

2019 USA SWIMMING

# CONVENTION WORKBOOK

ST. LOUIS, MO



NAME:

LSC:



# TABLE OF CONTENTS

**2** **SCHEDULE**  
When & Where

**3** **RESOURCES**  
QR Codes to Resources

**4** **WORKSHOP MATERIALS**  
Convention Learning and Exercises

**18** **NOTE PAGES**  
Extra Space

**22** **WORD SEARCH**  
For Fun

# SCHEDULE

WEDNESDAY 9/11

5:30 - 7 AM

**Morning Practice**

Meet at Bus Entrance (next to Brewhouse)

9 - 11:50 AM

**Athlete Meeting**

Grand F&G

1 - 4:20 PM

**Athlete Meeting**

Grand F&G

5 - 6:20 PM

**Keynote Speaker**

Grand D&E

7 - 9:00 PM

**USAS Welcome Reception**

Grand Foyer

THURSDAY 9/12

5:30 - 7 AM

**Morning Practice**

Meet at Bus Entrance (next to Brewhouse)

8 - 10:50 AM

**WZ/SZ MEETING**

Grand A&B or Grand C

8 - 8:50 AM

**CZ/EZ ATHLETE SESSION**

Grand F&G

9 - 11:50 AM

**CZ/EZ MEETING**

Grand D & Grand E

11 - 11:50 AM

**WZ/SZ ATHLETE SESSION**

Grand F&G

1 - 3:50 PM

**ATHLETE MEETING**

Grand F&G

9:00 PM

**ATHLETE SOCIAL**

Meet in Athlete Suite (Park View)

FRIDAY 9/13

5:30 - 7 AM

**Morning Practice**

Meet at Bus Entrance (next to Brewhouse)

8 - 9:50 AM

**Athlete Meeting**

Grand F&G

10 - 11:20 AM

**Athlete Engagement Workshop**

Grand F&G

1 - 3:50 PM

**Athlete Meeting**

Grand F&G

4 - 5:20 PM

**Meet the Candidates**

Grand D&E

7 - 9:00 PM

**House of Delegates**

Grand D&E

SATURDAY 9/14

5:30 - 7 AM

**Dryland Session**

Meet at Hotel's Ruth's Chris Steak House

8 - 8:50 AM

**Athlete Meeting**

Grand F&G

9 - 2:00 PM

**House of Delegates**

Grand D&E

5:30 - 6:45 PM

**Athlete Send-Off**

Regency E&F

7 - 10:00 PM

**USAS Banquet**

Grand A-H

# RESOURCES

SCAN THE QR CODES FOR EXTRA  
MATERIALS

VISIT OUR WEBSITE:

