



## CLUB DEVELOPMENT

usaswimming.org

Dear Coach,

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### **Changes to Safety Training for Swim Coaches Requirement for 2009 Registration Year**

Information has been sent to LSC Registration Chairs about the updated Safety Training for Swim Coaches requirement.

These changes take effect for the 2009 registration year which begins in September. **The main change is that all coaches must successfully complete the online (25 questions) [Safety Training for Swim Coaches written test.](#)**

There are several options for completing the rest of the certification process:

1. "Challenge" the course.
  1. Take the online test and then demonstrate the [required water skills](#) to a certified Red Cross instructor who will issue a Safety Training for Swim Coaches card.
2. Present a valid and current lifeguarding card (Red Cross, American Lifeguard Association, Ellis and Associates, YMCA Lifeguarding, or StarGuard) along with email confirmation of the online Safety Training Test to your LSC Registration person.
3. Take a full Red Cross Safety Training for Swim Coaches 8 hour course. This includes the written test.

The options are explained more fully on the [coaches' page of the USA Swimming website.](#)

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## Changes to Foundations of Coaching Test Resources for 2009 Registration Year

As of September 1, 2008, the Foundations of Coaching online test will be based on the *Foundations of Coaching* DVD.

Test questions are taken from:

- A. *The Foundations of Coaching* DVD,
- B. The downloadable documents accessible from *The Foundations of Coaching* DVD and
- C. The [USA Swimming Rules & Regulations](#)

Note: The *Foundations of Coaching* DVD is available for \$25.00 on the USA Swimming [online store](#). The DVD and accompanying documents make a great start to a coaching library and it is highly recommended that a coach purchase the materials prior to taking the test. Every coach will automatically be sent a free copy of the USA Swimming Rules & Regulations, which should arrive within 3 months of your registration.

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Parenting by Mrs. Phelps:

<http://youthsportsparents.blogspot.com/2008/08/debbie-phelps-to-swim-parents-chill-out.html>

<http://www.baltimoresun.com/sports/olympics/bal-sp.olyparents03aug03,0,3531289.story>

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### Michael Phelps visits USA Basketball locker room

After Monday night's victory over Germany, the United States basketball team got a locker room visit from Michael Phelps.

LeBron James emerged from the locker room with a pair of goggles, but it was unclear whether they were a gift from Phelps.

Dwight Howard wore the goggles in the press conference.

"Some of us have gone to see a lot of swimming," Kidd said. "I don't know how the goggles got there. But it was really great to visit with Phelps. Incredible. To be able to see history yesterday was just incredible."

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He may be the greatest Olympian of all time, but Michael Phelps was once just another pale, skinny 8-year-old in a Speedo.



Splashnewsonline.com

Here's little Mikey back in 1993 at the North Baltimore Aquatic Club.

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### *The Leadership Coach™*

Many years ago, a book was authored by management expert Ken Blanchard. It was a short book, easy to read. But the book had one very powerful message that should never be forgotten: “catch people doing things right.”

Since at some point each leader will catch people doing things wrong, it is essential to build up a good “bank account” of positive reinforcements. Yet with the frenetic pace of today’s world, employees are not getting positive feedback on enough occasions. Nor, for that matter, are children.

Recently, a number of surveys have been conducted with employees, finding that the average number of employees who do not feel appreciated is 70%. And guess what? About the same percentage said they are leaving their company or plan to do so soon.

Some messages are forever relevant. It’s time now to put down this magazine (article) for a few minutes and catch someone doing something right.

The Leadership Coach is Peter Burwash, President of Peter Burwash International, a company that manages tennis instruction programs at top resorts in more than 30 countries around the

world. "Reprinted from SportsTravel magazine." For more information, visit [www.SportsTravelMagazine.com](http://www.SportsTravelMagazine.com) He can be reached at [leadershipcoach@scheiderpublishing.com](mailto:leadershipcoach@scheiderpublishing.com), and his books are available at the Sporttravel Media zone.

## Coaches

The following attachment contains the time standards for the 2009 World Champ trials.

Information about national championship time standards can be found at the following link:

<http://www.usaswimming.org/USASWeb/DesktopDefault.aspx?TabId=86&Alias=Rainbow&Lang=en>

[http://www.usaswimming.org/USASWeb/Rainbow/doc%204/d3681e91-f1a4-460b-9455-a82886aa7d92/world\\_champ\\_09.pdf](http://www.usaswimming.org/USASWeb/Rainbow/doc%204/d3681e91-f1a4-460b-9455-a82886aa7d92/world_champ_09.pdf)

Information about championship events can be found at the following link:

<http://www.usaswimming.org/USASWeb/DesktopDefault.aspx?TabId=147&Alias=Rainbow&Lang=en>

As more information about time standards becomes available, it will be posted on the USA Swimming web site and at the 2008 USA Swimming convention.

The following information contains some results files from Juniors and the start of an overview of performance data from the meet. Thanks for your participation and we looking forward to some more fast swimming in the future. There will be some additional info coming later.

