



# REQUIREMENT CHECKLIST FOR FIRST YEAR CLUB MEMBERSHIP

This checklist is designed to help track the requirements for new club membership. ***It does not need to be submitted with the online application.*** Grayed out areas are not required to be completed for that column.

Club Name \_\_\_\_\_ Club Code \_\_\_\_\_

Club Contact \_\_\_\_\_ Member ID \_\_\_\_\_

Day Phone \_\_\_\_\_ Email \_\_\_\_\_

Club's Federal Tax ID Number \_\_\_\_\_ LSC \_\_\_\_\_

NEW CLUB REQUIREMENTS	New Club Items Checkbox		
1. Name and club code: <i>Both must be approved by the LSC so as not to conflict with any other club in the LSC. Code must be 4 alphanumerical characters.</i>			
2. Team Mission Statement			
3. First-Year Budget or Business Plan			
4. Safety Action Plan (one for each facility)			
5. Facility Use Confirmation (one for each facility)			
6. Club Leadership and Business Management 101 Online Course. (Completion certificates for Head Coach and one additional club leader)			
7. Club Leadership and Business Management 201 Course. (Two club leaders must attend <b>prior</b> to 2 <sup>nd</sup> year of club registration)			
8. Club Registration Fee			
9. Head Coach and 2 <sup>nd</sup> Coach Member or Board Member: <i>Note all clubs are required to comply with Bylaw 2.6.11 of USA Swimming's Corporate Bylaws.</i> <ul style="list-style-type: none"> <li>• <u>Coach Owned</u>: 1-Head Coach + 2<sup>nd</sup> Coach member.</li> <li>• <u>Institutionally Owned</u>: 1-Head Coach + (i) 2<sup>nd</sup> Coach member; (ii) or a board member; (iii) or at least one Head Coach member affiliated with an institution recognized by USA Swimming (note: facility use of such institutions for meets and/or practices is not sufficient to meet that requirement).</li> <li>• <u>Non-Profit/Board Owned</u>: 1-Head Coach + a Board member. Note: All states require a minimum number of board members to be established. Please ensure that you are meeting your state's requirements.</li> </ul>			
<b>Staff Items:</b>	<b>Head Coach</b>	<b>2<sup>nd</sup> Coach</b>	<b>Board Member</b>
1. Full Names			
2. Member ID Numbers			
3. Background Check			
4. Athlete Protection Training			
5. Required Safety Certifications			
6. Coach Certification Requirements			
7. List Head Coach's Previous coaching experience below: <i>A minimum of four consecutive years of previous coaching experience within the past five years, not including the current membership year, with two years' experience as a Head Coach, Lead Coach, or the like, at the discretion of USA Swimming Sport Development Staff.</i>			

Head Coach Previous Coach Experience List:

Year \_\_\_\_\_ LSC \_\_\_\_\_ Year \_\_\_\_\_ LSC \_\_\_\_\_ Year \_\_\_\_\_ LSC \_\_\_\_\_ Year \_\_\_\_\_ LSC \_\_\_\_\_