<https://usasathleteresources.weebly.com>



OFFICERS PAGE



AEC,  
ZONES,  
SUB-COMMITTEES,  
& NATIONAL  
COMMITTEES

EXTRA MATERIALS

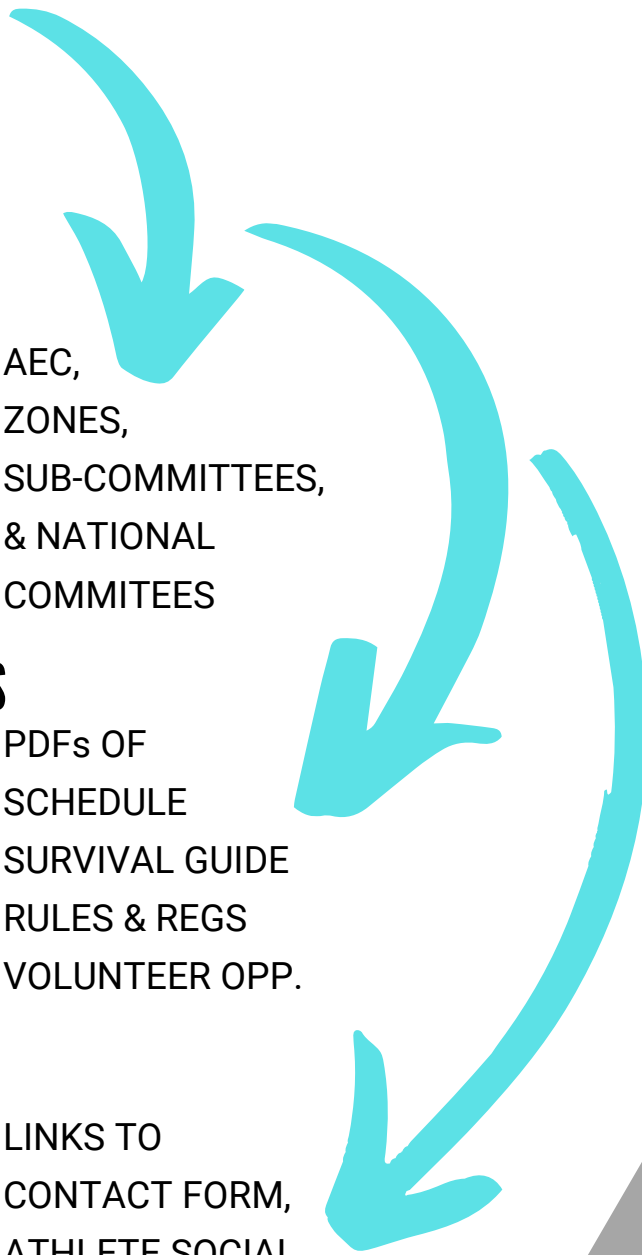


PDFs OF  
SCHEDULE  
SURVIVAL GUIDE  
RULES & REGS  
VOLUNTEER OPP.

GOOGLE FORMS



LINKS TO  
CONTACT FORM,  
ATHLETE SOCIAL,  
POST CONVENTION,  
CORNHOLE RSVP



# WORKSHOP MATERIALS

CLUSTER BREAKOUTS 5  
ZONE BREAKOUTS 7

NATIONAL COMMITTEES 8

LEAP 9

RULES & REGULATIONS 10

CLUSTER BREAKOUTS 13

ATHLETE ENGAGEMENT 14

# CLUSTER BREAKOUTS

## SESSION ONE

### WHAT IS A CLUSTER?

#### CLUSTERS WERE ESTABLISHED TO...

- Provide mentorship to LSCs across the country
- Share resources, convey best practices, serve as a sounding board

#### TOPICS THAT YOUR CLUSTER MENTOR CAN HELP YOU WITH:

- Establishing & growing an Athletes' Committee
- Finding a way to do elections
- Succession planning
- Writing reports
- Establishing a budget

### MY CLUSTER

MY MENTOR: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE #: \_\_\_\_\_

SUBMIT YOUR CONTACT INFORMATION



### DISCUSSION QUESTION NOTES

How did you get into your specific role in your LSC?

# SWOT ANALYSIS

## STRENGTHS

## WEAKNESSES

How do we make them better?

How can we improve?

## OPPORTUNITIES

## THREATS

How do we develop these?

How do we diffuse these?



# ZONE BREAKOUTS

EASTERN, CENTRAL, SOUTHERN, WESTERN

**WHAT IDEAS DID YOU HEAR THAT YOU'D LIKE TO APPLY TO YOUR LSC?**

---

---

---

---

**WHAT DO YOU KNOW ABOUT THE ROLES OF ZONES IN USA SWIMMING?**

**ZONE BOARD OF REVIEW:** \_\_\_\_\_

**ZONE MEETS:** \_\_\_\_\_

**SECTIONAL MEETS:** \_\_\_\_\_

**THINGS WE DO WELL**

**THINGS WE COULD DO TO IMPROVE**

**DO YOU THINK OUR ZONE THINKS ABOUT OUR ATHLETES & THEIR EXPERIENCE?**

If so, how? If not, how could that be improved upon?

