

USMS Convention — Kansas City, Missouri 2015

Committee Name: LMSC Development	Session #: 01
Committee Chair: Paige Buehler	Vice Chair: Daniel Cox
Minutes recorded by: Erin Sullivan	Date/time of meeting: October 1, 2015/2:00PM

Actions Requiring Approval by the HOD:

1. None

Motions Passed:

1. MSA July 28, 2015 meeting minutes

Number of committee members present: 16	Absent: 2	Number of other delegates present: 45 (+ 3 staff)
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Committee members present (list all, including chair and vice chair): Paige Buehler, Daniel Cox, Tyler Blessing, Linda Chapman, Jerry Clark, Sally Guthrie, Viki Hill, Matt Hooper, Mary Hull, Tim Lecrone, Michael, Moore, Hugh Moore, Lori Payne, Jeff Strahota, Erin Sullivan, Chris Stevenson (Ex-Officio)

Committee Members Absent: Randy Crutchfield, Tim Waud

Minutes

The meeting was called to order at 2:05 p.m.

1. We are going to try resurrecting the Dispute Resolution procedures revisions. Need to modify and encourage LMSCs to adopt the procedures so there is more consistency should disputes go to National Board of Review.
2. Mentoring Subcommittee – Jerry Clark reported that we have held 10 of the 12 Peer-to-Peer Teleconferences (P2P) for 2015. The goal is for participants to ask questions and to figure out best practices. Would like for the National Office to send out best practices culled from the P2P calls for all the volunteer roles. Mel Goldstein has suggested that we should include how to increase membership and help the coaches bring in more members as topics.
3. Education Subcommittee – Dan Cox reported that the subcommittee helped with the organization of the Leadership Summit and with webinars. For this convention, we are offering four really good workshops on Friday. The Media workshop is unopposed with regard to the other three workshops. On Saturday, we will hold a Staff Speed Dating workshop – Dan explained how it works. Dan is the shepherd; the committee members will serve as border collies. Role Round Table Lunch - choose a role and join the group to have a discussion regarding the role, responsibilities, etc of that position.
4. Practices and Standards – Hugh Moore submitted the report (attached) primarily addressing the direction a revision of the LMSC Standards Policy would take. Chris Stevenson reported that failure to meet the “mandatory” standards could result in loss of non-profit status.
5. Discussion regarding LMSC responsibility (or not) for reporting if the LMSC Standards are met. LMSCs are encouraged to conduct a self-audit. “Scorecards” as have been published in previous years were not done in 2015 given that we are looking to revise the policy.
6. 2015 Committee Goals
 1. Establish 1-2 focal practice areas to emphasize in committee operations and communications – Done
 2. Support LMSC Leadership Summit – Done
 3. Review LMSC Standards Policy – Ongoing
 4. Review LMSC Development mission statement – Done
 5. Create Rev. 1 recommended practice repository – Have been collected. Will be sent after Convention.
 6. Promote Guide to Operations (GTO) – Done
 7. Convention Workshops – Done
 8. Facilitate LMSC Performance against Standards Audit – Ongoing
 9. Facilitate Peer-to-Peer (P2P) – Done
 10. Identify, publicize and maintain Peer Network by Zone – Ongoing

11. Adopt and promote model LMSC dispute resolution procedures - Ongoing

7. 2016 Committee Goals –Suggestions include: review remediation procedures, survey the LMSCs again, continued P2P teleconferences, convention workshops, planning/support 2017 Leadership Summit, promote GTO.

Tasks for the Upcoming Year

1. Review the Dispute Resolution procedures. Modify as needed and encourage all LMSCs to adopt the recommended procedures.
2. Reorganize and revise LMSC Standards Policy, including a full rewrite of the remediation procedures, for Board of Directors review and adoption.
3. Set 2016 Committee Goals

The meeting was adjourned at 3:15 p.m.

Suggested Restructure of LMSC Standards

The Practices and Standards subcommittee of LMSC Standards met on May 11 and reviewed a report that detailed findings along with a list of recommendations. These recommendations included restructuring LMSC Standard as outlined below.

The LMSC Development Committee subsequently met and approved the following motion:

MSA: Move forward on revising LMSC Standards policy to include restructuring them as Mandatory Standards and Target Standards and take concept and preliminary proposals to the Board of Directors.

Note: If adopted, we would likely more thoroughly review compliance with the Mandatory standards to make sure LMSCs are truly compliant. Based on LMSC self-review in prior compliance surveys, the number of LMSCs that are expected to not be fully compliant with the Mandatory Standards is around seven. This contrasts with the 47 that are not currently compliant with all Required Standards.

Excerpts from May 11 P&S Report:

While reviewing the current standards it became obvious that Required Standards truly aren't required. An elaborate remediation procedure is included for LMSCs that are not fully compliant. However, 47 of our 52 LMSCs are not fully compliant. Many of the "required" standards are likely to never reach 100% compliance. The report recommends that we rewrite LMSC Standards as follows:

- **Mandatory.** These are the most critical standards. The initial list includes 12 standards.
 - The remediation procedure would only apply to these standards
 - LMSC Development Committee should focus on getting all LMSCs compliant with these standards before devoting significant resources toward other standards
- **Target.** These are the remainder of the current Required Standards.
 - Each LMSC should make a target of being compliant.
 - It is realized that even a highly functioning LMSC may occasionally miss one or more of these standards
 - Compliance monitoring involves many USMS entities including the National Office, Top Ten Coordinator, LMSC Development Committee

The initial draft of the revised standards was mostly created by cut and paste from the existing LMSC standards. All of the current required standards are included. However, L3 is split.

The current plan is to remove Suggested Standards. There are a lot of good ideas listed in the Suggested Standards column. However, some are not appropriate for all LMSCs. There are also many other great suggestions that are not included. There are better ways to communicate the suggestions, including efforts by the LMSC Development Mentoring and Education Subcommittees.

- GTO
- Peer-to-Peer
- Best Practices
- Discussion Forums
- Workshops

Other considerations include:

- Revisions to the remediation process.
- What to do with standards currently listed in the suggested column.
- Review of Tom Moore's suggested changes from last year.
- Review of current Suggested Standards to determine if some should be listed in Target Standards.

Revising LMSC Standards would also support other goals of the Practices & Standards Subcommittee by highlighting the more important standards. These goals include:

1. Consider where our efforts can have the biggest impact.

- Concentrate on more important standards. Do we want to spend our resources monitoring less important standards or with getting all LMSCs compliant with the most important standards?
- Does it make sense to perform annual surveys of standard compliance without first developing plans to help LMSCs improve? Why would we expect significant changes in results unless plans for improvement have been invoked?

2. Future Monitoring of Standards

One goal is to be able to not only measure compliance, but measure progress in improving. This may cause us to alter how we monitor standards as well as sometimes reporting in terms of overall USMS compliance vs breakdown by LMSC. Envision a process where rather than providing LMSC scorecards we can report something like the following in two years (**note: data are fictional**):

- IN 2017 All LMSCs are compliant with Mandatory Standards
- The LMSC DC has identified five focus target standards. Significant progress has been made.
 - The National Office reports that progress has been made on standard T2. In 2015, 99 non-registered swimmers managed to enter sanctioned events and have their times submitted. This year (2017) that number was reduced to 17.
 - The Officials Committee reports that all four target standards for Officials are now being met.
 - The National Office reports that all LMSCs are compliant with F2. This is a great improvement from 62% two years ago.

Submitted by Hugh Moore

Chair, Practices & Standards Subcommittee of LMSC Development Committee