



**NORTH
CAROLINA
SWIMMING**

*Leading the Nation in Achievement, Development, Diversity, and Citizenship
Promoting Excellence by Providing Resources to Support and Empower the North Carolina Swimming Community
Our Why: So that our community supports our athletes*

MEETING MINUTES

Board of Directors Meeting

Saturday, April 28, 2018, 1:00 PM

Greensboro Coliseum Special Events Center, Board Room

Operational Meeting: 1:00-1:15

1. Call to Order – Dave Olack
 - Meeting was called to order at 1:05 PM
2. Roll Call –Lisa Olack
 - Attendees: Dave Olack, Trish Martin, Jay Dodson, Jon Jolley, Carl Labonge, Lisa Olack, Jon Fox, Wayne Shulby, Sarah Holman, Rob Norman, Morgan Dodson, Matthew Rigsbee, Pahvie Chhan, JP Merchant, Kevin Thornton, Suzanne Heath, Todd Webber, Rodney Sellars, John Roy
 - Guests: Bill Martin, David Rigsbee, Dwight Dickerman
3. Approval of consent agenda
 - Adoption of minutes
 - BOD Dashboard file
 - Officer Reports
 - Committee reports
 - Unfinished Business
 - ❖ Action Items
 - Governance to add 2014-15 financial and membership data to consent agenda
 - Todd Webber: Officials, revise certification programs, open water policies-to be reviewed with Wayne
 - **MOTION: To approve consent agenda - PASSED**

Strategic Meeting: 1:15-3:00

4. Strategic Goals, VFO project status

- Committees – Lisa Olack/Wayne Shulby
 - Project scope, milestone review, task status, what completion looks like
 - ❖ As presented, on track for August completion
- Membership Education – Sarah Holman/Rodney Sellars/Morgan Dodson
 - Project scope, milestone review, task status, what completion looks like
 - ❖ As presented; coach mentoring-John Roy to work with 2 teams; interest expressed for disability training for coaches; creating a FB page for NCS coaches to join-creates a platform to discuss and exchange ideas
- Communication – Carl Labonge/Emile Charles
 - Project scope, milestone review, task status, what completion looks like
 - ❖ Restructuring

5. New business

- Board communication of consent agenda and strategic project (VFO)
 - A central depository for agenda items for meetings; will continue to work on cost and how to structure it to see if it will work for NCS
- September elections, succession planning, and establishing a slate – Dwight Dickerman
 - As presented, looking for candidates for upcoming elections
- Official's Committee proposal changes to officials' policies – Todd Webber
 - As presented
 - **MOTION: To approve changes to officials' policies within the Policy and Procedure manual with approved edits - PASSED**

6. Schedule

- Wednesday, June 13, 2018, 8:30 PM, Zoom
- Wednesday, September 12, 2018, 8:30 PM, Zoom
- Saturday or Sunday, October 6 or 7, 2018, UNC-W
- Wednesday, December 12, 2018, Zoom
- NCS Upcoming Events
 - 2018 NCS Awards Banquet and Fall HOD
 - ❖ Date: October 6-7, 2018
 - ❖ Location: Wilmington, NC
 - ❖ Venue: Burney Center – UNC Wilmington
 - ❖ Hotel Room Blocks: Fairfield Inn & Suites \$102 and Marriott Townplace Suites \$99 – not available at this time; will post once it is available
 - ❖ Detailed information will be posted on the NCS website as it becomes available.
 - 2019 NCS Swimposium, Spring HOD, Select Camp, Carolina Crown
 - ❖ Date: April 27-28, 2019
 - ❖ Location: Charlotte, NC
 - ❖ Venue: MCAC for Select Camp and Carolina Crown meet; Fairfield Inn & Suites for Swimposium/HOD meetings
 - ❖ Hotel Room Block: Fairfield Inn & Suites \$129 – not available at this time; will post once it is available
 - ❖ Detailed information will be posted on the NCS website as it becomes available.

7. Adjournment

- Meeting was adjourned at 2:10 PM

Respectfully Submitted,

Lisa Olack
NCS Secretary



[Items For BOD Approval \(See Unfinished/Action Items Tab\)](#)

Unfinished Business	
Governance to add 2014-2015 data to CA. Complete	
Official certification programs - new business	
Official open water policies - new business	

4/22/2018

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Consent Agenda

Meeting Date:

Meeting:

Reports

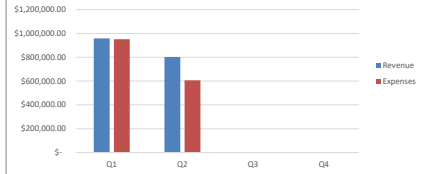
[Officer Reports](#)

[Committee Reports](#)

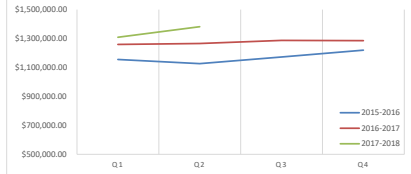
Fiscal Quarters Q1: 9/1 - 11/30 Q2: 12/1 - 2/28 Q3: 3/1 - 5/31 Q4: 6/1 - 8/31

Financial

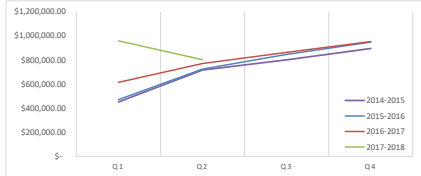
2017-2018 Revenue and Expenses



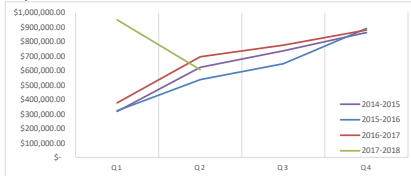
Endowment Fund



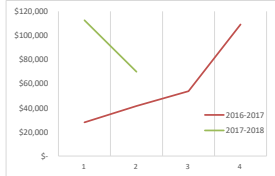
Revenue



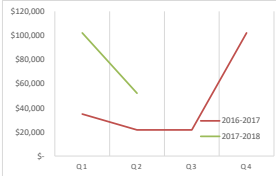
Expense



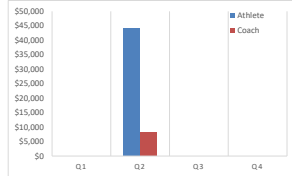
Travel Fund Revenue



Travel Fund Expenses

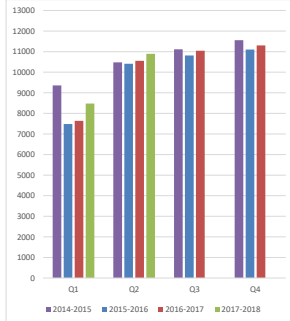


Athlete/Coach Travel Payout

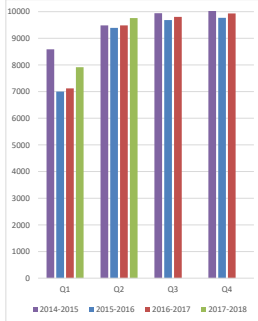


Membership

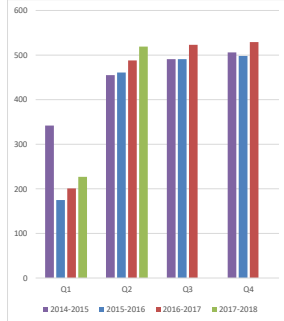
Total Members



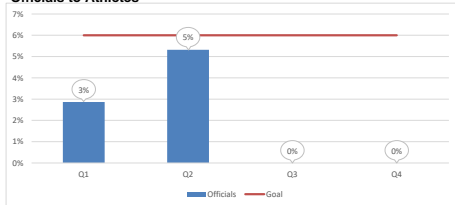
Athletes



Officials



Officials to Athletes



General Chair

Thank you to the host teams, facilities and volunteers for the successful state championship meets.

Thank you to Bill Martin for taking on the effort of reviewing and documenting NCS's LEAP2 renewal.

A reminder that the NCS Safe Sport Training Incentive Program will be in effect during the month of May. Details of the program will be incorporated into the headline story on the NCS homepage

Myself, David Rigsbee (Officials), JP Merchant (SS Chair) and John Roy (SZ Coach Director) attended the EZ/SZ Workshop in Alexandria, VA on April 13th - 15th. My trip report/notes are attached.

Trip Report – Dave Olack, NCS General Chair

EZ/SZ Workshop, April 13-15, 2018, Alexandria, VA

The keynote speaker for the workshop was Emily Davis, who is a non-profit consultant. She has worked with numerous non-profit organizations and in a variety of roles. She sits on several boards currently and also helps facilitate strategic planning sessions, start-up management, and volunteers her own service in a number of capacities. Although much of her presentation was no different from other workshops or that provided by USA-S staff, the following are a few take-aways: 1) as GC I should schedule one-on-one meetings with select/most active committee chairs to get a status of the committees activities or lack of, and if there are issues or barriers that the BOD or others could help with; 2) consider creating a survey to ask the swimming community what their perception or awareness of NSC is; 3) schedule annual NCS policy review (coordinate with Governance committee); 4) at the annual retreat review the accomplishments of the past year and any remaining/recurring issues that could be addressed by the attendees or assigned to committees; 5) conduct a BOD self-evaluation.

Safe Sport Break-out Brainstorming Ideas:

- require all athletes have completed the viewing of the Safe Sport training video prior to participating on the zone team, select camp, IMX camp, Carolina Crown meet (JP Merchant)
- can/will USA-S initiate a requirement for athletes to have completed the training for athlete (13&O) registration
- will a designated SS club rep become a requirement. If so, LSC pays registration/background check after rep hosts first team SS meeting/training session
- LSC should consider creating a social media policy

Zone Director Programming session:

- Herb Schwab presented the revised/condensed LSC model by-law changes; reduced from 70 to 20 pages; goes to USA-S BOD in May; plan to implement by January 2020

Additional Safe Sport discussion with George Geanon

Discussion on Flex membership

North Carolina Swimming Balance Sheet
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March 31, 2018

Bank of America

	<u>3/31/2018</u>	9/30/2017	<u>9/30/2016</u>	<u>9/30/2015</u>
Main	\$331,259.76	\$253,667.99	\$281,764.40	\$239,881.08
Travel Fund	\$171,356.76	\$168,211.97	\$159,078.66	\$199,375.70
Petty Cash	\$1,515.49	\$1,515.49	\$929.54	\$3,137.18
CD (Liquid)	\$100,336.05	\$100,314.73	\$100,273.41	\$100,232.41
CD	\$50,153.19	\$50,142.53	\$50,121.37	\$50,101.39
TOTAL	\$654,621.25	\$573,852.71	\$592,167.38	\$592,727.76

<u>Wells Fargo</u>	\$1,370,814.48	\$1,308,873.46	\$1,215,656.73	\$1,103,675.49
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North Carolina Swimming

March 31, 2018

<u>Account</u>	<u>Name</u>	<u>2018 Actual</u>	<u>2018 Budget</u>	<u>2017 Actual</u>	<u>2017 Budget</u>	<u>2016 Actual</u>	<u>2016 Budget</u>	<u>2015 Actual</u>	<u>2015 Budget</u>
301	Banquet		\$3,090.00	\$2,030.00	\$3,000.00	\$3,315.00	\$2,614.00	\$3,680.24	\$2,576.00
305	Camps	\$21,000.00	\$26,000.00	\$19,360.00	\$21,000.00	\$36,657.06	\$13,180.00	\$21,400.00	\$12,985.00
317	Entry Fees	\$67,690.25	\$108,150.00	\$111,611.48	\$105,000.00	\$93,382.85	\$81,007.00	\$105,798.20	\$79,419.00
325	Endowment		\$20,600.00		\$20,000.00		\$10,150.00		\$10,000.00
340	Select Camp		\$21,630.00	\$19,470.00	\$21,000.00	\$21,600.00	\$21,017.00	\$18,560.00	\$19,000.00
353	Zone Team		\$35,020.00	\$37,229.00	\$34,000.00	\$52,280.00	\$21,959.00	\$39,825.00	\$21,635.00
370	Registration	\$747,820.00	\$750,000.00	\$753,949.78	\$720,000.00	\$728,756.00	\$657,696.00	\$701,258.96	\$632,400.00
375	Sanction Fees	\$1,304.66	\$1,800.00	\$1,850.00	\$1,700.00	\$1,680.00	\$1,778.00	\$4,348.61	\$1,751.00
395	Miscellaneous*		\$5,000.00	\$12,745.00	\$5,000.00	\$20,720.75	\$5,075.00		\$5,000.00
	TOTAL INCOME	\$837,814.91	\$971,290.00	\$958,245.26	\$930,700.00	\$958,391.66	\$814,476.00	\$894,871.01	\$784,766.00
401	Banquet	\$11,011.11	\$16,120.00	\$15,010.61	\$15,500.00	\$19,939.03	\$15,500.00	\$13,366.77	\$12,500.00
405	Camps	\$33,601.88	\$35,000.00	\$42,566.61	\$32,000.00	\$40,958.79	\$26,000.00	\$31,294.63	\$19,500.00
410	Web Page		\$3,000.00	\$357.88	\$3,000.00	\$2,572.80	\$3,000.00	\$2,775.70	\$1,000.00
415	Coaches' Education		\$3,500.00	\$250.00	\$3,500.00	\$934.35	\$3,500.00	\$500.00	\$3,500.00
425	Contingency*		\$15,000.00	\$3,300.00	\$15,000.00	\$28,295.65	\$15,000.00	\$12,968.18	\$7,500.00
430	Convention/LSC Meetings	\$9,147.91	\$26,000.00	\$47,049.84	\$25,000.00	\$24,288.82	\$25,500.00	\$17,357.23	\$20,500.00
438	Office Expenses	\$913.63	\$4,500.00	\$4,416.91	\$4,000.00	\$3,506.58	\$2,500.00	\$4,229.91	\$2,000.00
444	Officials' Expenses	\$5,334.10	\$16,500.00	\$14,304.89	\$15,000.00	\$13,295.02	\$12,000.00	\$9,038.94	\$13,500.00
449	Select Camp	\$6,453.41	\$27,040.00	\$24,704.61	\$26,000.00	\$22,271.61	\$25,600.00	\$22,643.45	\$19,000.00
453	Zones	\$4,150.00	\$72,800.00	\$69,016.34	\$70,000.00	\$67,963.04	\$44,000.00	\$72,900.73	\$42,000.00
460	Club Support	\$4,590.58	\$15,000.00	\$9,704.27	\$13,500.00	\$13,063.87	\$13,500.00	\$13,167.25	\$13,500.00
470	USA Swimming Registration	\$500,680.00	\$595,000.00	\$628,206.00	\$590,000.00	\$569,013.00	\$528,836.00	\$587,153.00	\$530,000.00
473	Registration/Administration	\$41,115.20	\$90,000.00	\$80,560.88	\$82,000.00	\$74,191.05	\$80,675.00	\$65,985.84	\$76,833.00
495	Miscellaneous	\$1,976.00	\$10,000.00		\$10,000.00	\$5,800.00	\$1,500.00	\$3,348.46	\$5,000.00
	Team Incentives	\$13,986.00	\$26,000.00	\$11,250.00	\$25,000.00	\$7,078.00	\$10,000.00	\$4,814.00	\$10,000.00
	Diversity Workshops		\$3,120.00		\$3,000.00	\$900.00	\$3,050.00		\$1,550.00
	Training		\$520.00		\$500.00		\$360.00		\$360.00
	Safety		\$520.00		\$500.00		\$500.00	\$1,225.96	\$1,300.00
	Coaches' Travel			\$5,250.00	\$6,000.00				
	TOTAL EXPENSES	\$632,959.82	\$959,620.00	\$950,698.84	\$939,500.00	\$894,071.61	\$811,021.00	\$862,770.05	\$779,543.00
	Travel Fund								
389	Travel (Meet Income)	\$78,461.00	\$115,360.00	\$112,592.00	\$112,000.00	\$102,823.00		\$111,788.00	\$102,624.00
489A	Travel (Athlete Funding)	\$45,305.00	\$82,400.00	\$102,117.50	\$80,000.00	\$140,578.55		\$80,054.91	\$85,000.00
489B	Travel (Coach Funding)	\$8,000.00	\$7,500.00						