---

---

---

# NATIONAL COMMITTEES

NATIONAL VOLUNTEER OPPORTUNITIES

## INTERESTED IN APPLYING FOR A NATIONAL COMMITTEE?

**SCAN THE QR CODE BELOW**



**DUE SEPTEMBER 29, 2019**

This form will ask for up to three committee preferences.

Make sure to read over your National Committee descriptions to find the committees you are most interested in.

If you have further questions, consider asking current National Committee Athletes for their feedback or opinions, or email [leadership.aec@gmail.com](mailto:leadership.aec@gmail.com).

**NEED MORE INFORMATION?  
NOT SURE WHAT COMMITTEES  
TO APPLY FOR?**



**SCAN THE QR CODE BELOW**



**WHAT COMMITTEES DO YOU WANT TO BE A PART OF?**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

# HELP YOUR LSC REACH THEIR LEAP GOALS

LEAP is a USA Swimming program created to help strengthen the governance within each LSC. LEAP uses a points program to qualify LSCs for LEAP 1, LEAP 2, and LEAP 3. LEAP 1 is mandatory for every LSC, and LEAP 2 & LEAP 3 are optional.

### **Why should your LSC aim for LEAP 2 & LEAP 3?**

- Provide more opportunities for your athletes
- Increase communication between board members & athletes
- Build competitiveness between LSCs

### **How can you help your LSC achieve LEAP 2 & LEAP 3 status?**

- Send three (3) or more athletes to Convention. Talk to your board about making this happen!
- Promote LSC open water competitions on your LSC website/social media pages.
- Work to strengthen your existing LSC Athlete Committee or create an LSC Athlete Committee.
- Help your LSC host an event to promote Diversity & Inclusion (i.e. camps, clinics, workshops).

---

---

---

---

---

---

---

---

---

---

**To find more ways to help your LSC enter the Leap  
Portal [www.usaswimming.org/leap](http://www.usaswimming.org/leap)**

# RULES & REGULATIONS

## IN PREPERATION OF HOUSE OF DELEGATES

NUMBER	LOCATION	PROS	CONS
R - 1	Glossary		
R - 2	Glossary and 203.3		
R - 3	Glossary, 102.24.1 A (1)(c), 104.2.1 E		
R - 4	Glossary, 102.24.1 A (1)(c), 104.2.1 E		
R - 5	102.5.1 D		
R - 6	Various		
R - 7	102.8.1 E		
R - 8	102.8.3 A (1), (2) & (3)		
R - 9	202.8.4		
R - 10	204.10, 207.2, 207.2 & 207.4		

NUMBER	LOCATION	PROS	CONS
R - 11	204.10.2 & .3		
R - 12	205.9.8		
R - 13	207.8.1		
R - 14	207.10.2		
R - 15	207.11.1 A		
R - 16	207.11.6 E (4) & F		
R - 17	207.11.8		
R - 18	304.3.3 & Article 305		
R - 19	304.3.4		
R - 20	304.3.6		
R - 21	304.3.11		
R - 22	304.3.13		

NUMBER	LOCATION	PROS	CONS
R - 23	304.3.15 & 403.2.1 G (new) & F (new)		
R - 24	304.3.16		
R - 25	306.1		
R - 26	701.1.3 (new)		
R - 27	701.2 (new)		
HK - 1	103.5.3 (new)		
RES 1	Rules Packet		
INFO	Corporate Bylaws 2.6.2, 2.6.3 & 2.6.8		
INFO	Corporate Bylaws 4.2.3		

**SCAN THIS QR CODE FOR THE  
AMENDMENTS TO THIS  
YEAR'S PROPOSED RULES &  
REGULATIONS**



# CLUSTER BREAKOUTS

## SESSION TWO

### LET'S CHECK IN

**WHAT HAS BEEN THE MOST BENEFICIAL WORKSHOP/MEETING YOU HAVE BEEN TO?**

---

---

**WHY?**

---

---

---

Look at your SWOT analysis from Wednesday, specifically your weaknesses...

