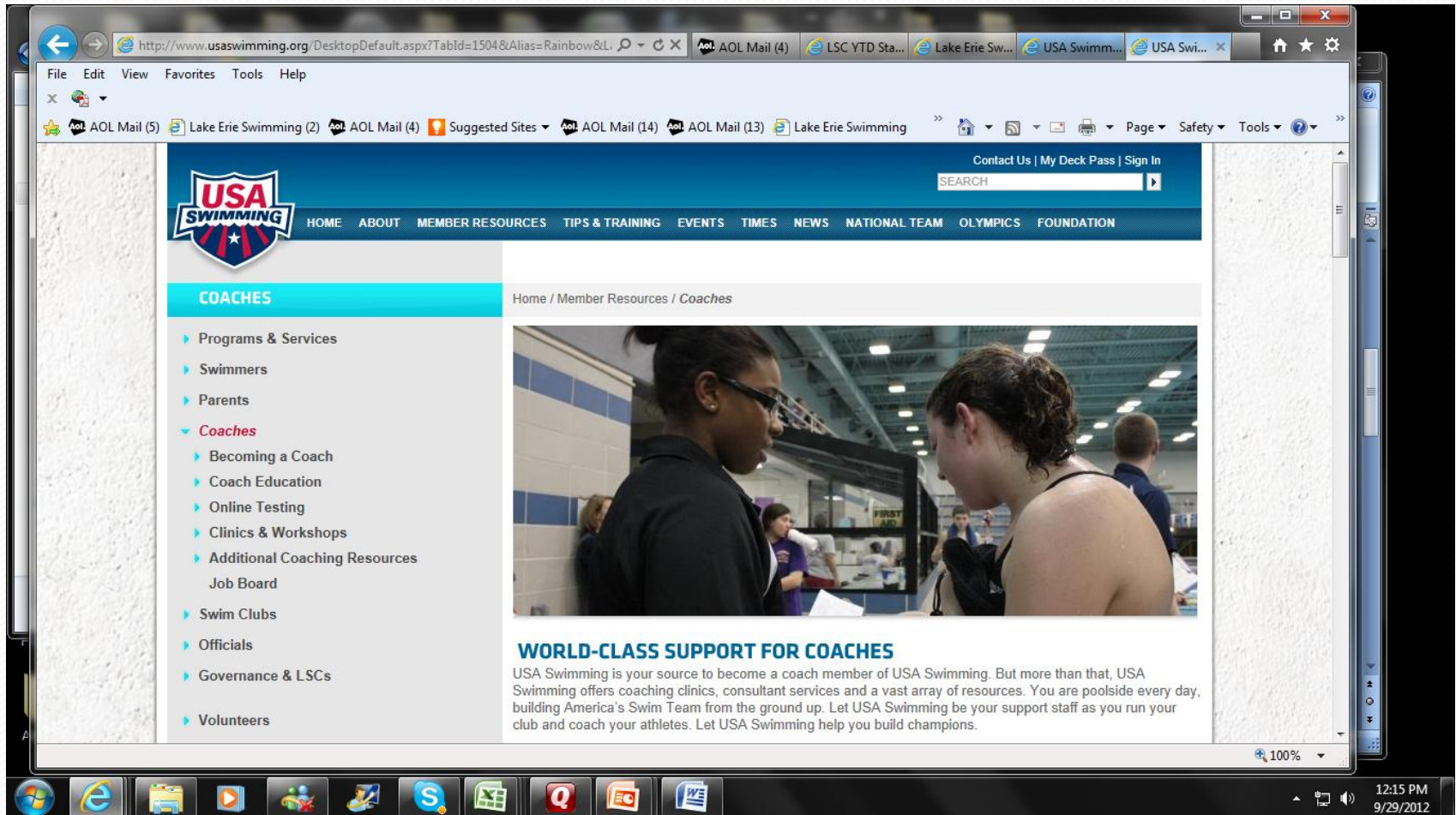
Who: Official, Coach, Other(Parent) – cost \$57

Requirements:

- All types must have:
 - Background Check (good for 2 years)
 - Level 1- Other (Cost \$19)
 - Level 2- Officials, Coaches (Cost \$39 for new registration)
 - For those renewing background checks, cost is \$19 if using the RENEWAL button at USA Swimming (effective 10/3/12)
 - Athlete Protection Training (all) (Cost: \$0)
- Coaches – Approved certifications are located on the USA Swimming website <http://www.usaswimming.org/DesktopDefault.aspx?TabId=1504&Alias=Rainbow&Lang=en>
 - Current CPR
 - Current First Aid
 - Current Safety Training for Swim Coaches (2 parts – pool part (LG) and test part)
 - Taking complete STFSC course
 - Having LifeGuarding cert for the pool part and taking STFSC online for test part
 - New or Coaches Renewing for 2nd year of USA coaching
 - For Coaches Renewing for 2nd year of USA coaching – Foundations of Coaching (9/30-12/31/12)
 - New Coaches Only – Foundations of Coaching Two Parts (effective 1/1/13)

Where to go for tests/information?