Unfinished Business/Action Item Updates

Governance

Add 2014-15 data to Consent agenda for Revenue, expenses and membership to enable Quad perspective. Completed

Officials

Revise certification programs - presented in new business
Open Water Policies - presented in new business

Committee Reports

Governance - Dwight Dickerman

Committee has developed a OneNote Notebook for meetings and committee business. A meeting schedule has been set, and tasks assigned. The committee will continue to develop a consent agenda and VFO (Strategic Project) process that the Board approves. Also developing a Board Policy Manual, annual calendar and process to address Nominating requirement.

Membership/Registration - Suzanne Heath

80 clubs
11,146 members: 9,961 athletes, 521 coaches, 535 officials
see additional reports in separate file

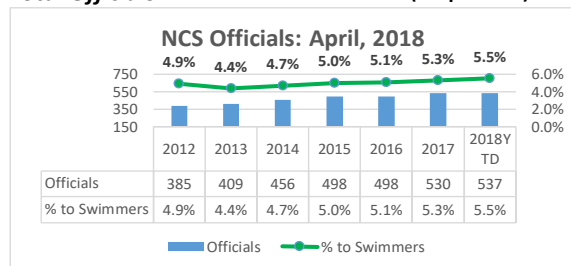


**NORTH
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Officials Committee Report to the NCS Board of Directors April 2018

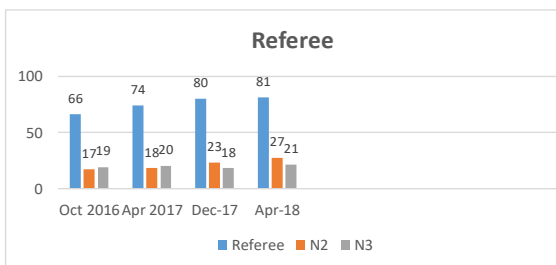
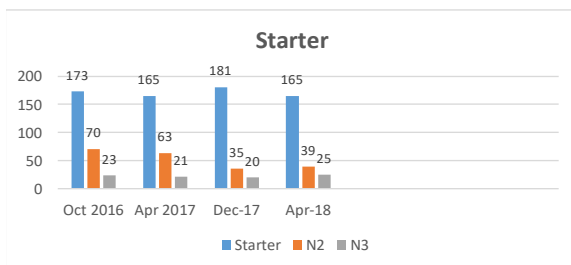
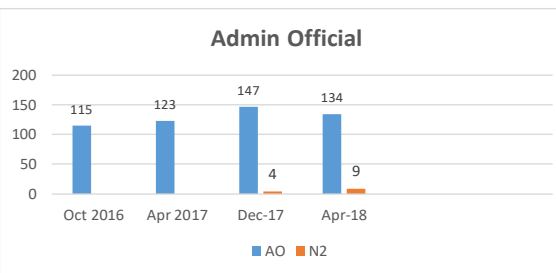
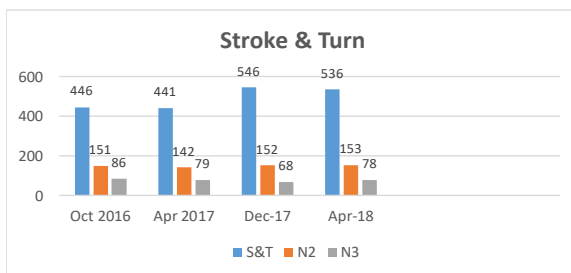
Total Officials

6.4% Goal (Leap 3 Goal)



As of April, 2018: 537 "registered" officials

- 530 holding at least one certification
- 89 Apprentice ST or AO officials (NEW)
- 10 officials with 100+ Sessions (Gold Badge) [8 multi-year officials]
- 53 officials with 50+ Sessions (back pack)

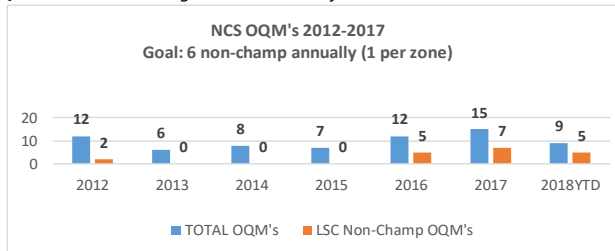


Clinics

	2015	2016	2017	2018YTD
Stroke & Turn	19	14	17	4
Admin Official	9	7	9	2
Starter	9	6	4	2
Referee	4	4	4	1
Open Water	2	1	2	0
Advanced				1

OQM's

Mentoring to National Certifications



Current Initiatives of the NCS Officials Committee: April, 2018

- 1 Focus Clinic efforts with teams at zero or low officiating base (Far East and far West)
- 2 Starter clinics and advancing strategies (need more at Invite Meets)
- 3 Continue 6 plus Non-champ OQM's (on target)
- 4 Continue Recognition of high session officials (50 plus)
- 5 CJ training/Certification Policy part of April 2018 policy revisions for BOD approval
- 6 Succession planning: adding 1 committee member and swimmer per zone
- 7 **Policy Revision submitted April, 2018 (see submitted revisions)**

USA Swimming, Inc.**NCS CLUBS 041818**

Code	Club Name	City, State Zip	Reg Tran Type
ACCH	Aquatic Club of Chapel Hill	Chapel Hill, NC 27514-5440	Renew
AQTC	AquaTechs	Millers Creek, NC 28651-9614	Renew
AQUA	Aquaventure Riptides	Winterville, NC 28590-7924	New
ASC	Asheville Swim Club	Asheville, NC 28804-3616	Renew
ASTF	Fayetteville Aquatics Swim Team	Raeford, NC 28376-6623	Renew
ATOM	Aquatic Team Of Mecklenburg	Charlotte, NC 28205-1940	Renew
BAC	Brunswick Aquatic Club	Oak Island, NC 28465-8234	Renew
 BAD	Badfish Aquatics	Charlotte, NC 28216-2174	Renew
Alert! Coach expired or missing requirements			
BBS	Beaufort Bluefins Swimming	Newport, NC 28570-6275	Renew
BHRC	Brevard Health and Racquet Club	Brevard, NC 28712-4594	Renew
BRSL	Blue Ridge Swim League	Hickory, NC 28601-1868	Renew
CAT	Carolina Aquatic Team	Durham, NC 27702-0927	Renew
CFAC	Cape Fear Aquatic Club	Wilmington, NC 28406-0467	Renew
CKS	Club Kick Start	Chapel Hill, NC 27517-3432	Renew
CPDD	Cherry Point Devil Dolphins	Cherry Point, NC 28533-8000	Renew
CVAC	Catawba Valley Aquatic Club	Hickory, NC 28601-1898	Renew
DUKE	Duke University	Durham, NC 27708-0001	Renew
EAC	Enfinity Aquatic Club	Winston Salem, NC 27106-4702	Renew
ECA	East Carolina Aquatics	Washington, NC 27889-8742	Renew
FAST	Fin Aquatic Swim Team	Franklinville, NC 27248-8130	Renew
FISH	Fort Bragg Fighting Fish	Fort Bragg, NC 28307-0059	Renew
GAC	Greensboro Aquatic Center	Greensboro, NC 27403-2614	Renew
GCY	Greensboro Community YMCA	Greensboro, NC 27401-2207	Renew
GFSC	Granite Falls Swim Club Makos	Rolesville, NC 27571-9725	Renew
GG	Gaston Gators	Gastonia, NC 28055-0011	Renew
GOLD	Goldsboro Family YMCA Sharks	Goldsboro, NC 27534-3447	Renew
GWA	Gardner-Webb Univ. Aquatics	Boiling Springs, NC 28017-9797	Renew
HAC	Hillsborough Aquatic Club	Hillsborough, NC 27278-8500	Renew
HCAC	Harnett County Aquatic Club	Buies Creek, NC 27506-0322	Renew
HPSC	High Point Swim Club	High Point, NC 27262-5815	Renew
LENR	Swim Lenoir	Hudson, NC 28638-9703	Renew
LOY	Lowes YMCA Lightning Swim Team	Mooresville, NC 28117-8124	Renew
 LTNC	Lifetime Swim Team North Carolina	Cary, NC 27518-8533	Renew
Alert! Coach expired or missing requirements			
MAC	SwimMAC Carolina	Charlotte, NC 28277-0202	Renew
MHAC	Mars Hill Aquatic Club	Weaverville, NC 28787-5522	Renew
MOR	Marlins of Raleigh	Raleigh, NC 27606-2466	Renew
MSA	Mecklenburg Swim Association	Waxhaw, NC 28173-5300	Renew
MSC	Morganton Swim Club	Morganton, NC 28655-7421	Renew
NCAC	North Carolina Aquatic Club	Carrboro, NC 27517-3138	Renew
NCS	NC State University	Raleigh, NC 27695-0001	Renew
 NMA	Nomad Aquatics	Huntersville, NC 28078-7633	Renew
Alert! Coach expired or missing requirements			

USA Swimming, Inc.**NCS CLUBS 041818**

Code	Club Name	City, State Zip	Reg Tran Type
NSS	New South Swimming	Charlotte, NC 28232-2001	Renew
OCR	Oak City Rays	Raleigh, NC 27604-5892	New
PAC	N. Piedmont Aquatic Club	Mount Airy, NC 27030-5288	Renew
PAST	Pinehurst Area Swim Team	West End, NC 27376-0534	Renew
QCD	Queen City Dolphins	Charlotte, NC 28213-9261	Renew
QU	Queens University	Charlotte, NC 28274-0001	Renew
 RACY	Rowan Aquatic Club - YMCA	Salisbury, NC 28147-1220	Renew
Alert! Coach expired or missing requirements			
RCST	Rutherford County Swim Team	Rutherfordton, NC 28139-2301	Renew
RMY	Rocky Mount Family YMCA	Rocky Mount, NC 27804-1903	Renew
RSA	Raleigh Swimming Association	Raleigh, NC 27606-3308	Renew
SAC	Sharks Aquatic Club	Charlotte, NC 28210	Renew
SAIL	Sailfish Aquatics	Concord, NC 28025-2403	Renew
SASC	St. Andrews Swim Club	Southern Pines, NC 28387-4825	Renew
SFSC	Swim Fanatics Swim Club	Greensboro, NC 27455-2767	Renew
SGSA	Swim GSA	Greensboro, NC 27455-2484	Renew
SMAC	Smoky Mountain Aquatic Club	Asheville, NC 28806-4612	Renew
SSS	Sandhills Sand Sharks	Southern Pines, NC 28388-0657	Renew
STAR	Star Aquatics	High Point, NC 27261-6311	Renew
TAC	TAC Titans	Cary, NC 27511-4257	Renew
TE	Team Elite	Davidson, NC 28036-9318	Renew
TEAM	Team Charlotte Swimming	Charlotte, NC 28231-1094	Renew
TRY	Twin Rivers YMCA RipTide	New Bern, NC 28560-5400	Renew
TWA	Tidal Wave Aquatics	Salisbury, NC 28147-7818	Renew
TYDE	YMCA of Northwest North Carolina Riptyde	Winston Salem, NC 27101-2421	Renew
UNC	University Of North Carolina	Chapel Hill, NC 27515-2126	Renew
VACB	Vance Aquatics Club	Henderson, NC 27536-2051	Renew
WA	Wingate Aquatics Aqua-Dogs	Wingate, NC 28174-9644	Renew
WAVE	New Wave Swim Team	Raleigh, NC 27619-8012	Renew
WBST	Wilson Barracuda Swim Team	Wilson, NC 27896-9131	Renew
WCSA	Western Carolina Swim Assoc	Hudson, NC 28638-9703	Renew
WNCY	YMCA of Western North Carolina	Asheville, NC 28801-3291	Renew
WOLF	Wolfpack Elite	Raleigh, NC 27607	Renew
WOW	Waves Of Wilmington, Inc.	Wilmington, NC 28411-7769	Renew
WST	Watauga County Swim Team	Boone, NC 28607-1303	Renew
XA	Xcell Aquatics	Valdese, NC 28690-2647	Renew
YBAC	Alamance County Community Y/BAC	Burlington, NC 27215-5604	Renew
YOTA	YMCA of the Triangle Area Swim Team	Raleigh, NC 27607-5243	Renew
YOTS	YMCA of the Sandhills Aquatic Club	Fayetteville, NC 28303-4720	Renew
YSST	Hickory Foundation YMCA Seahorse Swim Team	Hickory, NC 28601-3762	Renew

