

## ***Requirements for New Club Membership***

USA Swimming offers two classes of membership: (1) Group members, including clubs, seasonal clubs and organizations; and (2) Individual members, including athletes, coaches, officials, and non-athletes. Effective September 1, 2003, new requirements governing membership for first-year clubs went into effect. Outlined below are the requirements for new club membership.

Although completion of all requirements is recommended, seasonal clubs are not subject to all of the new club stipulations. Seasonal clubs are only required to complete the LSC application form, pay the registration fee, and fulfill the coaches' safety education and Level I education requirements.

1. New clubs must complete four different forms as part of the application process. All but the LSC application form are available on the USA Swimming website. These forms are:
  - LSC Application Form (obtained from the LSC Membership Chairperson).
  - Demographic Questions for New Clubs.
  - Facility Use Confirmation Form (for each facility to be used by the team).
  - Requirement Checklist for First-Year Club Membership.
2. In addition to completing the above referenced forms, clubs are required to submit the following information:
  - Mission Statement: Clubs are required include a statement that summarizes the purpose, business, and values of the organization.
  - Safety Action Plan(s): The organization must submit a plan that details the procedures to be followed in an emergency situation for each facility used by the team.
  - First-Year Budget: New clubs must submit a 1st-year budget or business plan.
3. A key component of the new club requirements is coach certification and education. All coach members of USA Swimming must meet the three safety certification requirements. In addition, Head Coaches of new clubs must meet the Level I, II and III education and experience requirements. The club application packet must include documentation and/or certification of the following:
  - CPR
  - First Aid or equivalent
  - Coaches' Safety Training or equivalent
  - USA-S Coach Education Requirement (same as ASCA Level I)
  - ASCA Level 2 Stroke School
  - ASCA Level 3 Physiology School or three years previous experience as a USA-S Coach
4. Prior to renewing membership for a second year, new clubs must attend the Club Leadership/Business Management School (CLBMS). Once the application materials reach the National Office, the appropriate Sport Development Coordinator will contact the new club to schedule participation in the CLMBS. Clubs that do not take advantage of free schools offered in their area during the 12 months, may be required to pay the \$500 course fee.

5. Clubs seeking membership must return the appropriate registration fee, the completed requirement checklist, and all of the completed application forms and required documentation to their LSC Membership Chairperson.

#### CRITERIA FOR NEW CLUB LSC ASSIGNMENT LOCATION

- 1) The location of the pool(s) in which the club is initially planning to practice.
- 2) The residential location of a majority (plurality) of the athletes expected to initially register with the club.
- 3) The LSC it is in the best interest of the club to be registered. If this is different than the LSC listed in questions 1 – 2, please provide an explanation.

If the answer to questions 1-3 only list one LSC, then the Registrar of that LSC may accept (recommend to that LSC) that the club be registered -- provided all other relevant criteria are met.

If more than one LSC is listed, then the appropriate LSC's shall consult. If they agree, then that shall determine the LSC in which the club registers.

If the LSC's do not agree, the Local Administration Vice President in consultation with the USA Swimming Club Development Director and others shall decide in which LSC the new club shall register.