



NEW CLUB APPLICATION TIMELINE

Minimum of 8-15 weeks without adjustments or changes.

2-6 WEEKS

4-6 WEEKS

2-3 WEEKS

Complete all items with LSC representative

Applicant completes all these items

USA Swimming Staff

START HERE

PRE-REQUISITES

- 1) Request to start new club with LSC
- 2) Decide club structure
- 3) Club name & club code
- 4) Head Coach resume review by LSC
- 5) Membership requirements (APT, Background Check)
- 6) Two members complete CLBMS 101 per type
- 7) Head Coach education requirements based on experience
- 8) Head Coach safety requirements

ESTABLISH EIN

Note: This is done separately from the LSC Registrar. Please consult a local attorney or CPA for advice on setting up your legal entity in compliance with federal, state, or local laws.

WORK ON UPLOADS

- 1) Strategic Club Plan
- 2) Head Coach Resume
- 3) Key Leader Resume
- 4) First Year Budget
- 5) Team Handbook
- 6) Facility Contract/ Use Form
- 7) Emergency Action Plan + Safety Action Plan

- 1) Staff Review (If further steps needed, applicant is notified)
- 2) Head Coach and Key Leader Zoom interview.
- 3) If approved, applicant and LSC are notified
- 4) Applicant pays fees

APPLICATION REQUESTED FOR RELEASE BY LSC

APPLICANT UPLOAD AND COMPLETE ONLINE APPLICATION

FINISH

WORK WITH LSC

APPLICANT BUILDS TEAM ASSETS

For assistance work with
First **LSC** Second **USA Swimming**

USA SWIMMING STAFF REVIEW