Total Count For Report: 80

USA Swimming, Inc.
NCS Club Statistics 041818

<i>Club</i>	<i>Athletes</i>	<i>Season 1</i>	<i>Season 2</i>	<i>Individual Season</i>	<i>Single Meet</i>	<i>Other NA</i>	<i>Coaches</i>	<i>Officials</i>	<i>Total</i>
ACCH	74	0	0	0	0	0	3	0	77
AQTC	19	0	0	0	0	1	1	0	21
AQUA	57	0	0	0	0	1	2	0	60
ASC	38	0	0	0	0	0	3	4	45
ASTF	81	0	0	1	0	0	4	0	86
ATOM	165	0	0	1	0	0	7	7	180
BAC	80	0	0	0	0	0	3	9	92
BAD	24	0	0	0	0	0	1	0	25
BBS	59	0	0	0	0	1	3	0	63
BHRC	20	0	0	1	0	0	2	0	23
CAST	4	0	0	0	0	0	0	0	4
CAT	216	0	0	0	0	3	11	13	241
CFAC	95	0	0	0	0	0	2	2	99
CKS	21	0	0	0	0	0	1	0	22
CPDD	48	0	0	3	0	0	1	0	52
CVAC	99	0	0	0	0	0	4	6	109
DUKE	0	0	0	0	0	0	4	0	4
EAC	178	0	0	0	0	0	8	6	192
ECA	465	0	0	0	0	5	26	18	513
FAST	8	0	0	0	0	0	3	0	11
FISH	26	0	0	0	0	0	3	0	29
GCY	185	0	0	0	0	1	15	19	219
GFSC	156	0	0	0	0	0	10	6	172
GG	111	0	0	0	0	0	3	3	117
GOLD	80	0	0	0	0	0	4	7	91
GWA	0	0	0	1	0	0	3	0	4
HAC	105	0	0	0	0	0	3	0	108
HCAC	57	0	0	0	0	0	4	0	61
HPSC	92	0	0	3	0	0	8	8	111
LENR	37	0	0	0	0	0	1	2	40
LOY	73	0	0	6	0	0	5	0	84
LTNC	88	0	0	0	0	0	11	0	99
MAC	735	0	0	0	0	26	40	47	846
MHAC	22	0	0	0	0	0	1	0	23
MOR	614	0	0	0	0	2	27	17	659
MSA	780	0	0	0	0	1	8	11	799
MSC	42	0	0	0	0	0	1	1	44
NCAC	226	0	0	0	0	0	8	9	243

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NCS	53	0	0	0	0	1	5	0	59
NMA	167	0	0	0	0	0	6	4	177
NSS	41	0	0	0	0	2	2	0	45
OCR	38	0	0	0	0	0	0	0	38
PAC	49	0	0	26	0	0	4	2	79
PAST	26	0	0	0	0	0	3	0	29
QCD	49	0	0	0	0	0	4	2	55
QU	0	0	0	0	0	0	5	0	5
RACY	57	0	0	0	0	0	4	10	70
RCST	36	0	0	0	0	0	2	4	41
RMV	69	0	0	0	0	1	4	6	77
RSA	352	0	0	0	0	13	13	18	393
SAC	40	0	0	0	0	2	1	4	46
SAIL	285	0	0	0	0	1	11	9	305
SASC	15	0	0	0	0	0	4	0	19
SFSC	112	0	0	0	0	1	9	2	123
SGSA	109	0	0	7	0	1	10	11	137
SMAC	65	0	0	0	0	0	2	8	74
SSS	72	0	0	0	0	5	2	1	78
STAR	215	0	0	0	0	2	12	14	240
TAC	726	0	0	3	0	3	21	67	819
TE	15	0	0	0	0	0	3	0	18
TEAM	291	0	0	0	0	0	11	18	320
TRY	17	0	0	0	0	0	1	3	21
TWA	12	0	0	0	0	0	1	0	13
TYDE	203	0	0	0	0	0	16	10	227
UN	84	0	0	11	11	14	29	45	188
UNC	41	0	0	0	0	0	5	0	46
VACB	20	0	0	4	0	1	2	0	27
WA	38	0	0	2	0	0	4	5	49
WAVE	324	0	0	0	0	0	13	10	347
WBST	33	0	0	0	0	0	1	1	35
WNCY	104	0	0	0	0	0	9	0	113
WOLF	5	0	0	0	0	0	1	0	6
WOW	170	0	0	0	0	0	8	21	199
WST	44	0	0	0	0	0	4	0	48
XA	28	0	0	0	0	0	1	0	29
YBAC	44	0	0	0	0	0	3	5	52

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YOTA	651	0	0	0	0	0	35	52	738
YOTS	0	0	0	0	0	0	1	0	1
YSST	81	0	0	0	0	1	5	8	92
Total	9961	0	0	69	11	89	521	535	11146

first_name	last_name	club_code	email	coach_cpr_date	coach_safety_date	coach_bg_screen_date	coach_education_req_met	registration_expire_date	apt_date
Monika	Hill	ASC	moni@monihill.com	CPR: 1/18/2015	Safety: 12/1/2014	Background Check: 12/31/2019 - Level II	FOC Orig.	12/31/2018	Ath. Protection: 12/31/2013
Charlotte	La Belle	ASTF	charlotte.labelle18@gmail.com			Background Check:		12/31/2018	Ath. Protection:
Robert	Peterson	BAD	coachbob@badfishaquatics.com	CPR: 4/11/2018	Safety: 4/11/2018	Background Check: 7/31/2019 - Level II	FOC Orig.	12/31/2018	Ath. Protection: 12/31/2019
Clara	Wynn	CAT	clarawynn92@gmail.com	CPR: 11/7/2018	Safety: 11/15/2016	Background Check: 12/31/2018 - Level II	FOC 101, FOC 201, FOC R & R	12/31/2018	Ath. Protection: 12/31/2018
Kelsey	Krumanocker	CVAC	kelseykrumanocker@gmail.com	CPR: 2/7/2020	Safety: 3/23/2020	Background Check: 3/31/2019 - Level II		12/31/2018	Ath. Protection: 12/31/2019
Thomas	Finch	DUKE	doakfinch@gmail.com	CPR: 5/17/2019	Safety: 3/4/2018	Background Check: 1/31/2019 - Level II	FOC Orig.	12/31/2018	Ath. Protection: 12/31/2018
Eric	Anderson	EAC	highlandcreekhurricanes@yahoo.com	CPR: 7/21/2018		Background Check: 1/31/2019 - Level II	FOC 101, FOC R & R	12/31/2018	Ath. Protection: 12/31/2019
Andrea	Derflinger	EAC	aderflinger@enfinityfit.com	CPR: 8/20/2019	Safety: 8/20/2019	Background Check: 5/31/2019 - Level II	FOC 101	12/31/2018	Ath. Protection: 12/31/2019
Richard	Collins	ECA	rtcollins428@gmail.com			Background Check: 9/30/2019 - Level II	FOC 101	12/31/2018	Ath. Protection: 12/31/2019
Jane	Morrow	ECA	j.gilliammorrow@gmail.com			Background Check: 8/31/2019 - Level II		12/31/2018	Ath. Protection: 12/31/2019
Spencer	Pake	ECA	spake@beaufort.k12.nc.us	CPR: 10/23/2018	Safety: 10/23/2018	Background Check: 1/31/2018 - Level II	FOC Orig.	12/31/2018	Ath. Protection: 12/31/2018
Douglas	Parker	ECA	ecacoachdoug@gmail.com	CPR: 10/23/2018	Safety: 3/12/2018	Background Check: 6/30/2019 - Level II	FOC 101, FOC 201, FOC R & R	12/31/2018	Ath. Protection: 12/31/2019
Sara	Pou	ECA	pous12@students.ecu.edu	CPR: 3/21/2018	Safety: 3/21/2018	Background Check: 9/30/2019 - Level II	FOC 101	12/31/2018	Ath. Protection: 12/31/2019
Christine	Whaley	ECA	Whaley1997@gmail.com	CPR: 10/8/2018	Safety: 2/16/2018	Background Check: 1/31/2020 - Level II	FOC Orig.	12/31/2018	Ath. Protection: 12/31/2019
Jacob	Mendelson	GCY	Jacob31322@yahoo.com	CPR: 9/11/2019		Background Check: 11/30/2019 - Level II		12/31/2018	Ath. Protection:
Sarah	Ramirez	GCY	sarah.ramirez@ymcagreensboro.org	CPR: 9/11/2019	Safety: 9/11/2019	Background Check: 9/30/2019 - Level II	FOC 101, FOC 201, FOC R & R	12/31/2018	Ath. Protection: 12/31/2017
Cheina	Robertson	GCY	cheinarobertson@yahoo.com	CPR: 9/11/2019	Safety: 12/14/2018	Background Check: 1/31/2019 - Level II	FOC 101, FOC R & R	12/31/2018	Ath. Protection: 12/31/2020
Tyler	Smiley	GCY	tsmiley385@gmail.com	CPR: 1/24/2017	Safety: 2/16/2016	Background Check: 3/31/2017 - Level II	FOC 101, FOC 201, FOC R & R	12/31/2018	Ath. Protection: 12/31/2017
Brittni	Doyle	GFSC	bndoye1@gmail.com	CPR: 3/6/2018	Safety: 3/6/2018	Background Check: 9/30/2018 - Level II	FOC 101, FOC 201, FOC R & R	12/31/2018	Ath. Protection: 12/31/2019
Jessica	Thomas	GOLD	jessicathomas1635@gmail.com	CPR: 4/2/2018	Safety: 4/2/2018	Background Check: 9/30/2019 - Level II	FOC 101	12/31/2018	Ath. Protection: 12/31/2019
Andrew	Ellwanger	GWA	aellwanger@gardner-webb.edu	CPR: 10/28/2015	Safety: 10/28/2015	Background Check: 11/30/2015 - Level II	FOC 101, FOC R & R	12/31/2018	Ath. Protection: 12/31/2015
Joshua	Stanfield	GWA	jstanfield@gardner-webb.edu	CPR: 5/13/2017	Safety: 11/29/2018	Background Check: 4/30/2018 - Level II	FOC Orig.	12/31/2018	Ath. Protection: 12/31/2018
Melynda	Brewer	HPSC	mel.henderson22@gmail.com	CPR: 12/9/2018	Safety: 9/10/2014	Background Check: 9/30/2016 - Level II	FOC 101, FOC 201, FOC R & R	12/31/2018	Ath. Protection: 12/31/2016
Erika	Dawkins	HPSC	edawkins@highpointswimclub.org	CPR: 9/18/2018	Safety: 9/18/2018	Background Check: 1/31/2018 - Level II	FOC Orig.	12/31/2018	Ath. Protection: 12/31/2018
Alexandra	Laughlin	HPSC	borno3@aol.com	CPR: 11/8/2018	Safety: 11/8/2018	Background Check: 5/31/2019 - Level II		12/31/2018	Ath. Protection: 12/31/2020
Matthew	Misener	LOY	tridder7@msn.com	CPR: 4/30/2018	Safety: 4/28/2019	Background Check: 10/31/2017 - Level II	FOC 101, FOC 201, FOC R & R	12/31/2018	Ath. Protection: 12/31/2017
Georgia	Reuter	LOY	thereuterfamily@gmail.com	CPR: 3/24/2018	Safety: 8/30/2019	Background Check: 10/31/2018 - Level II	FOC 101, FOC 201, FOC R & R	12/31/2018	Ath. Protection: 12/31/2017
Jacob	Geisler	LTNC	jgeisler@mail.usf.edu			Background Check:		12/31/2018	Ath. Protection:
Lauren	Handley	LTNC	lehandley@aol.com	CPR: 1/6/2020		Background Check: 3/31/2020 - Level II	FOC 101	12/31/2018	Ath. Protection: 12/31/2020
Kathleen	Johnson	LTNC	kbjohnsonfam@gmail.com	CPR: 2/22/2020		Background Check: 2/29/2020 - Level II	FOC 101	12/31/2018	Ath. Protection:
Alison	McDonough	LTNC	alisonk.mcdonough@gmail.com	CPR: 2/22/2020	Safety: 1/15/2020	Background Check: 11/30/2019 - Level II		12/31/2018	Ath. Protection:
Melissa	Needle	LTNC	mn54140@gmail.com	CPR: 6/22/2019	Safety: 1/10/2018	Background Check: 8/31/2018 - Level II	FOC 101, FOC 201, FOC R & R	12/31/2018	Ath. Protection: 12/31/2018
Joel-Tyler	Rodgers	LTNC	trodgers15@hotmail.com	CPR: 2/22/2020		Background Check: 3/31/2020 - Level II	FOC 101	12/31/2018	Ath. Protection: 12/31/2020
Joshua	Ruger	LTNC	jruger@lifetimeneffitness.com	CPR: 12/29/2019	Safety: 2/28/2018	Background Check: 1/31/2020 - Level II	FOC Orig.	12/31/2018	Ath. Protection: 12/31/2019
Niclas	Eriksson	MAC	neriksson@swimmaccarolina.org	CPR: 4/6/2018	Safety: 9/23/2019	Background Check: 9/30/2019 - Level II	FOC 101, FOC 201, FOC R & R	12/31/2018	Ath. Protection: 12/31/2019
Meredith	Eyler	MAC	meyler124@gmail.com	CPR: 5/5/2019	Safety: 5/1/2012	Background Check: 4/30/2020 - Level II	FOC Orig.	12/31/2018	Ath. Protection: 12/31/2020
Luke	Frederick	MAC	lfrederick@swimmaccarolina.org			Background Check: 8/31/2018 - Level II	FOC 101, FOC R & R	12/31/2018	Ath. Protection: 12/31/2018
Linn	Grossman	MAC	lgrossman@swimmaccarolina.org	CPR: 4/17/2018	Safety: 4/17/2018	Background Check: 4/30/2019 - Level II	FOC Orig.	12/31/2018	Ath. Protection: 12/31/2019
Eric	Lane	MAC	elane@volomultisport.com	CPR: 9/25/2017	Safety: 9/25/2017	Background Check: 8/31/2018 - Level II	FOC Orig.	12/31/2018	Ath. Protection: 12/31/2018
Hannah	Close	MOR	hannahlinconclose@gmail.com	CPR: 4/6/2018	Safety: 4/6/2018	Background Check: 4/30/2019 - Level II	FOC 101, FOC 201, FOC R & R	12/31/2018	Ath. Protection: 12/31/2019
Laura	Crumpler	MOR	crumpler130@gmail.com	CPR: 4/24/2018	Safety: 3/18/2018	Background Check: 2/28/2018 - Level II	FOC 101, FOC 201, FOC R & R	12/31/2018	Ath. Protection: 12/31/2018
Austin	Goldstein	MOR	morcoachaustin@gmail.com	CPR: 4/10/2018	Safety: 4/10/2018	Background Check: 1/31/2020 - Level II	FOC 101, FOC 201, FOC R & R	12/31/2018	Ath. Protection: 12/31/2018
David	Rojas	MOR	dfrojas1@gmail.com	CPR: 3/13/2018	Safety: 3/16/2018	Background Check: 4/30/2020 - Level II	FOC Orig.	12/31/2018	Ath. Protection: 12/31/2020
Alan	Smith	MOR	alansmithcf@gmail.com	CPR: 9/30/2019	Safety: 8/14/2009	Background Check: 1/31/2020 - Level II	FOC Orig.	12/31/2018	Ath. Protection: 12/31/2019
Tramane	Hall	MSA	coachct@msaswim.com	CPR: 4/28/2018	Safety: 3/17/2018	Background Check: 3/31/2018 - Level II	FOC 101, FOC 201, FOC R & R	12/31/2018	Ath. Protection: 12/31/2018
Abigail	Lloyd	NCAC	abigail@me.com	CPR: 4/26/2019	Safety: 11/20/2018	Background Check: 4/30/2019 - Level II	FOC 101, FOC 201	12/31/2018	Ath. Protection: 12/31/2019
Jessica	Berkowitz-Minier	NMA	berkowitz.jessica@gmail.com	CPR: 6/16/2015	Safety: 10/2/2014	Background Check: 2/28/2015 - Level II	FOC Orig.	12/31/2018	Ath. Protection: 12/31/2013
Mark	Minier	NMA	markminier@nomadaquatic.com	CPR: 7/26/2019	Safety: 3/29/2018	Background Check: 3/31/2020 - Level II	FOC Orig.	12/31/2018	Ath. Protection: 12/31/2018
Cindy	Drob	RACY	cdrob@stanlymca.org	CPR: 9/7/2018	Safety: 9/7/2018	Background Check: 1/31/2020 - Level II	FOC Orig.	12/31/2018	Ath. Protection:
Candace	Frambs	RACY	cframbs@rowanymca.org	CPR: 4/25/2018	Safety: 4/25/2018	Background Check:	FOC 101	12/31/2018	Ath. Protection: 12/31/2020
Hannah	Hawkins	RACY	hhawkins@rowanymca.org	CPR: 4/5/2020	Safety: 4/17/2018	Background Check: 5/31/2019 - Level II	FOC Orig.	12/31/2018	Ath. Protection: 12/31/2019
Kaila	Billups	RMV	kbillups@rmymca.org	CPR: 6/15/2018	Safety: 6/15/2018	Background Check: 9/30/2019 - Level II	FOC 101	12/31/2018	Ath. Protection: 12/31/2019
Megan	Baldwin	RSA	megan.baldwin@swimsa.org	CPR: 10/4/2017	Safety: 8/14/2017	Background Check: 5/31/2019 - Level II	FOC 101, FOC 201, FOC R & R	12/31/2018	Ath. Protection: 12/31/2017
Tara	Martin	RSA				Background Check: 1/31/2020 - Level II	FOC 101	12/31/2018	Ath. Protection: 12/31/2020
Claire	Nobles	RSA	claire.nobles@swimsa.org	CPR: 4/11/2018	Safety: 4/11/2018	Background Check: 6/30/2018 - Level II	FOC 101, FOC 201, FOC R & R	12/31/2018	Ath. Protection: 12/31/2018
Jason	Scibor	RSA	jscibor@aol.com			Background Check: 11/30/2019 - Level II		12/31/2018	Ath. Protection:
Patricia	Stephenson	RSA	ann.stephenson@swimsa.org	CPR: 5/4/2016	Safety: 10/8/2014	Background Check: 1/31/2016 - Level II	FOC 101, FOC 201, FOC R & R	12/31/2018	Ath. Protection: 12/31/2015
David	Thayer	RSA	davidthayer89@gmail.com	CPR: 11/16/2015	Safety: 10/4/2014	Background Check: 10/31/2019 - Level II	FOC Orig.	12/31/2018	Ath. Protection: 12/31/2019
Laura	Traugot	RSA	ltraugot@live.unc.edu			Background Check: 12/31/2018 - Level II	FOC 101, FOC R & R	12/31/2018	Ath. Protection: 12/31/2018
Olivia	Linkel	SAIL	thelinkels@yahoo.com	CPR: 10/18/2019	Safety: 10/18/2019	Background Check: 9/30/2019 - Level II	FOC 101, FOC 201, FOC R & R	12/31/2018	Ath. Protection: 12/31/2017
Nicholas	Souza	SASC	souzanw@sa.edu	CPR: 4/3/2019	Safety: 4/3/2019	Background Check: 5/31/2019 - Level II	FOC 101	12/31/2018	Ath. Protection: 12/31/2019
Marina	Carbonari	SFSC	marinacarbonari@gmail.com	CPR: 3/6/2018	Safety: 3/6/2018	Background Check: 8/31/2019 - Level II	FOC 101	12/31/2018	Ath. Protection: 12/31/2019
Jurnee	Dutremble	SFSC	jurneedutremble@gmail.com	CPR: 11/12/2019		Background Check: 8/31/2019 - Level II	FOC 101	12/31/2018	Ath. Protection: 12/31/2019
Molly	Lowry	SFSC	melowry25@gmail.com	CPR: 6/5/2018		Background Check: 3/31/2020 - Level II	FOC 101	12/31/2018	Ath. Protection:
Matthew	Reker	SFSC	sfsccoachmatt@gmail.com	CPR: 1/8/2018	Safety: 1/8/2018	Background Check: 8/31/2019 - Level II	FOC Orig.	12/31/2018	Ath. Protection: 12/31/2018
Amanda	Rodriguez	SFSC	sfsccoachmandie@gmail.com	CPR: 9/3/2019	Safety: 9/2/2019	Background Check: 8/31/2019 - Level II	FOC 101, FOC 201, FOC R & R	12/31/2018	Ath. Protection: 12/31/2017

