



# RECOMMENDED STEPS TO FORMING A LOCAL COUNCIL AQUATICS COMMITTEE



## 1. PROFESSIONAL STAFF MEMBER

Identify a member of the professional staff who will serve as the committee's advisor and who will be responsible for supporting and promoting the committee's activities.

## 2. VOLUNTEER CHAIRPERSON

Identify an experienced, mature volunteer to chair the committee. The qualifications of this volunteer should include expertise in one or more aquatic program areas and an understanding of the purposes and scope of BSA aquatic activities. An adult volunteer with training as an Aquatics Instructor BSA would be preferable.

## 3. COMMITTEE OBJECTIVES

Define the scope and responsibilities of the committee in terms of training and instruction, program, safety, advancement and leadership development for year-round aquatics as well as for the aquatic programs delivered in council summer camps.

## 4. DECIDE WHERE THE COMMITTEE FITS

Determine the place of the committee in the council structure and define the relationship of the committee relative to the other council committees. Include on which council committees there should be Aquatics Committee representation and from which council committees it is suggested there is representation on the Aquatics Committee.

## 5. COMMITTEE STRUCTURE

Develop a committee structure and organization that address both aquatic program areas, e.g. swimming, lifesaving, flatwater boating, whitewater boating, sailing, snorkeling, SCUBA, etc., and the functional areas of training, program, safety, advancement and leadership development.

## 6. ADVERTISE

Formally announce the creation of the committee in council publications and electronic forms of communication as well as in district and council meetings.

## 7. RECRUIT MEMBERS

Recruit interested and qualified adult volunteers with expertise in the identified aquatic program areas through existing council committees, council publications and personal contacts. Include representatives from community aquatic resources such as the American Red Cross, YMCA, paddling, sailing or rowing clubs, and where appropriate outfitters and other commercial sources of aquatic equipment and training.

## 8. MEETING TIME AND PLACE

Determine and announce an annual meeting schedule and meeting location.

## 9. COMMUNICATE

Publish meeting notices, minutes, an annual aquatics calendar and aquatic resource documents on council and district websites and distribute them through council electronic methods of communication.

## 10. ANALYSIS AND FEEDBACK

As with all committee work, part of the process should be an annual review to analyze the effectiveness of the committee's activities and to receive feedback from the various parties who might have an interest.

-- National Aquatics Task Force,  
National Outdoor Program Committee

