



2025-2026 Presidents' Transition Town Hall

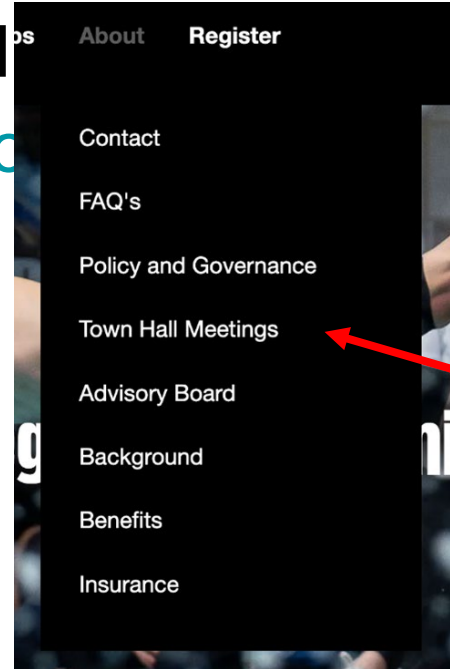
COLLEGE CLUB

SWIMMING

U.S. MASTERS SWIMMING

Meeting Notes and Recording

- Access [atb](#) Town Halls and recordings
- Go to www.collegeclubswimming.com
- “About” → “Town Hall Meetings”
- Sorted by year





Topics

- Introductions
- Why Transition?
- Key Parts of a Transition
- CCS Presidents' Transition Guide
- Helpful Resources



Today's Presenters: CCS Club Development Committee



Kendall Rowe
Central



Emily Hsu
Central



Jeffrey Zhang
Eastern



Why Transition?

- We learn a lot as presidents, we don't want our future presidents repeated mistakes.
- There are many moving parts, ~~specific tasks, specific tasks~~ **CCS tasks, school specific tasks**
- Continuity in operations, consistency in expectations, and preservation mission and values

Our Goals: ensure proper transition of CCS timeline and tasks, guide presidents in making transition documents that are school/team specific!



What happens when we don't transition?

Unfortunate mistakes can happen...

- Swimmers not registered properly and times don't count
- Meets aren't run properly (read the rules!)
- Swimmers don't meet amateurism/eligibility requirements

These can all result in penalties for your clubs :(

We don't want to give out penalties that can be avoided by proper knowledge and education.



Expectations and Responsibilities

- You are the liaison between our National Governing Body (CCS) and your school's recreational sports department.
- As a representative for your school, you uphold the integrity of the league.
- You should...
 - Have a knowledge of **CCS Policies and Rules**
 - Understand the **Governance Handbook**
 - Communicate those rules and regulations with your club.
 - **Transition this knowledge and resources to the next generation**



CCS Presidents' Transition Guide

A Template For You!

- A lot of ~~CCS~~ specific guides and timeline
- Customizable for your school/team

Note: this guide is not a guide with all the information you will ever need
things you should walk through with your incoming team



Parts of a Transition

- Position overview (school/team)
- Key contacts you work with
 - Advisors
 - CCS reps
 - CCS emails
- Helpful tools and links
 - Team website, CCS website,
 - Club email login required for communication and club registration
 - Team drives
- How to Guides
 - CCS website contains many
 - School specific (ex. How to handle money)
- Tips/Things you've learned
 - "This should be done by [date]"
 - "This always happens, be prepared"
 - Past successes and mistakes



Helpful Resources: Emails!

You can contact any of your elected regional directors or any other Adv
Discord or email Know your reps, save these emails!

CCS Primary Email: CollegeClub@USMastersSwimming.org

Elected Directors

Committee Specific

Central CCSCentral@USMastersSwimming.org Club Development: CCSClubDev@USMastersSwimming.org

Eastern CCSEastern@USMastersSwimming.org Competition: CCSCompetition@USMastersSwimming.org

Southern CCSSouthern@USMastersSwimming.org Rules: CCSRules@USMastersSwimming.org

Western CCSWestern@USMastersSwimming.org Nationals: CCS.Nationals@gmail.com

Regionals: CCS.Regionals@gmail.com



Helpful Resources: Website!

Everything is on the website! Do a walkthrough with your incoming president(s).

Some examples of super awesome website resources:

Sanctioning/Submitting an Event → “Events” → “Submit an Event to the Calendar” → “[CCS Submit an Event to the Calendar Tutorial](#)”

Hy-Tek Overview → “About” → “Town Hall Meetings” → “2023” → “[September 2023: Hy-Tek Overview Recording](#)”

President’s Portal Demo → “About” → “Town Hall Meetings” → “2023” → “[September 2023: Welcome Recording](#)”

(starts at 7 minutes, 20 seconds)

New Presidents’ Handbook → “Clubs” → “Best Practices”

CCS Governance Handbook → “About” → “Policy and Governance”

Open for Questions!

REMINDERS:



Complete the Nationals Survey

(Your way to give feedback for changes!)

CCS Advisory Board
Elections

Open now thru Wednesday,
April 29th