NCS COACHES
EXPIRATIONS/NOT VALID

Hannah	Rouse	SGSA	rouseh@guilford.edu	CPR: 3/7/2018	Safety: 10/10/2018	Background Check: 10/31/2018 - Level II	FOC 101	12/31/2018	Ath. Protection: 12/31/2018
Percy	Gates	STAR	percygates93@gmail.com			Background Check:		12/31/2018	Ath. Protection:
Erin	Jones	STAR	erinjones1000@gmail.com	CPR: 3/20/2018	Safety: 3/20/2018	Background Check: 9/30/2019 - Level II	FOC 101	12/31/2018	Ath. Protection: 12/31/2019
Joseph	Williams	STAR	jwilliams@loweandwilliams.com	CPR: 11/12/2017	Safety: 9/12/2017	Background Check: 8/31/2019 - Level II	FOC Orig.	12/31/2018	Ath. Protection: 12/31/2019
Kile	Aukerman	TAC	coachkile@tactitans.org	CPR: 10/1/2018	Safety: 2/25/2018	Background Check: 10/31/2018 - Level II	FOC 101, FOC 201, FOC R & R	12/31/2018	Ath. Protection: 12/31/2018
Caleb	Lawrence	TAC	calawren@ncsu.edu	CPR: 4/17/2018	Safety: 4/17/2018	Background Check: 10/31/2018 - Level II	FOC 101, FOC 201, FOC R & R	12/31/2018	Ath. Protection: 12/31/2019
Duncan	McClure	TAC	damclu2@ncsu.edu			Background Check:		12/31/2018	Ath. Protection: 12/31/2020
Admir	Kajevic	TE	kajevicadmirkajo@yahoo.de		Safety: 6/23/2016	Background Check: 11/30/2019 - Level II	FOC 101	12/31/2018	Ath. Protection: 12/31/2018
Wesley	Parrish	TEAM	wparris89@gmail.com	CPR: 9/12/2017	Safety: 9/12/2017	Background Check: 9/30/2018 - Level II	FOC 101, FOC 201, FOC R & R	12/31/2018	Ath. Protection: 12/31/2018
David	Amato	TYDE	djamato@gmail.com	CPR: 2/28/2018	Safety: 11/30/2018	Background Check: 3/31/2019 - Level II	FOC Orig.	12/31/2018	Ath. Protection: 12/31/2019
Sarah	Barton	TYDE	coachsarah@swimtyde.org	CPR: 5/4/2019	Safety: 3/20/2018	Background Check: 1/31/2019 - Level II	FOC 101, FOC 201, FOC R & R	12/31/2018	Ath. Protection: 12/31/2019
Kelley	Cundiff	TYDE	k.cundiff@ymca.nwnc.org	CPR: 2/1/2018	Safety: 4/2/2018	Background Check:		12/31/2018	Ath. Protection:
Charlotte	Disher	TYDE	coachcharlotte@swimtyde.org	CPR: 10/19/2018	Safety: 3/28/2018	Background Check: 1/31/2019 - Level II	FOC 101, FOC 201, FOC R & R	12/31/2018	Ath. Protection: 12/31/2019
Richard	Huffman	TYDE	coachrichard@swimtyde.org	CPR: 2/11/2018	Safety: 12/1/2017	Background Check: 9/30/2019 - Level II	FOC 101, FOC 201, FOC R & R	12/31/2018	Ath. Protection: 12/31/2020
Robert	Jennings	TYDE	bob@swimgearnc.com	CPR: 1/18/2019	Safety: 1/18/2019	Background Check: 10/31/2019 - Level II	FOC 101, FOC R & R	12/31/2018	Ath. Protection: 12/31/2019
Briley	Penner	TYDE	coachbriley@swimtyde.org	CPR: 6/10/2018	Safety: 6/13/2019	Background Check: 9/30/2019 - Level II		12/31/2018	Ath. Protection:
Kevin	Beller	UN	kevinbeller20@gmail.com	CPR: 11/5/2018	Safety: 11/5/2018	Background Check: 12/31/2018 - Level II	FOC 101	12/31/2018	Ath. Protection: 12/31/2018
Shawn	Blaine	UN	stb030184@gmail.com	CPR: 9/13/2018	Safety: 9/12/2017	Background Check: 2/28/2019 - Level II	FOC Orig.	12/31/2018	Ath. Protection: 12/31/2017
Gabrielle	Carter	UN	gabbiacarter1@gmail.com	CPR: 4/3/2018	Safety: 2/24/2018	Background Check: 2/28/2019 - Level II	FOC 101, FOC 201, FOC R & R	12/31/2018	Ath. Protection: 12/31/2017
Mary	Demilia	UN	marydemilia@gmail.com	CPR: 1/28/2020	Safety: 1/28/2020	Background Check: 2/29/2020 - Level II	FOC 101	12/31/2018	Ath. Protection:
Sarah	Jabusch	UN	smjabusch@gmail.com	CPR: 4/3/2015	Safety: 3/27/2016	Background Check: 2/29/2020 - Level II	FOC 101, FOC 201, FOC R & R	12/31/2018	Ath. Protection: 12/31/2020
Brenda	McLuskie	UN	brenda@mccluskie.com			Background Check: 9/30/2019 - Level II		12/31/2018	Ath. Protection:
Mary	O'Doherty	UN	mcdoherthy3@gmail.com	CPR: 9/24/2019	Safety: 9/8/2017	Background Check: 9/30/2017 - Level II	FOC 101, FOC 201, FOC R & R	12/31/2018	Ath. Protection: 12/31/2017
Ralph	Potok	UN	potok@nc.rr.com	CPR: 5/7/2018	Safety: 4/12/2018	Background Check: 5/31/2018 - Level II	FOC 101, FOC 201, FOC R & R	12/31/2018	Ath. Protection: 12/31/2019
Nancy	Potok	UN	potok@nc.rr.com	CPR: 5/7/2018	Safety: 4/12/2018	Background Check: 5/31/2018 - Level II	FOC 101, FOC 201, FOC R & R	12/31/2018	Ath. Protection: 12/31/2019
Jessica	Smigielski	UN	jms9000@uncw.edu	CPR: 3/11/2018	Safety: 3/11/2018	Background Check: 12/31/2019 - Level II	FOC 101, FOC 201, FOC R & R	12/31/2018	Ath. Protection: 12/31/2019
Andrea	Smigielski	UN	Ski3917@aol.com	CPR: 3/25/2018	Safety: 3/25/2018	Background Check: 12/31/2019 - Level II	FOC 101, FOC 201, FOC R & R	12/31/2018	Ath. Protection: 12/31/2019
Joshua	Tillett	UN	jtilet@samsonrmc.org	CPR: 11/9/2019	Safety: 11/18/2018	Background Check: 11/30/2019 - Level II	FOC 101, FOC 201, FOC R & R	12/31/2018	Ath. Protection: 12/31/2017
Maureen	Fitts	WAVE	mnfitts@gmail.com	CPR: 10/21/2019	Safety: 10/21/2019	Background Check: 12/31/2019 - Level II		12/31/2018	Ath. Protection: 12/31/2020
Katherine	Olson	WAVE	lulabanks1737@yahoo.com	CPR: 10/1/2019	Safety: 1/8/2018	Background Check: 9/30/2017 - Level II	FOC 101, FOC 201, FOC R & R	12/31/2018	Ath. Protection: 12/31/2017
Diana	Griffin	WNCN	deemgee619@yahoo.com	CPR: 4/15/2017	Safety: 4/15/2017	Background Check: 6/30/2019 - Level II	FOC Orig.	12/31/2018	Ath. Protection: 12/31/2019
Kristy	Howton	WNCN	klhowton@ymcawnc.org	CPR: 11/10/2019	Safety: 11/10/2019	Background Check: 1/31/2018 - Level II	FOC Orig.	12/31/2018	Ath. Protection: 12/31/2018
Eric	Hyder	WNCN	ericjen220@gmail.com	CPR: 11/19/2018	Safety: 11/12/2017	Background Check: 1/31/2020 - Level II	FOC Orig.	12/31/2018	Ath. Protection: 12/31/2018
Mason	Trivette	WOW	masontrivette@gmail.com	CPR: 10/10/2018	Safety: 1/9/2018	Background Check: 1/31/2018 - Level II	FOC 101, FOC 201, FOC R & R	12/31/2018	Ath. Protection: 12/31/2018
Ben	Watts	WOW	benwatts5991@gmail.com	CPR: 10/30/2019	Safety: 9/25/2017	Background Check: 12/31/2019 - Level II	FOC 101, FOC 201, FOC R & R	12/31/2018	Ath. Protection: 12/31/2018
Trent	Carter	WST	trent_carter99@yahoo.com	CPR: 4/12/2018	Safety: 2/27/2018	Background Check: 9/30/2017 - Level II	FOC 101, FOC 201	12/31/2018	Ath. Protection: 12/31/2018
Kimberly	Vines	WST	kimberlyvines1@gmail.com			Background Check: 11/30/2019 - Level II		12/31/2018	Ath. Protection:
Joshua	Wilson	WST	joshwilson498@gmail.com	CPR: 3/24/2018	Safety: 3/5/2018	Background Check: 1/31/2020 - Level II	FOC 101, FOC 201, FOC R & R	12/31/2018	Ath. Protection: 12/31/2018
James	Anderson	YBAC	swimlessons@acymca.org	CPR: 3/17/2019	Safety: 3/19/2019	Background Check: 11/30/2019 - Level II		12/31/2018	Ath. Protection: 12/31/2019
Joseph	Bonk	YOTA	jgbonk@ncsu.edu	CPR: 9/9/2019	Safety: 9/9/2019	Background Check: 10/31/2019 - Level II		12/31/2018	Ath. Protection: 12/31/2019
Sara	Graham	YOTA	saragraham21@gmail.com	CPR: 6/25/2018	Safety: 6/25/2018	Background Check: 2/28/2019 - Level II	FOC 101	12/31/2018	Ath. Protection: 12/31/2019
Jonathan	Hindman	YOTA	jonathan.hindman@lindsey.edu	CPR: 2/25/2018	Safety: 2/25/2019	Background Check: 5/31/2019 - Level II	FOC 101, FOC 201	12/31/2018	Ath. Protection: 12/31/2019
Christopher	Hoffner	YOTA	cjhoffner@yahoo.com	CPR: 9/9/2019	Safety: 6/17/2019	Background Check: 9/30/2019 - Level II	FOC 101	12/31/2018	Ath. Protection:
Shelby	Layman	YOTA	laymans71695@gmail.com	CPR: 9/9/2019	Safety: 10/10/2017	Background Check: 12/31/2018 - Level II	FOC 101, FOC 201, FOC R & R	12/31/2018	Ath. Protection: 12/31/2019
Samuel	Miller	YOTA	sam.david.miller@gmail.com	CPR: 9/9/2019	Safety: 9/9/2019	Background Check: 8/31/2017 - Level II	FOC 101, FOC 201	12/31/2018	Ath. Protection: 12/31/2017
Mazaliyah	Morris	YOTA	maz297@yahoo.com	CPR: 3/18/2020	Safety: 5/3/2019	Background Check: 3/31/2018 - Level II	FOC 101, FOC 201, FOC R & R	12/31/2018	Ath. Protection: 12/31/2018
Kiyaniah	Tilghman	YOTA	ktlighman13@gmail.com	CPR: 12/5/2019	Safety: 9/9/2019	Background Check: 2/28/2019 - Level II	FOC 101	12/31/2018	Ath. Protection: 12/31/2018