**HAVE YOU BEEN ABLE TO TAKE ANYTHING AWAY FROM CONVERSATIONS, WORKSHOPS, ETC. TO ADDRESS THESE?**

---

---

---

---

**WHAT ARE SOME OTHER TAKEAWAYS YOU WOULD LIKE TO IMPLEMENT IN YOUR LSC?**

---

---

---

 **DISCUSSION QUESTION NOTES** 



# ATHLETE ENGAGEMENT

## LEADERSHIP COMMITTEE WORKSHOP

### MISSION & VISION

**LSC MISSION:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**LSC VISION:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DISCUSSION QUESTION NOTES**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### REPRESENTATION

Athlete representatives, and all members of LSC Board of Directors are responsible to their entire organizations' membership, not just athletes from one specific club, region, ability level, age group, gender, friend group, etc.

\_\_\_\_\_

**DISCUSSION QUESTION NOTES**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# EVERY VOICE MATTERS

General Chairs play a leading role in empowering athletes to find and use their voice in their LSCs.

## DISCUSSION QUESTION NOTES

# FINANCE

## FRAMEWORK

1. What do you want to accomplish this year as an athlete rep?
2. Of these things, what might require money?
3. What is your LSCs budgeting process?
4. Determine costs and benefits of initiative--both financial and general
5. Do the benefits outweigh the cost?
6. Desired impact of your initiative
7. How will you measure success?

## (THEN)

1. Put together a flexible workshop or program that you would like to run
2. Research the necessary inputs and components of your project, including needs, expenses, and revenue streams (if applicable)
3. Present the logistics of the program to your board
4. Request X amount of dollars that is needed for the project you are wanting to run
5. If the amount of money that you have asked for isn't approved try and negotiate with your board for a price that would work for both them and you--examine which costs are necessary, and which costs can be avoided



# PERSUASION EXERCISE

## PICK A PROJECT

YOU take the initiative! Your board may see you as just the 20% vote that they need for meetings and won't really have any true assignments for you—unless you design them yourself. So if you would like to start something new or create a project, figure out all of the logistics and put it together on your own.

## PREPARE

Think about what you need to build the foundation of your project: financials, supplies, attendees, location, speakers, snacks, etc.

## PLAN

Think about what you need to build the foundation of your project: financials, supplies, attendees, location, speakers, snacks, etc.

## BUT

Engage non-athlete support. Solicit ideas from your General Chair and other non-athlete leaders—where do they need your help? What opportunities for growth do they envision?

## PRESENT!

**NOW IT'S TIME TO PRESENT YOUR IDEA TO THE BOARD** Be sure to point out the reasoning behind your project and why it will help the athletes within your LSC. Compare benefits to costs.