<http://www.usaswimming.org/DesktopDefault.aspx?TabId=1504&Alias=Rainbow&Lang=en>



The screenshot shows a web browser window displaying the USA Swimming website. The browser's address bar shows the URL: <http://www.usaswimming.org/DesktopDefault.aspx?TabId=1504&Alias=Rainbow&Lang=en>. The website features a blue header with the USA Swimming logo and navigation links: HOME, ABOUT, MEMBER RESOURCES, TIPS & TRAINING, EVENTS, TIMES, NEWS, NATIONAL TEAM, OLYMPICS, and FOUNDATION. A search bar is located in the top right corner. The main content area is titled "COACHES" and includes a sidebar with a list of links: Programs & Services, Swimmers, Parents, Coaches (expanded), Becoming a Coach, Coach Education, Online Testing, Clinics & Workshops, Additional Coaching Resources Job Board, Swim Clubs, Officials, Governance & LSCs, and Volunteers. The main content area displays a photo of two women in a pool setting, with the heading "WORLD-CLASS SUPPORT FOR COACHES" and a paragraph of text: "USA Swimming is your source to become a coach member of USA Swimming. But more than that, USA Swimming offers coaching clinics, consultant services and a vast array of resources. You are poolside every day, building America's Swim Team from the ground up. Let USA Swimming be your support staff as you run your club and coach your athletes. Let USA Swimming help you build champions."

LE Parent Information

The screenshot shows a web browser window displaying the 'Parents Resource Directory' page on the Lake Erie Swimming website. The page features a blue header with the 'Lake Erie Swimming' logo and a navigation menu. Below the header, the 'Parents Resource Directory' is presented as a table of links.

<u>Parents Resource Directory</u>		
Link to Parent Section on USA Swimming	NISCA - National Interscholastic Swimming Coach Association	ASCA - American Swimming Coach Association
OHSAA	Ten Commandments of Sports for Parents	Introduction to LE Swimming - Survival Guide for Parents
Safe Sport Parent Education	60 Ways to Promote Swimming	

The browser's address bar shows the URL <http://www.lakeeriewimming.com/parents.htm>. The taskbar at the bottom of the screen includes icons for various applications and shows the system clock as 12:17 PM on 9/29/2012.

LE Resources

www.lakeerieswimming.com

http://www.lakeerieswimming.com/index.htm

File Edit View Favorites Tools Help

HOME NEWSLETTER MEETS & EVENTS MEMBER RESOURCES FORMS RECOGNITION PROGRAMS TIMES GOVERNANCE ABOUT US LINKS

Lake Erie Swimming
301 Rockledge Drive
Bay Village, Ohio
44140

Sponsors

800-448-7714
HASTY
★ AWARDS ★
EST. 1986
www.hastyawards.com

LAKE ERIE HEADLINES

It is not too late to come! - Sunday, September 30, 2012,

9am - 11am [Meet Management Workshop](#) Contact Sharon - sharon_badertscher@ohnd.uscourts.gov.

9-11 am - Club Registrar/Leadership session - all clubs should be represented

Sunday, Sept. 30 [LESI House of Delegates Notice](#) (rev 9/26)
[House of Delegates Legislation](#) [House of Delegates](#)

MEET INFORMATION

Date(s)	Meet	Warm-up	Results	TM File	MM Bkup
9/30	Meet Management Workshop				
9/30	LESI House of Delegates				
10/7	Sprint Spectacular				
10/13-14	CCS Age Group				
10/20	Peg Neal Pentathlon				

100%

12:22 PM
9/29/2012

Where to get information on the USA Swimming website: Members and Resources

The screenshot shows the USA Swimming website in a Windows Internet Explorer browser window. The address bar displays <http://www.usaswimming.org/DesktopDefault.aspx>. The browser's Favorites list on the left includes 'USA Swimming - Home'. The website's navigation menu includes: HOME, ABOUT, **MEMBER RESOURCES**, TIPS & TRAINING, EVENTS, TIMES, NEWS, NATIONAL TEAM, OLYMPIC TRIALS, and FOUNDATION. A search bar is located in the top right corner.

The main content area is titled 'FOR EVERYONE' and is organized into several columns:

- PROGRAMS & SERVICES**
 - Deck Pass
 - Member Welcome Kit
 - Athlete Protection
 - Member Travel Portal
 - Awards & Recognition
 - Consulting Services
 - Swim Camps
 - Conferences, Clinics & Workshops
 - Newsletters & Magazines
 - Sports Medicine Network
 - Insurance & Risk Management
 - Diversity
- FOR YOU**
 - SWIMMERS**
 - America's Swim Team
 - Featured Articles
 - Swimmers Video Series
 - Age Group Swimming
 - Senior Swimming
 - Open Water
 - Disability
 - SWIM CLUBS**
 - Starting a Club
 - Recognition Programs
 - Club Marketing & Fundraising
 - Business & Administration
 - Clinics & Workshops
 - Club Portal Search
 - OFFICIALS**
 - Officials Tracking System
 - Testing & Certification
 - Education & Training
 - Applications & Forms
 - Recognition Programs
 - VOLUNTEERS**
 - Local Opportunities
 - National Opportunities
 - PARENTS**
 - Swimming 101
 - Levels of Swimming
 - Learn to Swim
 - Parent Education
 - COACHES**
 - Becoming a Coach
 - Coach Education
 - Online Testing & Certifications
 - Clinics & Workshops
 - Job Board
 - GOVERNANCE & LSCS**
 - Swimming Governance
 - LSC Management
 - Conferences & Workshops
 - LSC Websites & Portals

Below the main content area, there are three featured sections:

- JOIN TODAY**
BECOME PART OF AMERICA'S SWIM TEAM
Want to be a teammate of Ryan Lochte and Natalie Coughlin? Find a USA Swimming club near you and dive into the world of swimming.
- FEATURED STORY**
9/22/2011 **The Buzz: An Infinite Impact**
On October 23, 2010, the swimming world collectively shed a tear when hearing the news that National Team member Fran...
- NATIONAL TEAM VIDEOS**
Check out the latest videos featuring your favorite National Team swimmers. Here you'll find interviews, athlete appearances and more.
[WATCH VIDEOS...](#)

The browser's taskbar at the bottom shows the time as 11:25 AM on 9/23/2011, and the system tray includes icons for Internet Protected Mode (Off), volume, and network connectivity.



Comments or questions?