April BOD / HOD Report

Friday, April 20, 2018 4:18 PM

- Susan Woessner is no longer with USA Swimming
- Maggie Vail & Liz Hahn have divided Susan's duties
 - No word yet on if or when someone new will be hired
- As a reminder
 - Issues can be reported to either USASwimming or US Center for SafeSport
 - usaswimming.org/protect
 - [SafeSport.org](https://safesport.org)
 - On February 14, 2018, Senate bill S. 534 – Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017 – was signed into law and became effective immediately
 - <https://safesport.org/files/details/27>
- SafeSport "Meet In a Box" is being refined and complied and *should* be available in the next couple of months
- Training Video
 - All are being redone
 - The athlete videos will be more athlete to athlete and should be available for our May SafeSport push
 - Parent video should be available not long after the athlete video
- SafeSport Mondays
 - All clubs should be receiving monthly emails from NC Swimming with that months topic / discussion points / scenario
 - All clubs should have received a wire bound copy of all current SafeSport Monday's
- NCS Athletes put together a great SafeSport reminder video available on @<http://www.swimnc.com/ncs-athletes-safe-sport-video/> or on Instagram @ncs_athletes
- NCS SafeSport Items upcoming
 - Athlete awareness campaign : May 2018
 - Club level SafeSport coordinators
 - The information letter is being tweaked based on information received from other LSCs at the Zone Workshop
 - Should be coming out with the next SafeSport Monday
 - Incorporating SafeSport and the Athlete Protection Video into our LSC Camp / Team process
 - Talking to our Camp / Team people on how best to accomplish
- Backstroke Start Safety Certification goes into effect May 1, 2018
 - [Relevant document](#)

COMMUNICATIONS – RONNIE ROACH

The communications committee is divided up between Bill Martin and myself - Richard helps out with some technical issues.

We have not had any formal meetings but we do discuss and solve problems as they arise.

Our presence online is:

- NC Swimming website. We have a lot of activity - On average, we have 750mb to 1gb downloaded from our site every day.
- Facebook Page - currently have 410 followers - we have had 185 additional views this week. Bill has been posting articles on the website to promote us through facebook.
 - Our average reach per post is around 150 people
 - Our highest rated post was in April of 2018 - we reached 1076 people about the additional 23 athletes that qualified for AG Sectionals
 - We are pretty much just pushing information out on this site.
- Email posting from articles on ncswim.org
 - We have 53 subscribers - when an article is published, the following day the message is delivered by email to the subscriber.
 - Primarily used by the parents
- Twitter - have an account but not actively used
- Instagram NC Swimming - have an account but not used
- Instagram Swimmers - have an account but only a few contribute
 - Trial balloon but there are liabilities associated with turning it over to swimmers
- This does not include the many emails sent out from Bill and Barb on a weekly basis.

Future goals:

There has been a lot of talk about improving our social media footprint. There are a few things to consider:

- What are the goals of the social media program
- Who is our audience?
- What are we trying to promote?
- How much are we willing to spend? Many organizations our size has at least one full time person devoted to social media
- Do we want to focus on pushing the information out or do we also want to include the interaction with people - the latter dramatically increases the time and resources.
- By allowing interaction - we can also open our organization up for liabilities - a volunteer group can easily get caught up in their other job and if we miss a complaint, a charge of harassment, bullying, we have a responsibility to respond and do so quickly. I strongly suggest if this is the way we want to go - we need to hire an experience person to focus on this part of our program.
 - Example of a comment we received but did not respond to: *I was very disappointed in the facility that was chosen for the ncs 14&U age group championships this past weekend. The facility is a nice facility for a single age group at a time but not for multiple age groups. The Saturday and Sunday afternoon sessions were horrible and should not have been allowed. You had people sitting in front of fire exits and the pool deck was so full that it was impossible to even get to the restrooms. It was also impossible to even get to see your child swim. I hope to never have to visit this pool again for a meet this large.*
- What is our responsibility as an LSC vs. what the teams should be responsible for? Recruitment and engagement is primarily at the team level.
- Even something as simple as doing a bio article on a club or coach will result in the other locals feeling club or coach x is being promoted and we are not. It is a slippery slope.
- Most younger people use up to 8 social media platforms regularly. That is a tremendous amount of data / engagement to manage.

We have a coach from TEAM Charlotte that would like to get involved in the social media aspect. We have had a chance to connect but plan on speaking later today or early next week. I can add her to our facebook, twitter, instagram and website publishing roles.

In essence - I believe we need a dedicated person to run social media if that is what NC Swimming wants to pursue. Perhaps we can consider hiring a swimmer out of college to run the program - they will understand the sport, they will be happy to have a real job, and they have a good understanding of the platforms.

Revenue	Q1	Q2	Q3	Q4
2014-2015	\$ 451,259.00	\$ 716,697.00	\$ 800,830.00	\$ 894,871.00
2015-2016	\$ 470,891.00	\$ 724,630.00	\$ 846,297.00	\$ 947,949.00
2016-2017	\$ 614,054.00	\$ 769,877.00	\$ 862,797.00	\$ 952,338.00
2017-2018	\$ 958,245.00	\$ 801,620.00	#N/A	#N/A

Expenses	Q1	Q2	Q3	Q4
2014-2015	\$ 317,491.00	\$ 622,170.00	\$ 735,955.00	\$ 862,770.00
2015-2016	\$ 322,773.00	\$ 537,085.00	\$ 646,927.00	\$ 890,986.00
2016-2017	\$ 376,910.00	\$ 695,249.00	\$ 775,226.00	\$ 879,931.00
2017-2018	\$ 950,699.00	\$ 605,877.00	#N/A	#N/A

Travel Fund Revenue	Q1	Q2	Q3	Q4
2016-2017	\$ 27,942.00	\$ 41,540.00	\$ 53,824.00	\$ 109,130.00
2017-2018	\$ 112,592.00	\$ 69,896.00	#N/A	#N/A

Travel Fund Expense	Q1	Q2	Q3	Q4
2016-2017	\$ 34,865.00	\$ 21,673.00	\$ 21,673.00	\$ 102,118.00
2017-2018	\$ 102,118.00	\$ 52,105.00	#N/A	#N/A

2017-2018 Travel Fund Pay out	Q1	Q2	Q3	Q4
Athlete		44105		
Coach		8000		

Endowment	Q1	Q2	Q3	Q4
2015-2016	\$ 1,155,130.00	\$ 1,126,615.00	\$ 1,172,426.00	\$ 1,219,735.00
2016-2017	\$ 1,259,435.00	\$ 1,265,967.00	\$ 1,287,194.00	\$ 1,285,151.00
2017-2018	\$ 1,308,873.00	\$ 1,381,966.00	#N/A	#N/A

Total Members	Q1	Q2	Q3	Q4
2014-2015	9357	10481	11116	11559
2015-2016	7480	10411	10816	11102
2016-2017	7638	10554	11042	11301
2017-2018	8476	10892		

Athletes	Q1	Q2	Q3	Q4
2014-2015	8589	9486	9943	10174
2015-2016	7003	9391	9686	9767
2016-2017	7121	9483	9804	9932
2017-2018	7918	9759		

Officials	Q1	Q2	Q3	Q4
2014-2015	342	455	491	506
2015-2016	175	461	491	498
2016-2017	201	488	523	529
2017-2018	227	519		

2017-2018	Q1	Q2	Q3	Q4
2017-18	3%	5%		
Goal	6%	6%	6%	6%



Leading the Nation in Achievement, Development, Diversity, and Citizenship

Promoting Excellence by Providing Resources to Support and Empower the North Carolina Swimming Community

Our Why:

So that our community supports our athletes

April 2018 BOD/HOD
meetings

Vital Few Objectives Board Summary

<u>Committees</u>	Lisa Olack & Wayne Shulby
Estimated Completion Date:	Unknown
Current Completion Status	Milestone 1 is in process, Committee has a meeting schedule, meets with follow up
Next Steps	action items

<u>Communications</u>	Emile Charles & Carl Labonge
Estimated Completion Date:	8/31/2018
Current Completion Status	Not Started
	Milestones and tasks are now assigned, Estimated completion
Next Steps	dates filled in.

	Sarah Hollman, Rodney Sumner & Morgan Dobson
<u>Community Education</u>	
Estimated Completion Date:	Unknown
Current Completion Status	
Next Steps	

VFO Improvement Plan Tracking



NORTH
CAROLINA
SWIMMING

Problem Statement	Project Scope					Root Cause
Committees are not productive	Improve committee and board structure, member					
5 Why?	???					
Current Metric	NA					
Goal Metric	NA	Expected Outcome				
Board Champion	Lisa Olack					
Board Champion	Wayne Shulby					
Committee Assigned	NA					
Task Force Members	Lisa Olack/Wayne Shulby					
	David Rigsbee					
	Scott Olsen					
	Emile Charles					

Start Date	1/10/2018		Board Meetings								
Action Items	Est Completion Date	Milestone/Task Owner	January	March	April	June	September	October-HOD	December	Completion Date	
Committee Structure											
Collect Data on existing committees	1/25/2018	Lisa Olack	C								
Get Input from existing committees	4/30/2018	Taskforce		IP	IP						
Get input from BOD	5/31/2018	Taskforce			NS						
Analyze data	6/30/2018	Taskforce			IP						
Develop Recommendations	7/31/2018	Taskforce			NS						
Board delegation											
Task											
Task											
Task											
Task											
Member expectations and athlete involvement											
Input from athletes	4/30/2018	Emile Charles									
Task											
Task											
Task											
Milestone											
Legislation, if applicable	8/15/2018	Task Force									
Task											
Task											
Task											
Key	NS	IP	S	C							
	Not Started	In Process	Stalled	Completed							

Governance Committee Resource


[Dwight Dickerman](#)

704 236 1658

Communications



NORTH CAROLINA SWIMMING

Problem Statement		Project Scope		 SWIMMING	
Communication is not effective		establish goals and allocate responsibilities of committee members.			Root Cause
5 Why?		Platforms are not fitting to community, due to the fact there is no agreement on the type, frequency or audience NCS information should be broadcast.	Communications are not accesible to all	Misunderstanding of communication received	Inactiveness and lack of communication between committees unrecieved and misunderstood messages by NCS
Current Metric	None				
Goal Metric		Expected Outcome	Increase # of athletes registered in NCS		
Board Champion	Carl LaBonge				
Board Champion	Emile Charles				
Committee Assigned					
Task Force Members					

Start Date	1/10/2018		Board Meetings					
Action Items	Est Completion Date	Milestone/Task Owner	January	May	July	September	November	Completion Date
Establish Social Media Platforms	7/31/2018		NS					
Create Instagram, Facebook, Twitter, Snapchat	6/31/18		NS					
Find and contact social media company	4/31/2018		NS					
Create plan for extent of social media (events publicized, platform utilized most, etc.)	6/31/18		NS					
Establish athlete access vs company access to platforms	7/31/2018		NS					
Reduce over involved members			NS					
Increase Communication between Committees	7/31/2018		NS					
Establish time of sharing between committees	7/31/2018		NS					
Establish system of publication for committee progress and tasks	7/3/2018		NS					
Increase NCS communication to community	7/31/2018		NS					
Create public schedule for outreach swimming clinics	7/31/2018		NS					
Publicize cluband NCS events to a greater scale	7/31/2018		NS					
Key	NS	IP	S					
	Not Started	In Process	Stalled					

Governance Committee Resource

[Dwight Dickerman](#)

704 236 1658

I am think we need to develop a Survey Monkey survey to ask swimmers and coaches what they would like to see happen with how NCS communicates and what they wanted communicated along with trying to increase club membership and thereby NCS / USA swmming membership!