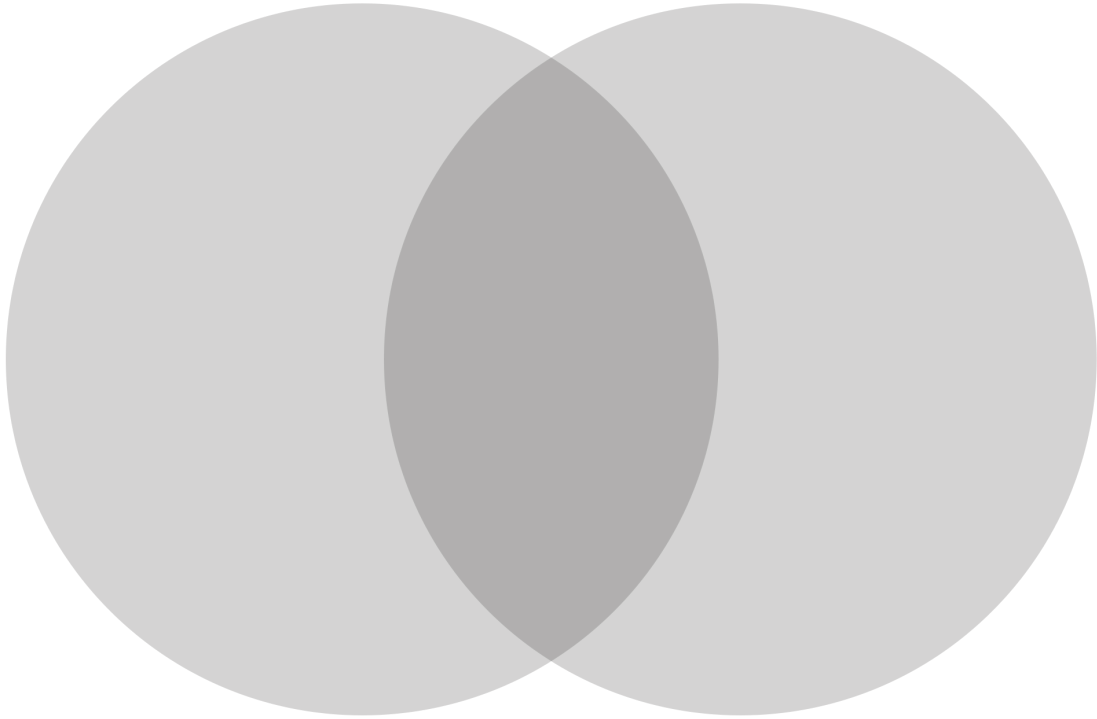
**MAKE SURE TO GET YOUR VOICE HEARD** When presenting be confident in yourself, have a loud voice, and be sure to have everything planned out before speaking to your board. Be prepared to answer questions intelligently and diplomatically.

# GOAL SETTING

Let's compare ideas!! Things to keep in mind - having an open dialogue, costs and benefits, considerations...If this worksheet isn't for you, talk it out!

## ATHLETE GOALS

## GEN CHAIR GOALS



Based on what you learned today write down one goal or action item which you are going to COMMIT to driving home in your LSC!

---

---

---

---

---

# TAKEAWAYS

## PRIMARY ROLE

The primary role of athlete representatives at an LSC level is oftentimes to serve on the LSC Board of Directors - we've helped to establish framework for service on an LSC Board.

