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 must complete LEAP once during each quad. LEAP is divided into three levels, Level 1, Level 2 and Level 3. Every LSC must 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, a USA Swimming volunteer and a member of the LSC Development Committee.

It is understood that LSC policies in place at the time of LEAP submission may be enhanced or may be modified to conform to USA Swimming Rules and Regulations during the term between original submission of LEAP and subsequent resubmission in the next quadrenium. However, in the spirit of fairplay, it is understood that such policies may not be enacted to conform to LEAP requirements and then subsequently rescinded once LEAP status has been granted.

Getting Started

1. Login in to the USA Swimming website (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](image)

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 with your name on the front page. If you do not see that, you are not logged in.

![Welcome Note](image)

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 Resources tab on the USA Swimming website.
Under Volunteers and LSCs, click on LSC portals.

2. Scroll down the page to LSC Portals (past the LSC websites) and locate your LSC. Click on your LSC. It looks like this.
3. Go to your LSC Portal (we are using Louisiana as an example.) It looks like this: Click on LSC Administrator Login.

4. 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) and she will send it to you. This is where you enter your LSC password. Then click Edit LSC Portal.
5. 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.

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**Begin LEAP**

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

![Select LSC Size for: Louisiana Swimming](image)

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 have to click **directly on the NUMBER**. You will not be able to enter information into Level 2 of Level 3 until Level 1 is complete and approved.

![LEAP Level 1](image)

3. LEAP is entirely web based. You will be required to look at 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.

4. Here are some important reminders before you submit LEAP:
• Submit your bylaws as a WORD document? (pdf docs are unacceptable.)
• Create a file on your computer and save copies of all documents submitted.
• Save information entered in Textbox questions. (Hint: cut and paste the information onto
  Word Documents.)
• Make sure documents you submitted show the date of approval or acceptance by your LSC
  Board.
• Submit current documents. Note: Many documents requested must be your most recent, or
  within one year of submission.

Level 1: You will see two columns, REQUIRED and ADDITIONAL. You must complete EVERY
required marker. The Additional item(s) is optional. 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.

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.
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.)

4. As you enter your information in each component, a checkmark appears and the score is automatically adjusted. See example below.
Types of Questions:

1. **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:

   ![Check off example](image1.png)

2. **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.

   ![Document upload example](image2.png)
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.

4. **SWIM Query.** The final question type, and there are only a few of these throughout LEAP, 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.
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. **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.

2. Your LEAP will be checked first by the LEAP Administrator who will advise on any items to be found out of date, incorrect or missing required information. Once those items have been updated your LEAP submission with be reviewed by an evaluation team including Zone Directors from your Zone, a USA Swimming volunteer 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, listed in the left hand column must be completed in order to move to the next level. *Additional* items, listed in the right hand column, 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.

You will need to complete a number of Additional items plus all of the required items to complete the component area and the level. Above is a Level 2 Example. Note that there are 6 Required items and 5 Additional Items. You must complete all 6 Required items and can score a maximum of 8 points in the Required category. However 10 points are needed to complete the component, so you would also need to score some Additional points.

1. 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 and submission of LEAP, please contact USA Swimming Governance Consultant and LEAP Administrator:

Jane Grosser
leap.grosser@sbcglobal.net