Community Education
VFO Improvement Plan Tracking



Problem Statement		Project Scope		Root Cause	
Need additional community education		Develop a Coach/Club/Athlete Development Program within the LSC			
5 Why?					
Current Metric					
Goal Metric		Expected Outcome			
Board Champion		Sarah Holman			
Board Champion		Morgan Dodson			
Board Champion		Rodney Sellers			
Committee Assigned		Coaches Committee/Athlete Committee			
Task Force Members					

Start Date	1/10/2018		Board Meetings						
Action Items	Est Completion Date	Milestone/Task Owner	April	June	September	October	December		Completion Date
Coach/Club Development									
Task - Coach Interviews	1-Jun	Sarah	IP						
Task - Define best coaches clinic options (FB Live?) resources (USA Swimming, etc.)		Coaches' Committee	NS						
Task - Create FB Exchange Group for NC Coaches		Coaches' Committee	NS						
Task - Sport Development Director Feasibility Study	1-May	Sarah	NS						
Reach out to Coaches Committee		Sarah/BOD/Wayne/Lisa/Dave	NS						
	1-May	Sarah	NS						
Community Education about Diversity		Rodney							
Task									
Task									
Task									
Task									
Athlete Education		Morgan/Sarah							
Task									
Task									
Task									
Task									
Milestone									
Task									
Task									
Task									
Task									
Key	NS	IP	S	C					
	Not Started	In Process	Stalled	Completed					



As a result of developing the Consent Agenda and Strategic Project (VFO) process for the Board of Directors, we discovered a need to improve the Boards ability to share and communicate these documents in a secure manner.

Needs assessment:

- Secure access
- Track updates/changes
- Facilitate communication
- Document storage
- Team project software

After working with the LSC's Communications Committee to discuss what would best suit these needs, I am recommending the LSC utilize Microsoft Office 365 for Non-Profits. All appropriate members would have online access to all Office Products regardless of platform or device as well as on multiple devices. Office 365 would meet each of the assessed needs through;

1. Outlook
2. Excel
3. Word
4. Access
5. Power Point
6. OneNote
7. Planner and Team
8. Share point (file sharing)
9. Skype

Planner and Team will allow collaborative communication within the committee and status by appropriate Board members. Additional benefits would be note sharing OneNote, and Skype meetings. These products could also be instrumental in improving Committee meetings, minute documentation and Board/committee oversight.

I have discussed also this option with David Rigsbee, who has launched this solution in his corporation with great success in managing team projects and meetings. David could also provide some support with his IT team if needed for implementation.

Cost:

\$3.00/ user month

Estimate at \$1000- \$2000/year.

<https://products.office.com/en-us/nonprofit/office-365-nonprofit-plans-and-pricing>

Cost could be reduced through a sponsorship if necessary.



NORTH
CAROLINA
SWIMMING

Succession Plan:

Board Recommendation Replacement Chart

HOD Election Date Fall 2018

* Termed Out

Finance Vice Chair *	Name	Current Position	Readiness Rating	Performance Rating	Development Needs
	Carl Labonge				
	Candidate 1				
	Candidate 2				
	Candidate 3				

Senior Vice Chair *	Name	Current Position	Readiness Rating	Performance Rating	Development Needs
	Jay Dodson				
	Candidate 1				
	Candidate 2				
	Candidate 3				

Secretary	Name	Current Position	Readiness Rating	Performance Rating	Development Needs
	Lisa Olack				
	Candidate 1				
	Candidate 2				
	Candidate 3				

Technical Planning	Name	Current Position	Readiness Rating	Performance Rating	Development Needs
	Kevin Thornton				
	Candidate 1				
	Candidate 2				
	Candidate 3				

General Chair	Name	Current Position	Readiness Rating	Performance Rating	Development Needs
	David Olack				
	Candidate 1				
	Candidate 2				
	Candidate 3				

April 2018 Officials Policy Changes Submitted for approval:

Summary of Changes:

- | | |
|-------------|--|
| 5.1 | <u>Stroke & Turn</u>
Allows officials committee to establish clinics for recertification in lieu of on line testing |
| 5.2 | <u>Admin Official</u>
Allows officials committee to establish clinics for recertification in lieu of on line testing |
| 5.3 | <u>Chief Judge</u>
Establishes NCS certification requirements and training (new LSC certification) |
| 5.4 | <u>Starter</u>
Revises prerequisites for entry into starter level and clarifies final evaluation and evaluator scheduling & Requirements
Allows officials committee to establish clinics for recertification in lieu of on line testing |
| 5.5 | <u>Referee</u>
Clarifies prerequisites and establishes experience level rather than years in officiating
New requirements for referee becoming LSC certified for prelim & finals Meet Referee (L2) |
| 5.6 | <u>Open Water Judge, Starter, and Referee</u>
Aligns NCS requirements with USA Swimming Requirements
Allows Open Water Official not to be required to be "pool" official |
| 5.10 | <u>Official Decertification</u>
Provides guidance and provisions for disciplinary action up to and including decertification of LSC levels and USA Swimming official certifications |

5 OFFICIALS POLICIES

5.1 Stroke and Turn Certification

5.1.1 Purpose - Establish the requirements and guidelines for becoming and recertifying as a North Carolina Swimming Stroke and Turn Judge. This policy and the requirements are maintained by the North Carolina Swimming Official's Committee.

5.1.2 Requirements

- Prerequisite
 - Be at least 18 years of age
 - Register with USA Swimming as a non-athlete member within 60 days of your clinic date. (USA membership is a requirement to officiate on deck)
 - Complete a Level II background within 60 days of your clinic date.
 - Complete the Athlete Protection Training Course within 60 days of your clinic date.
- Education
 - Attend a North Carolina Swimming stroke and turn judge clinic. Current scheduled clinics are posted on the North Carolina Swimming website.
 - Satisfactorily complete the USA Swimming Stroke & Turn/Timer certification test (not the Re-certification) with a score of 80% or better, prior to completing the apprenticeship.
- Training
 - ALL CERTIFICATIONS MUST BE COMPLETED WITHIN ONE YEAR (12 MONTHS) OF THE CLINIC DATE.
 - Work a minimum of 6 sessions at no less than 2 USA sanctioned or approved swim meets with at least 2 different mentors assigned by the Meet Referee. Each session shall include each of the strokes; relay events if applicable.
 - After each session, the meet referee and/or mentor shall conduct a review of the session with the apprentice and discuss the ratings and/or comments provided on the On Deck Apprenticeship Record (provided at clinic).
 - Each session must be documented on the On Deck Apprenticeship Record and signed by the mentor and meet referee.
 - After all 6 sessions in the apprenticeship are completed; the apprentice will email a copy of their On Deck Apprenticeship Record(s) to trainingcoordinator@ncswim.org.
 - Once the NCS training coordinator verifies that the apprentice has met all requirements satisfactorily, including the reviews, he/she will enter the official into OTS as a certified S&T judge. The NCS certification card will be available at www.usaswimming.org.
 - The NCS Training coordinator will notify the apprentice that he/she has completed the apprenticeship and is certified and will order a name badge for the new official.

5.1.3 Recertification Requirements - To recertify as a North Carolina Swimming Stroke and Turn Judge, the official must complete the following:

- Annually (calendar year)
 - Officiate at a minimum of 6 sessions at USA sanctioned or approved meets
 - Sessions completed during a calendar year as an apprentice will count towards the minimum requirement of sessions for that year.
 - If you are also an Administrative Official, 1 of your 6 sessions must be at the Administrative Official level.
 - Renew their USA Swimming registration as a non-athlete member.
 - Maintain a current Level II background check
 - Maintain current athlete protection education requirements
- **Tri-annually (every 3 years)**
 - Along with the annual requirements, satisfactorily complete the USA Swimming Stroke & Turn/Timer re-certification test with a score of 80% or better.
 - In lieu of the on-line re-certification test, the Officials Committee may offer refresher clinics to satisfy the requirement
 - Apprentices completing their initial certification test in a testing year will be exempt from taking the re-certification test in that year.

5.2 Administrative Official Certification

5.2.1 Purpose - Establish the requirements and guidelines for becoming and recertifying as a North Carolina Swimming Administrative Official. This policy and the requirements are maintained by the North Carolina Swimming Official's Committee.

5.2.2 Requirements

- Prerequisite
 - Be at least 18 years of age
 - Register with USA Swimming as a non-athlete member within 60 days of your clinic date. (USA membership is a requirement to officiate on deck)
 - Complete a Level II background check within 60 days of your clinic date.
 - Complete the Athlete Protection Training Course within 60 days of your clinic date.
- Education
 - Attend a North Carolina Swimming administrative official clinic. Current scheduled clinics are posted on the North Carolina Swimming website.
 - It is highly recommended that the apprentice also attend a Meet Manager clinic.
 - Satisfactorily complete the USA Swimming Administrative Official certification test (not the Re-certification) with a score of 80% or better, prior to completing the apprenticeship.
- Training
 - ALL CERTIFICATIONS MUST BE COMPLETED WITHIN 12 MONTHS OF THE CLINIC DATE.
 - Work a minimum of 4 sessions with a mentor assigned by the Meet Referee; the mentor must be a referee or current administrative official with a minimum of one year of experience (at least 6 sessions worked).
 - After each session, the meet referee and/or mentor shall conduct a review of the session with the apprentice and discuss the ratings and/or comments provided on the On Deck Apprenticeship Record (provided at clinic).

- Each session must be documented on the On Deck Apprenticeship Record and signed by the mentor and meet referee.
- After all 4 sessions in the apprenticeship are completed; the apprentice will email a copy of their On Deck Apprenticeship Record(s) to trainingcoordinator@ncswim.org.
- Once the NCS Training coordinator verifies that the apprentice has met all requirements satisfactorily, including the reviews, he/she will enter the official into OTS as a certified administrative official. The NCS certification card will be available at www.usaswimming.org.
- The NCS Training coordinator will notify the apprentice that he/she has completed the apprenticeship and is certified and will order a name badge for the new official.

5.2.3 Recertification Requirements - To recertify as a North Carolina Swimming Administrative Official, the official must complete the following:

- Annually (calendar year)
 - Officiate at a minimum of 6 sessions at USA sanctioned or approved meets.
 - Sessions completed during a calendar year as an apprentice will count towards the minimum requirement of sessions for that year.
 - For officials who are also a stroke and turn and/or starter, 1 of your 6 sessions must be at this level.
 - Renew their USA Swimming registration as a non-athlete member.
 - Maintain a current Level II background check
 - Maintain current athlete protection education requirements
- Tri-annually (every 3 years)
 - Along with the annual requirements, satisfactorily complete the USA Swimming Administrative Official re-certification tests with a score of 80% or better.
 - In lieu of the on-line re-certification test, the Officials Committee may offer refresher clinics to satisfy the requirement
 - - Apprentices completing their initial certification test in a testing year will be exempt from taking the re-certification test in that year.

5.3 Chief Judge Certification

5.3.1 Requirements:

5.3.1.1 Current Stroke & Turn Official in good standing

5.3.1.1.1 Attend NCS CJ Clinic

5.3.1.1.2 Minimum 25 sessions (Min 6 of the 25) at a Prelim/Final Meet) as a Certified S&T Judge

5.3.2 Process for Certification

5.3.2.1.1 Minimum 5 Sessions as an Apprentice CJ (XC)

5.3.2.1.2 Evaluations – 2 Required

5.3.2.1.2.1 Satisfactory Initial and Final XC Evaluation

Initial Evaluation – after 4th or subsequent session

Final Evaluation – After 5th or subsequent session

Final Evaluation completed by NCS Referee who is an N2 CJ

Pass NCS Swimming Written Test with 90%

Take prior to final evaluation

The evaluation sessions must be scheduled at an approved OQM, LSC Championship meet or meet approved by Officials Committee all where radios must be in use.

Grandfather:

All Current and apprenticing Referees at time of policy approval will receive CJ Certified for LS

5.3 All Current N2 and N3 CJ certifications will receive CJ certified for LSC ~~(Future)~~

5.4 Starter Certification

5.4.1 Purpose - Establish the requirements and guidelines for becoming and recertifying as a North Carolina Starter. This policy and the requirements are maintained by the North Carolina Swimming Official's Committee.