	Women	Men	Total
mon	22%	39%	31%
tues prelim	20%	30%	25%
tues final	60%	73%	66%
wed prelim	29%	17%	23%
wed final	67%	79%	73%
thur prelim	24%	17%	20%
thur final	55%	74%	65%
fri prelim	17%	21%	19%

If you are looking for the time standards or additional info for the "winter-scy" juniors or other championship meets please go to the following link:

<http://www.usaswimming.org/USASWeb/DesktopDefault.aspx?TabId=86&Alias=Rainbow&Lang=en>

**Overview of meet info for upcoming USA Swimming championship meets:**

<http://www.usaswimming.org/USASWeb/DesktopDefault.aspx?TabId=147&Alias=Rainbow&Lang=en>

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## Should the Board Hold Executive Sessions?

BY JAN MASAOKA • JULY 31, 2008 • [BOARD CAFE](#) [EMAIL](#) [PRINT](#)



Nonprofit boards are often criticized for a lack of vigor, being subservient to their executive directors, and for weak evaluation of their chief executive. The need for frank and informal discussion about staff performance, and the importance of the board developing a sense of itself, are just two reasons why many boards hold executive sessions.

An executive session is a meeting (or part of a meeting) of the board without staff present. In some cases an attorney or other advisor may be present, but not staff. Executive directors are often sensitive to the idea of executive sessions because they think that important matters necessitate input from them (and they just don't like the idea--period!).

Because one of the board's chief responsibilities is to assess the performance of the agency and its executive director, boards often need to discuss sensitive issues without staff present. Some instances needing candor and confidentiality:

- Annual meeting with the auditor
- Evaluation of the executive director, and establishing the executive director's salary
- Conflicts between two board members, or serious criticism of a board member by another
- Investigation into concerns about the executive director, or a report from a management consultant
- Review of salary schedule, compensation policy, etc.

Some organizations establish a type of "semi-executive session" during which the executive director is present, but no other staff. Such sessions may include discussions concerning:

- Lawsuits, complaints, or grievances from staff or former staff;
- Individual staff situations
- Evaluation of the executive director with the executive director.

If the chief executive is also a board member, as a matter of law, he or she is entitled to participate in any board meeting, even an executive session. In order to exclude a chief executive who is also a board member from a session, the executive must agree. This is one reason many boards feel it best not have the chief executive -- or any staff member -- on the board.



Despite a certain awkwardness that occurs when staff are asked to leave the room, and despite the frequent need to overcome resistance on the part of the executive director, there are some discussions that are appropriately held just among board members, such as those listed above. For example, one board member might want to raise a concern

about the Development Director to see whether others share the concern or whether his negative experience was the exception. Another board member might want to discuss an

issue involving herself and another board member without getting staff involved. A frank discussion of the executive director's strengths and weaknesses usually results in both sides being more clear about each other's expectations.

### **Executive sessions as regular practice**

An executive session is also an important way in which a board develops a sense of itself as a body, rather than the more common feeling of being a group of individuals who listen to and advise the executive director. This "sense of self" is an intangible yet critical underpinning for board leadership.

But calling for an executive session without warning in the middle of a meeting can send any executive into paranoid shock. An effective way to avoid the feeling that "executive session means bad news for staff" is for board chairs to routinely put executive sessions on every agenda or on four agendas per year. That way, the board can meet privately without having to raise tension simply by doing so. In any case, the board should not feel uncomfortable asking

staff to be excused for part of any meeting, and the executive director may even volunteer:  
"Would you prefer to excuse staff for this next agenda item?"

The minutes of the meeting should indicate that the board met in executive session, and report on the topic of the discussion, although the specifics (such as the amount of a lawsuit settlement) may be confidential and appear only in a set of confidential-to-the-board minutes or other notes.

*Special thanks to Michael Schley, pro bono attorney and Editorial Committee member of the Board Cafe, for his assistance on this article.*

See also from previous Board Cafe articles:

\* [How Much to Pay the Executive Director?](#)

\* [Ten Quick Ways to Invigorate Board Meetings](#)

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### ***The Leadership Coach TM***

The most photographed hotel in the world is called the Burj Al Arab in Dubai. It is built in the shape of a sail on land reclaimed from the sea, and it is the most spectacular hotel in the world from a physical point of view.

But what has earned it a seven-star rating from the media is the incredible level of service. Naturally, it helps that each floor has a butler and guests have their choice of 12 types of pillows. But most impressive is the attitude of the employees. They take great care to learn every guest's name and make guests feel like they are genuinely glad to have them staying at the hotel. They keep a terrific record of each guest's special needs and requests and are adept at anticipating what guests might like.

What is most noticeable is that they do not see service as servitude, like so many people do. They see serving someone as an honor. And this type of attitude prevails throughout the hotel. It's one of the few places where I really want to tip someone.

*The Leadership Coach is Peter Burwash, President of Peter Burwash International, a company that manages tennis instruction programs at top resorts*

*in more than 30 countries around the world. "Reprinted from SportsTravel magazine." For more information, visit [www.SportsTravelMagazine.com](http://www.SportsTravelMagazine.com) He can*

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**Check out USA Swimming's new Club Recognition program. Follow the blueprint to develop a strong, stable, financially sound and athletically productive organization. See [www.usaswimming.org/ClubRecognition](http://www.usaswimming.org/ClubRecognition)**