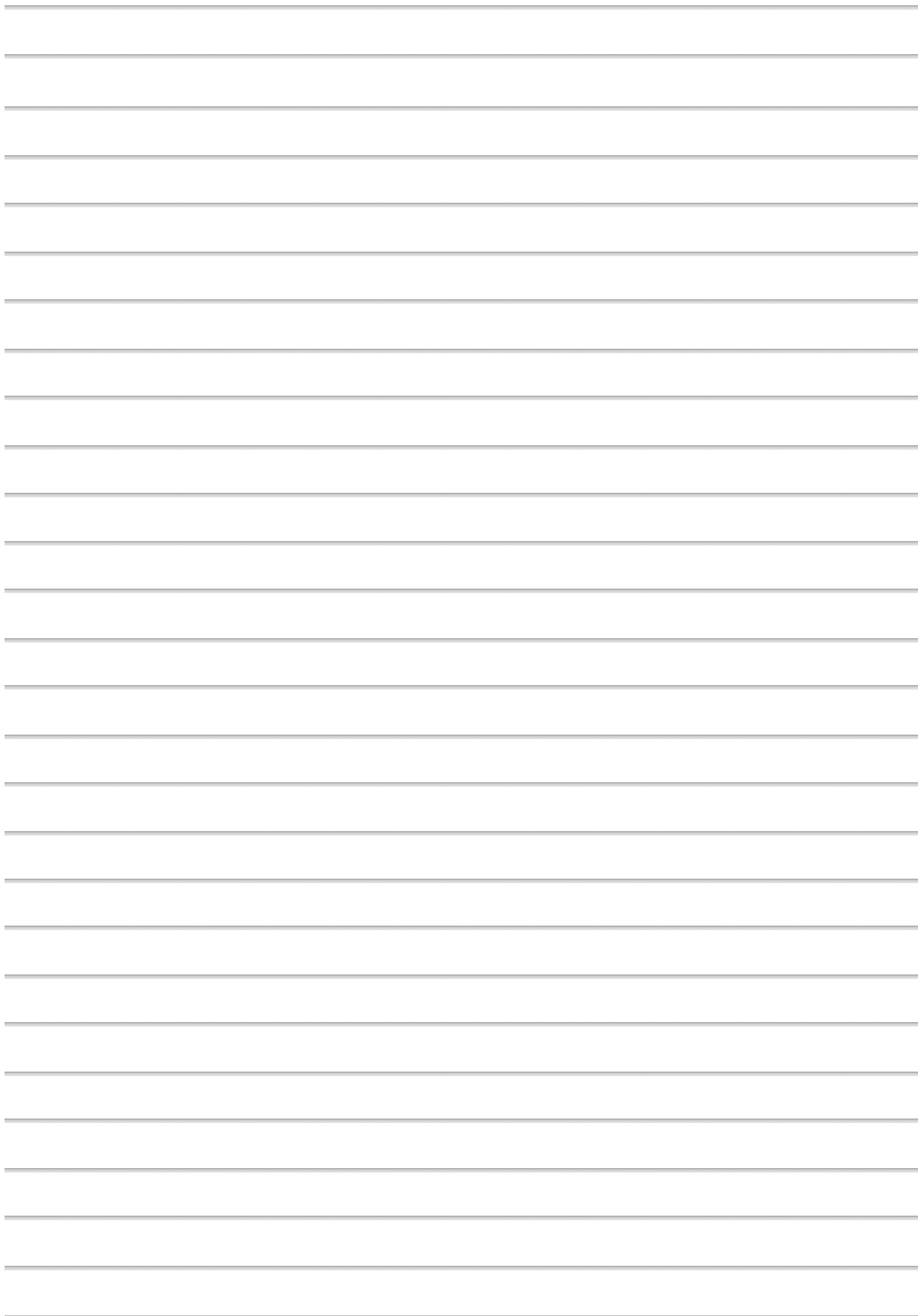
## OUR RESPONSIBILITY

Athletes and non-athletes have the responsibility to work together to do "what is best for the athletes!"

# NOTE PAGES

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.





[illegible]

# CONVENTION WORD SEARCH

A T J G R I N D M E L N O I S U L C N I  
S E H C A O C Z E L E A D E R S H I P K  
L A D O G U X H E Y J M Q L I N L A D Z  
M W E I F I T S P T A T H L E T E S J B  
Z U T Y Z T R O P S E F A S C S G W K L  
T N A W Z G S H L E Y Q M Z O T O S C Y  
E T M T N R R A S E P W Q O C A V O H L  
G Z M H D O I A P R B S Q N G N E W Z O  
O R A W Y C I R S F N U H E N D R T D Y  
D W E N I L U T O S Y A F S I A N V T G  
E Y T F P E F B N E R T K U M R A A K Z  
N B F R L C N R V E K O Q R M D N I I R  
I O O O K A M L E W V O O L I S C P C S  
R T T J F I Q B G T A N R T W T E H K L  
O M X P J U E H O S T V O T S K X N B T  
L B V C Z D B Z A D X U L C S G V P O C  
H S T N E R A P L U B Q B A B K K Q A B  
C Q I W B R E A S T S T R O K E C X R Q  
V S E L G G O G Y H Q Q H B M P G A D N  
N V Y P B J X W P D D I V I N G S N B O

## FIND THESE WORDS

GOALS  
GOGGLES  
GOVERNANCE  
GRIND  
INCLUSION  
KICKBOARD  
LEADERSHIP  
OFFICIALS

ATHLETES  
BACKSTROKE  
BREASTSTROKE  
BUTTERFLY  
CHLORINE  
COACHES  
CONVENTION  
PARENTS

SAFESPORT  
STANDARDS  
SWIMMING  
TEAMMATE  
ZONES  
FREESTYLE  
DIVING  
GRASSROOTS