5.4.2 Requirements:

- Prerequisite
 - Be at least 19 years of age
 - Must be a USA certified Stroke & Turn Judge for a minimum of 1 year and have worked a minimum of 18 sessions at a USA Swimming sanctioned or approved meet.
 - Recommendation letter from a NCS starter or referee in good standing.
 - ~~Must make application to the NCS starter training coordinator on the current application form (see website) to startertrainingcoordinator@ncswim.org.~~
 - Once the Clinician and starter training coordinator has verified the individual has met all requirements satisfactorily, approval to enter the starter apprenticeship program will be given. The starter coordinator along with the apprentice will select a mentor who will assist the apprentice during the apprenticeship process and must be assigned prior to or at the clinic.
- Education
 - Attend a North Carolina Swimming starter clinic. Currently scheduled clinics are posted on the North Carolina Swimming website.
 - Satisfactorily complete the USA Swimming Starter certification test (not the Re-certification) with a score of 80% or better, prior to beginning the on deck training.
- Training
 - On deck, apprenticing cannot begin until all prerequisites are met and the NCS LSC card is updated to indicate Starter status as XS.
 - ALL CERTIFICATIONS MUST BE COMPLETED WITHIN 12 MONTHS OF THE CLINIC DATE.
 - Work a minimum of 6 sessions at no less than 3 USA sanctioned or approved swim meets with at least 2 different mentors (assigned by the Meet Referee). Each session shall include a minimum of 30 starts.
 - Of the 6 sessions, a minimum of 2 sessions must be at a novice or developmental meet.
 - The 6th session will be an evaluation session that the apprentice and NCS starter training coordinator will arrange with a NCS starter training coordinator or designee. The apprentice must receive a satisfactory observation prior to completing the apprenticeship. Those individuals not receiving a satisfactory

evaluation may need to have additional mentoring as determined by the NCS starter training coordinator.

• Final Starter Evaluators are designated by the Officials Committee via nomination and indicated on the NCS LSC card as "EV"

- After each session, the meet referee and/or mentor shall conduct a review of the session with the apprentice and discuss the ratings and/or comments provided on the On Deck Apprenticeship Record (provided at clinic).
- Each session must be documented on the On Deck Apprenticeship Record and signed by the mentor and meet referee.
- After all apprentice sessions and the satisfactory evaluation is completed, the apprentice will email a copy of their On Deck Apprenticeship Record(s) to startertrainingcoordinator@ncswim.org.
- Once the NCS starter training coordinator verifies that the apprentice has met all requirements satisfactorily, including the reviews and evaluation, he/she will enter the official into OTS as a certified starter. The NCS certification card will be available at www.usaswimming.org.
- The NCS Starter Training coordinator will notify the apprentice that he/she has completed the apprenticeship and is certified.

5.4.3 Recertification Requirements - To recertify as a North Carolina Swimming Starter, the official must complete the following:

- Annually (calendar year)
 - Officiate at a minimum of 6 sessions at USA sanctioned, approved, or observed meets (see bullet below for further clarification on observed meets that qualify). At least ~~32~~ of these sessions shall be as a starter.
 - Sessions completed during a calendar year as an apprentice will count towards the minimum requirement of sessions for that year.
 - If you are also an Administrative Official, 1 of ~~your~~the 6 sessions must be at the Administrative Official level.
 - Annual Renewal of their USA Swimming registration as a non-athlete member.
 - Maintain a current Level II background check
 - Maintain current athlete protection education requirements
- Tri-annually (every 3 years)
 - Along with the annual requirements, satisfactorily complete the USA Swimming Starter re-certification test with a score of 80% or better.
 - In lieu of the on-line re-certification test, the Officials Committee may offer refresher clinics to satisfy the requirement
 - - Apprentices completing their initial certification test in a testing year will be exempt from taking the re-certification test in that year.

5.4.4 Forms (See website)

- NCS Starter Apprentice Application

5.5 Referee Certification

5.5.1 Purpose- Establish the requirements and guidelines for becoming and recertifying as a North Carolina Referee. This policy and the requirements are maintained by the North Carolina Swimming Official's Committee.

5.5.2 Requirements

- Prerequisite
 - Be at least 21 years of age
 - ~~Must be a USA certified Starter with a minimum of 40 sessions worked as a starter, CJ, or AO. At least 10 of these sessions must be at a prelim/final meet where both prelims and finals were as a Starter. for a minimum of 1 year and have worked a minimum of 14 sessions as a starter and 4 sessions as an.~~
 - ~~Certified~~ Administrative Official ~~at a USA Swimming sanctioned or approved meet.~~
 - ~~Must satisfactorily complete the Administrative Official certification~~
 - ~~Obtain~~ Submit a letter ~~for of recommendation~~ consideration to enter the NCS referee apprentice program to the Officials Chair. The candidate will be reviewed by the Officials Committee and upon majority agreement will be granted entrance into the program assuming all other prerequisites are met. ~~from two North Carolina certified referees in good standing who has a minimum of 2 years experience as a certified referee and email them to.~~
 - ~~Once the training coordinator has reviewed the letters of recommendation and verifies the individual has met all other requirements satisfactorily, approval to enter the referee apprenticeship program will be given. One approval has been granted. The~~ Officials Chair training coordinator along with the apprentice will select a mentor who will assist the apprentice during the apprenticeship process.
- Education
 - Attend a North Carolina Swimming referee clinic. Currently scheduled clinics are posted on the North Carolina Swimming website.
 - Satisfactorily complete the USA Swimming Referee and Administrative Referee certification test (not the Re-certification) with a score of 80% or better, before apprenticing on deck.
- Training
 - ALL CERTIFICATIONS MUST BE COMPLETED WITHIN ONE YEAR (12 MONTHS) OF THE CLINIC DATE.
 - Work a minimum of 15 sessions at no less than 4 USA sanctioned or approved swim meets with at least 3 different mentors (assigned by the Meet Referee; the mentor must be a referee for a minimum of 2 years).
 - Of the 15 sessions, a minimum of 4 sessions must be a prelims/finals meet as an admin referee apprentice. (working prelims and finals on the same day).
 - Of the 15 sessions, a minimum of 2 sessions must be at a novice or developmental meet
 - After each session, the meet referee and/or mentor shall conduct a review of the session with the apprentice and discuss the ratings and/or comments provided on the On Deck Apprenticeship Record (provided at clinic).

- Each session must be documented on the On Deck Apprenticeship Record and signed by the mentor and meet referee.
- After all 15 sessions in the apprenticeship are completed; the apprentice will email a copy of their On Deck Apprenticeship Record(s) to trainingcoordinator@ncswim.org.
- Once the training coordinator reviews the apprenticeship record and verifies that the apprentice has met all requirements satisfactorily, including the reviews, he/she will enter the official into OTS as a Level 1 certified referee which allows the individual to officiate as a deck referee, administrative referee, and timed final meet referee. The NCS certification card will be available at usaswimming.org.
- The training coordinator will notify the apprentice that he/she has completed the apprenticeship and is certified as a Level 1 Referee.

5.5.3 Additional Requirements to advance to a Level 2 Referee:

- Level 2 qualifies the Referee to be the Meet Referee for a prelim/final's format meet.

The level 1 referee will notify the NCS Officials Chair that he/she would like to be considered as a level 2 referee. The NCS Officials chair or his/her designee will determine if the Level 1 referee is eligible for the Level 2 program. Consideration will be based on the following criteria:

- Worked all sessions as an assistant or admin referee at a prelim/final meet before requesting L2 review.
- The number and scope of TF meets that the candidate has served as meet referee within the last 24 months
- The number of L2 level meets worked.
- Attendance at HOD meetings (at least one is recommended in the last 12 months)
- Recommendation by an L2 level referee

Upon acceptance, the Level 1 referee will be assigned a mentor by the NCS Officials Chair, or his/her designee.

The level 1 referee must work all sessions of a minimum of 3 prelim/final meets. The first two meets will be in a learning capacity with duties determined by the mentor referee. One of the two meets must be as assistant AR or AR for all of the Prelim final sessions. A review will be conducted after the meet by the mentor. For the third meet, the level 1 referee will be sanctioned as the meet referee for the prelim/final meet. The mentor must be present to evaluate the performance.

Upon completion of the third meet, the mentor shall conduct a review of the meet with the Level 1 referee. The mentor referee will then provide a written report with details summarizing that the meet was satisfactorily completed and that the candidate referee is knowledgeable about the applicable rules for a prelim/final meet. The mentor referee will also provide a recommendation of advancement to level 2 status, or specific areas that need to be addressed before the Level 1 referee is recommended for advancement.

The review will be copied to the candidate and sent to the NCS Officials Chair. Upon receipt and approval by the NCS Officials chair, the candidate will be notified and their certification level will be update to Level 2.

-
- The Level 1 Referee must be mentored at his/her first prelim/final meet by a Level 2 Referee approved by the NCS Official Chair.

- Upon completing the meet, the mentor shall conduct a review of the meet with the Level 1 Referee.
 - The review shall be in a written report with details summarizing that the meet was satisfactorily completed and that the candidate referee is knowledgeable of the applicable rules of the meet along with a recommendation of advancement.
 - The review shall be copied to the candidate and forwarded to the NCS Official Chair.
- Upon receipt and acceptance of the recommendation, the NCS Official Chair shall notify the referee of their advancement to Level 2 Referee and have the certification level changed.

5.5.4 Recertification Requirements - To recertify as a North Carolina Swimming Referee, the official must complete the following:

- Annually (calendar year)
 - Officiate at a minimum of 10 sessions at USA sanctioned, approved, or observed meets (see bullet below for further clarification on observed meets that qualify). A minimum of 6 of these sessions shall be as a Meet Referee, Deck Referee, or Administrative Referee.
 - Sessions completed during a calendar year as an apprentice will count towards the minimum requirement of sessions for that year.
 - Renew their USA Swimming registration as a non-athlete member.
 - Maintain their Level II background check current
 - Maintain their athlete protection education requirements current
- Tri-annually (every 3 years)
 - Along with the annual requirements, satisfactorily complete the USA Swimming Referee re-certification test with a score of 80% or better.
 - Apprentices completing their initial certification test in a testing year will be exempt from taking the re-certification test in that year.
 - Referee recertification clinics approved by the Officials Committee may be utilized in lieu of on line testing

5.6 Open Water Official Certification

5.6.1 Purpose - This policy lays out the requirements and procedure for maintaining the North Carolina Swimming Open Water official certification program. This policy and the requirements are maintained by the North Carolina Swimming Official's Committee.

5.6.2 Requirements

- Prerequisites
 - ~~Current LSC (minimum) certification as:~~
 - Open Water Judge:
 - Successful completion of USA Swimming Open Water Judge test with a score of 80% or better prior to attending an Open Water Clinic
 - If not a current LSC certified official, must complete the registration requirements, which include:
 - Annual USA Swimming non-athlete registration
 - Current level 2 background check
 - Current Athlete protection training
 - Open Water Starter & Referee
 - Successful completion of USA Swimming Open water judge and referee test with a score of 80% or better
 - Officials holding ST, SR, and/DR certifications within NCS:
 - Attend 1 OW event as a judge in previous 12 months
 - Open Water Judge Officials (only):
 - Attendance at 5 sanctioned OW events in previous 3 years
 - ~~— Currently certified as a NCS Stroke & Turn Judge~~
 - Open Water Starter – Current NCS Stroke & Turn judge, Starter, or Referee
 - Open Water Referee – Currently certified as a NCS Referee
 - OW Judge Apprenticeship Process:
 - Attend an NCS Open Water Clinic.
 - ~~■ Not a currently certified S&T, SR, or DR for NCS~~
 - Participate in ~~two one meets session~~ each of a USA Swimming sanctioned open water event in the role as an observed apprentice for Open Water Judge / Referee (as applicable).
 - Current NCS S&T, SR, or DR for NCS
 - ~~■ Participate in one meet of a USA Swimming sanctioned open water event in the role as an observed apprentice for Open Water Judge~~
 - ~~Pass on-line USA Swimming Open Water Tests for Open Water Judge/Referee (as applicable).~~
 - ~~Submit results to the Officiating Chair for certification.~~ OW Meet Referee to notify Officials Chair or designee of successful completion of requirements after OW event.
 - Upon granting certification, the Officials Chair or their designee will notify the candidate, update the LSC certification in OTS
 - OW Starter/Referee Apprenticeship Process
 - Send request to OW Meet Ref to apprentice as Starter at OW Event

- At completion of event, OW Meet Ref to inform Officials Chair of understanding of responsibilities of Starter or Referee
- Officials Chair or designee will update LSC certification card in OTS

5.6.3 Certification Period - Three year term coincided with NC Swimming official certification.

5.6.4 Recertification Requirements

- Participate in at least 1 open water meet as an OW -official Judge or 2 open water meets as a Starter or Referee (as applicable)
- Maintain certification as an USA Swimming official at the appropriate level.
- Pass the appropriate on-line USA Swimming Open Water Test

5.6.5 References:

- USA Swimming Handbook, Part 7 "Open Water"
- NC Swimming Open Water Clinic Presentation

5.7 Transfers

5.7.1 Purpose - This policy lays out the requirements for officials joining and leaving North Carolina Swimming.

5.7.2 Transferring to North Carolina Swimming

5.7.2.1 General Requirements

- The Transferring Official (TO) must become a member of North Carolina Swimming.
- Name, phone number and email address
- The Transferring Official must present to the Officials' Chair: current level(s) and expiration date(s) of certification within their previous LSC and the number of sessions worked (at each level, if applicable) during the current and previous year. (information that may be available in OTS)
- Letter (or email) of standing from previous LSC Officials' Chairperson stating that the TO had departed in good standing.
- Background Screening and Safe Swim Education-The TO must have a current approved Level II Background Check and is current and/or have passed an Safe Swim (Athlete Protection) education training course as required by USA Swimming before being assigned or working at any NCS sanctioned meets.

5.7.2.2 Certification Procedures:

- After successful completion of the requirements, NCS Officials' Chair will arrange for the TO ~~to~~ have an on-deck meeting and observation at a swim meet(s) agreeable to both parties.
- Stroke & Turn Judges/Starters: The TO must be observed for a minimum of one (1) on-deck session by the NCS Officials' Chair or his/her designee in their current certification as documented from their previous LSC. The TO will maintain their current certification(s) if they meet NCS minimum session requirements as arranged for the TO by the NCS Officials' Chair or his/her designee. Those not meeting the minimum arranged session

requirements may need to attend a clinic or have additional mentoring, as determined by the NCS Officials' Chair.

