



REQUIREMENT CHECKLIST FOR NEW YEAR-ROUND CLUB MEMBERSHIP

This checklist serves as a guide to track the requirements for new year-round club membership. Sections 1 and 2 must be completed with the support and verification of the LSC. These sections are prerequisites that must be met before USA Swimming can release the application, allowing you to complete the online submission. **By beginning and completing the new club application, the applicant acknowledges that they will comply with all USA Swimming rules, policies, procedures, codes of conduct, regulations, and all federal, state, and local laws at all times.**

SECTION 1: Getting Started with the Local Swimming Committee (LSC)	Completed Y/N		
1. The applicant must send an email to the LSC Registrar to begin the process. The LSC will assist the applicant with membership requirements.			
2. Decide your club's structure. Is the club board governed, privately owned, or institutionally owned? Click here for more information.			
3. Work with the LSC Registrar on the club's name and code. Both must be approved by the LSC to avoid conflicts with other clubs in the LSC. The code must be 1-5 alphanumeric characters. This will be validated by the LSC before moving forward in the process.			
SECTION 2: Membership and Education Requirements	Head Coach	2 nd Coach	Board Member <small>(as applicable)</small>
4. LSC will verify Head Coach's previous coaching experience via submission of resume: A Head Coach must have either: 1) A minimum of four years of head swimming coach experience at a USA Swimming club; or 2) Alternatively, in calculating the required four years of experience, USA Swimming may accept head swim coach experience coaching a YMCA team, a college/university program, or other comparable institution that owns a club team. At its sole discretion, USA Swimming may require additional education based on the coach's experience; <i>Note: High school and summer league coaching experience does not qualify as relevant experience for this section;</i> or 3) A minimum of two consecutive years of swim coaching experience with completion of the following within USA Swimming University : <ul style="list-style-type: none"> • American Development Model – Age Group or Senior. • Head Coach Certification (Bronze Level). • Two Legacy Coaching Courses – Jon Urbanek and one of choice. 			
5. Work with LSC Registrar to complete USA Swimming membership requirements and all required coach education in SWIMS. <i>Note: All clubs are required to comply with Bylaw 2.6.11 of USA Swimming's Corporate Bylaws, which requires all clubs to have either:</i> <ul style="list-style-type: none"> (i) at least one member Coach and a board of directors or other governing board; or (ii) at least two member Coaches in good standing; or (iii) at least one member Coach in good standing and affiliation with an institution recognized by USA Swimming. <i>Note: All states require a minimum number of board members to be established. Please ensure that you meet your state's requirements. As per Bylaw 2.6.5B, once the club is established, all club board members must be USA Swimming members in good standing.</i>			
A. Full Name and USA Swimming Member ID Number.			
B. USA Swimming Background Check.			
C. USA Swimming Athlete Protection Training.			
D. The following two members must take the Club Leadership and Business Management (CLBMS) 101 online course according to club type: <ul style="list-style-type: none"> (i) Board Governed – Head Coach and Board President (or Board President's designee). (ii) Privately Owned – Head Coach and member Club's owner (if not the same person as the Head Coach). If the Head Coach is the member Club's owner, the second participant is designated by the Head Coach. (iii) Institutionally Owned – Head Coach and their supervisor (or supervisor's designee). <i>Note: Once this step is completed, it will automatically reflect in the SWIMS account.</i>			
E. Head Coach Safety Certifications & Education Completed. Additionally, Head Coach members of new clubs must complete: <ul style="list-style-type: none"> • Welcome to USA Swimming; • Quality Coaching Framework; and • Completion of CORE (5 Courses) * <i>*Coaches grandfathered out of Foundations of Coaching still need to complete CORE as the Head Coach of a new club.</i>			

SECTION 3: Establish a Legal Identity	Completed Y/N
<p>6. Establish a legal identity that matches (or is similar) to the club's name and obtain an EIN. <i>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. The new club must have an EIN to complete the online portion of the application.</i></p>	
<p>7. Once an applicant and all other members on the application are in good standing and have completed all education requirements, the LSC will request that USA Swimming release the application to an applicant.</p>	
SECTION 4: Complete SWIMS Online Application	
<p>8. The applicant must complete all items below, then upload and submit each item in the online application. <i>Note: these items can be done prior to requesting application but must be loaded up in the online application</i></p>	
<ul style="list-style-type: none"> • Strategic Plan – To include the following: <ul style="list-style-type: none"> ○ Team overview (narrative summary of your program - who, where, why) ○ Mission statement/vision statement ○ Marketing description/overview – including confirmation of understanding of rule 304.3.11 ○ Success metrics/key performance indicators (what are your goals? – growth, retention, performance?) • Head coach’s resume • Key Leader’s (Board Member or Owner) relative experience or resume • First-year budget 	
<ul style="list-style-type: none"> • Emergency Action Plan (EAP) with Safety Action Plan (SAP) for Staff: <ul style="list-style-type: none"> • The EAP is the facility’s document outlining how various types of emergencies are handled and assigns roles to specific facility personnel. • The club should also develop an SAP for the roles its personnel (coach) will play in the facility’s EAP in an emergency. 	
<ul style="list-style-type: none"> • Team Handbook to include: <ul style="list-style-type: none"> • MAAPP Policy - may use USA Swimming template. • Codes of Conduct for the following: <ul style="list-style-type: none"> a. Athletes b. Parents c. Staff • Bullying Policy. • Photography Policy. • Media Waiver – you must create your own. 	
<ul style="list-style-type: none"> • A signed facility contract or the Facility Use Confirmation Form (for each facility to be used by the team). 	
<p>9. The applicant must review and submit the application. <i>Note: The application must be reviewed by the LSC Registrar in SWIMS before USA Swimming can review it.</i></p>	
SECTION 5: Review of Application by USA SWIMMING	
<p>10. Once the application materials are submitted to USA Swimming, staff will review the documents. If any further steps are required, the applicant will be notified.</p>	
<p>11. After all the documentation is completed, a staff member will conduct an interview with the Head Coach and key personnel as needed and will approve the application if all requirements are met.</p>	
<p>12. If approved, both the applicant and the LSC will be notified.</p>	
<p>13. The applicant will need to access their SWIMS account (log in on the front page of the USA Swimming website) to pay the New Club Fee. (This includes both the USA Swimming Fee and LSC Fee and can be found in the “Shopping Cart”.) This step will complete the new club application process.</p>	