- Referees: The NCS Officials' Chair will arrange for the TO ~~to~~ have an initial on-deck meeting and must be observed for a minimum of two (2) sessions by two (2) different NCS Officials' Chair Referees designees with at least two (2) ~~years experience~~ years' experience. With satisfactory on-deck observations the TO will maintain their current certification(s). Those not receiving satisfactory on-deck observations may need to have additional mentoring, as determined by the NCS Officials' Chair.
- The on-deck observations will be documented with the appropriate NCS minimum requirements for each certification(s). Upon review and approval of the on-deck observations by the NCS Officials' Chair or his/her designee, the TO will be entered in the NCS official's database and credentials issued by the NCS Officials' Chair.
- The NCS Officials' Chair reserves the right to waive any or all of the on-deck observations with prior experience and personal knowledge of a Transferring Official.

5.7.3 Leaving North Carolina Swimming

5.7.3.1 Provide the NCS Officials' Chair with the following information:

- Name, phone number and e-mail address
- The name of the USA Swimming Local Swim Committee(LSC) to which the Official is transferring with the address (or e-mail) of the new LSC's Officials' Chair to whom the Letter of Standing should be sent.
- Date of Departure from NCS.

5.8 Re-Entry Policy

5.8.1 Purpose - This policy defines the requirements and procedures for a previously certified North Carolina Swimming (NCS) official requesting to re-join NCS and USA Swimming as a certified official. This policy is maintained by the NCS Officials' Committee.

5.8.2 General Requirements

- An individual, who has not been certified as a NCS or USA Swimming official for eighteen (18) months or less, may be able to re-enter at their previous NCS certification(s) after completing the steps outlined in this policy.
- An individual, who has not been certified as a NCS or USA Swimming official for greater than eighteen (18) months, must re-enter at the Stroke and Turn apprentice level and must follow the current policy and procedures outlined in the NCS Certification and Advancement program.

5.8.3 Certification Procedures:

- An individual shall obtain a written recommendation from a current NCS certified referee who has at least two (2) ~~years experience~~ years' experience and is in good standing with NCS. This recommendation shall be emailed to the NCS Officials Chair and should include a statement of their personal experience of the individuals' existing officiating skills at the certification level being requested.

- Upon receipt of the recommendation, the NCS Officials Chair and Committee will review the request. The NCS Officials Chair (or designee) will send an email to the individual confirming receipt, approval to begin the recertification process, and specify the requirements necessary to complete the process.
- The individual, upon notification to proceed with the recertification process, shall:
 - Register with USA Swimming as a non-athlete member.
 - Complete the required Level 2 background check through USA Swimming.
 - Complete the athlete protection/safe sport education through USA Swimming.
 - Complete the appropriate USA Swimming on-line test with a score of 80% or better for their requested certification level(s) as listed:
 - Stroke and Turn
 - Recertification-Stroke & Turn/Timer
 - Administrative Official
 - Recertification-Clerk
 - Recertification-Timing Judge
 - Recertification-Timer
 - Starter
 - Recertification-Starter
 - Referee
 - Recertification-Referee
- Upon completion of the previous steps, the individual shall send an email to the NCS Officials Chair (or designee) indicating the steps are complete. The NCS Officials Chair (or designee) will set up the individual as an apprentice for the appropriate certification level and will receive an official's certification card from USA Swimming. The individual is not permitted to work on deck until these steps have been completed.
- The NCS Officials Chair (or designee) will arrange for the individual to complete the applicable on-deck evaluation(s) as indicated below with an evaluator. The evaluation session must include each of the strokes competed and at least one relay event. A written recommendation by the evaluator, signed by the evaluator and meet referee, shall be emailed to the NCS Officials Chair (or designee). Negative feedback from the evaluations may require additional and positive evaluation(s).
 - Stroke and Turn – One evaluation session
 - Administrative Official – One evaluation session
 - Starter – Two evaluation sessions:
 - One evaluation as a stroke and turn judge
 - One evaluation as a starter. The individual shall conduct the timer's meeting, be the primary starter for the session, and have no less than 50 starts.
 - Referee – Four evaluation sessions:
 - One session as an administrative official
 - One evaluation as a stroke and turn judge
 - One evaluation as a starter. The individual shall conduct the timer's meeting, be the primary starter for the session, and have no less than 50 starts.
 - One evaluation as a deck referee. This session may include specific activities as directed by the NCS Officials Chair (or designee). As a minimum, the individual shall complete the official assignments and conduct the stroke briefing.

- Once all the evaluations are completed satisfactorily and received by the NCS Officials Chair, the chair (or designee) will update the individual from apprentice to certified status. The individual will receive an email for the NCS Officials Chair (or designee) stating that the process is complete and will receive an official's certification card from USA Swimming.

5.9 YMCA Reciprocity

5.9.1 Purpose: This policy defines the requirements and guidelines for YMCA officials seeking USA Swimming's certification with North Carolina. This policy is maintained by the North Carolina Swimming Official's Committee.

5.9.2 YMCA Certified Official seeking USA Swimming Official's certification

- Prerequisite
 - The YMCA Official (YO) must register as a non-athlete member of USA Swimming/North Carolina Swimming.
 - Obtain a Level II Background Check with USA Swimming.
 - Complete the online Athlete Protection Training with USA Swimming.
 - The YMCA Official must present to the NCS Official's Chair or his/her designee: current level(s) and expiration date(s) of certification within the YMCA and the number of sessions worked (at each level, if applicable) during the current and previous year.
 - Letter (or email) of standing from the YMCA Officials' Chairperson or their designee, that the YO is in good standing.
 - Attend an approved North Carolina Swimming clinic for their appropriate level. (Level I YO – Stroke & Turn Judge clinic, Level II YO – Starter clinic).
 - Satisfactorily complete the USA Swimming re-certification test for their appropriate level (Level I YO – Stroke & Turn Judge re-cert test, Level II YO – Starter re-cert test) with a score of 80% or better, prior to completing the evaluation process.
- Evaluation Process:
 - After successful completion of the prerequisite requirements, NCS Officials' Chair will arrange for the YO to have an on-deck meeting and observation at a swim meet(s) agreeable to both parties.
 - Stroke & Turn Judges/Starters: The YO must be observed for a minimum of one (1) on-deck session by the NCS Officials' Chair or his/her designee for each of their current certification(s). (Level I YO – one (1) session as a Stroke & Turn Judge, Level II YO one (1) session as a Stroke & Turn Judge and one (1) session as a Starter). With a satisfactory on-deck observation(s) the YO will receive current NCS certification(s) for the appropriate level(s). (Level I YO – Stroke & Turn Judge; Level II YO – both Stroke & Turn Judge and Starter certifications.)
 - Those not meeting the minimum arranged session(s) requirements or not receiving a satisfactory on-deck observations may need to have additional mentoring, determined by the NCS Officials' Chair.
 - The on-deck observations will be documented with the appropriate NCS minimum requirements for each certification(s). Upon review the approval of the on-deck observations by the NCS Officials' Chair or his/her designee, the YO will be entered in the NCS officials' database and credentials issued by the NCS Officials Chair.

- Successfully receiving reciprocity, the YMCA Official agrees to maintain all annual and tri-annual requirements for recertification with NCS.
- The NCS Officials' Chair reserves the right to waive any or all of the on-deck observations with prior experience and personal knowledge of a YMCA Official seeking USA Swimming Official's certification within NCS.

5.9.3 Additional Policy & Procedures and Information:

- The highest level of LSC certification for a YMCA Official seeking reciprocity with USA-S in North Carolina Swimming is Starter/Stroke & Turn Judge for Level II YMCA officials.
- YMCA Level II Referee-Starter officials seeking status as a USA-S Referee within North Carolina Swimming must complete the following:
 - Individual(s) must complete all the policies and procedures previously outlined within the Officials YMCA Reciprocity policy.
 - Must work a minimum of eight (8) sessions at a USA-S sanctioned or approved meet. A minimum of four (4) of those 8 sessions officiating as a Starter.
 - Once the above steps are complete, Individual(s) must enter the full NCS Referee Training program and correctly follow the entire process outlined in the policies and procedures for North Carolina Swimming.

5.10 Official De-Certification

5.10.1 Purpose - This policy lays out the conditions and process for de-certifying an official.

It is the responsibility of all officials to observe and evaluate the officials who are working for and with them. All issues should be reported to the meet referee, who may address them at the time of the meet. However, should it become apparent the issue(s) are serious; they should be reported to the LSC Official's Chair.

5.10.2 Reasons for Decertification

- Professional Qualifications - This category relates to matters involving deficiencies in the professional qualifications of the official. It relates to the technical aspects of the field of officiating, such as a lack of knowledge of the rules, improper application of the rules, etc.
- Professional Misconduct - This category relates to matters involving misconduct in the performance of the official's professional duties that do not rise to the level of acts specifically covered by the Code of Conduct (Article 304.3 of the Rules and Regulations of USA Swimming).
- Code of Conduct - This category involves all acts that fall under Article 304 of the Rules and Regulations of USA Swimming. This category does not fall under this policy. Any complaints in this category should be passed on to the Zone/National Board of Review for resolution

5.10.3 Process and Outcomes- Professional Qualifications

- LSC Official's Chair. The Chair is primarily responsible for addressing the situation. It must be kept in mind that at this stage the approach needs to be remedial rather than punitive.

- The first step for the Chair is to gather all the facts. The Chair may conduct the investigation or may assign the role to another trusted official. It is important that all the facts are discovered and they be documented to the extent they can be.
- Additionally, when conducting the investigation, the following shall be determined concerning the official:
 - knowledge of the rules,
 - application of the rules,
 - Judgment on deck in applying the rules, and professionalism on and off the deck.
- After the facts are obtained, the Chair should schedule a meeting with the official and review in depth the performance of the official. The official needs to be given the facts as gathered by the Chair and the full opportunity to state his or her side of the matter and to make a request for help, should the official choose to do so. At this stage, if the Chair believes it is in the best interest of the official, it is appropriate to bring in other members of the Officials' Committee or some third person who is a friend of the official to assist in the meeting. In the latter situation, the friend should be an official, because we are addressing professional qualifications. Furthermore, should the Chair believe it is inappropriate for him or her to meet with the official or address the issue, the Chair may assign the matter to another official.
- Outcomes:
 - To reassign the official to a lower position, where the official is qualified (i.e., referee to stroke and turn judge). The Chair should present the official with a program to be performed within a given time frame, providing the official the opportunity to regain his or her position. It is recommended that the program include re-training, observation over a series of sessions, and testing.
 - To leave the official in his or her current position but establish a retraining program to correct any deficiencies. Again, any program proposed should include observation over a series of sessions and testing. In this situation, the Chair may decide to withhold any future assignments at the certified position until the official completes the program and is signed off by the training official(s).
 - If the Chair is confronted with the situation where it is apparent the official does not comprehend and understand the rules, and, in the opinion of the Chair, the official will not be able correct the situation, and then the Chair has the power to recommend to the Officials' Committee that the official be decertified as an official.

b. LSC Officials' Committee

- At this stage, the Officials' Committee will enter the picture and make the final decision on de-certification. This step should include a hearing with the official, where the official has full opportunity to make his or her position with the Committee. (See HEARINGS below.)
- A decision to de-certify the official should only be made as a last resort and on the recommendation of the LSC Official's Chair. If there is no recommendation from the Chair, then there will be no de-certification.

5.10.4 Process and Outcomes- Professional Misconduct

a. LSC Official's Chair.

- A complaint alleging misconduct on the part of an official needs to be in writing and filed with the LSC Official's Chair. The complaint must set out the facts and the misconduct alleged.
- It is then the duty of the Chair to investigate the allegation and develop all the facts. The Chair or someone chosen by the Chair may conduct this investigation. In choosing someone to conduct the investigation, the Chair needs to choose someone who is organized, thorough, honest, and objective. The person should have no relationship with the situation or the official.

b. LSC OFFICIALS' COMMITTEE

- Once the investigation is completed, the entire file is delivered to the Officials' Committee. The Committee will then schedule a hearing.
- If the Official's Chair is the investigating person, then the Official's Chair should not participate in the deliberations or the hearing. The Chair is the "prosecutor" in this role and should not sit as part of the jury. However, if the penalty is to be de-certification (by position), then the Committee should consider this penalty only if the Official's Chair has recommended it to the Committee
- Outcomes:
 - to issue a verbal warning, however, the warning must be accompanied by conditions to be met to correct the problem and the possible consequences if they are not met (even though it is a verbal warning it should be documented in the notes of the Committee accompanying the hearing);
 - to issue a written reprimand, but again the reprimand must be accompanied by the conditions to be met and possible consequences if they are not;
 - to reassign and to establish a re-training program, such as is set forth above by the Chair and the decision must be documented in the notes of the
 - hearing;
 - to suspend the official, however, the suspension shall be accompanied by conditions the official must complete during the suspension period, and
 - To permanently de-certify the official from a level of certification. This should be for the most serious offenses and should be ordered only after all other remedial measures have been exhausted.

5.10.5 Hearing

- The period for conducting the hearing should be set by the LSC but should not exceed the periods set out in the bylaws of the LSC. There should be a provision for an emergency hearing if the facts warrant.
- The conduct of the hearing need not be as formal as a hearing before a Board of Review, but the proceedings need to be documented with written notes. The official should be given full opportunity to present his or her side of the issue with the approach being primarily remedial unless the facts dictate otherwise.
- The vote of the Officials' Committee may be by majority; however, if it is by majority, caution should be taken to make sure the quorum requirement for an official meeting of

the Committee is such that a majority vote represents a substantial number of the members of the Committee. The final decision should be written, and a copy given to the official. It need not be formal document and can be in a letter format.

- 5.10.6 The official shall have the right to appeal any decision imposing penalties on the official, including suspension or de-certification, to the LSC Board of Directors and the opportunity to appeal should be made known to the official. No decisions should go beyond the Committee.
- 5.10.7 Appeal - The Officials' Committee has the final authority on decisions of de-certification of LSC certifications within North Carolina Swimming. Decisions can be appealed through a Zone Board of Review.
- 5.10.8 National Officials Committee Chair: In the event the NCS Officials Committee's decision is full decertification of all certifications and/or the official holds any N2 or N3 level certifications for the level being recommend to decertify, the National Officials Committee Chair is to be notified and provided all documentation for final review and decision.
- 5.10.8.1 The LSC General Chair will also be notified of recommendation for certification and involved in deliberations as necessary with National Officials Committee Chair and LSC Officials Chair.

⊕ *Renumbering*