**Aloha and Welcome to the Hawaiian LSC!**

The following information is also on the USA Swimming website. <http://usaswimming.org/DesktopDefault.aspx?TabId=1606&Alias=Rainbow&Lang=en>

## STARTING A CLUB

### EVERYTHING YOU NEED TO KNOW

If you are ready to start a new club plan several weeks to get your paperwork organized. All applications and all paperwork go through the [LSC Registration Chair](http://www.usaswimming.org/ViewMiscArticle.aspx?TabId=1601&Alias=Rainbow&Lang=en&mid=3955&ItemId=3641" \t "_blank) who, in turn, submits the application to USA Swimming.

**The LSC Registration Chair for Hawaiian Swimming is Gwenn Tomiyoshi at**

**(808 936-0717) or Email:  [jackel@hawaiiantel.net](mailto:jackel@hawaiiantel.net).**

Please note that laws and procedures change frequently and can be interpreted differently. It is highly recommended that organizers of new clubs seek advice and counsel from a knowledgeable lawyer and/or accountant licensed to practice in that state.

This section includes all the information and forms necessary to apply for club membership in USA Swimming.

## ARE YOU READY TO START A NEW CLUB?

There are many questions to ask as you move toward establishing a new swim team organization. Check out ["Questions for New Clubs"](http://www.usaswimming.org/_Rainbow/Documents/5764d455-c103-4d4b-9e52-2c3b98faa5ec/2%20So%20You%20Want%20to%20Start%20A%20New%20Swim%20Club%20-%20Key%20Questions.pdf) for a list of thought provoking questions for discussion. Think about and discuss each question with your supporters or founders. If you frequently answer “NO” or “NOT SURE,” you may need to do further research or self-evaluation. Positive answers to these questions may be a good indicator of the potential success of your team.

Complete the “Questions for New Clubs” at <http://www.usaswimming.org/_Rainbow/Documents/5764d455-c103-4d4b-9e52-2c3b98faa5ec/2%20So%20You%20Want%20to%20Start%20A%20New%20Swim%20Club%20-%20Key%20Questions.pdf>

Once you successfully complete the [Questions for New Clubs](http://www.usaswimming.org/_Rainbow/Documents/5764d455-c103-4d4b-9e52-2c3b98faa5ec/2%20So%20You%20Want%20to%20Start%20A%20New%20Swim%20Club%20-%20Key%20Questions.pdf) you are ready to move to the Prospective New Club Information below.

## Prospective Club Membership Information

This page includes all of the information and forms necessary to apply to USA Swimming as a NEW member club.

<http://usaswimming.org/DesktopDefault.aspx?TabId=1894&Alias=Rainbow&Lang=en-US>

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. Individual members register through their clubs, or, if not associated with a member club, directly through the local Registration Chair.

If you have any questions, please contact your [Local Swim Committee (LSC) Registration chair](http://www.usaswimming.org/ViewMiscArticle.aspx?TabId=1601&Alias=Rainbow&Lang=en&mid=3955&ItemId=3641" \t "_blank) or the [Member Services Department](mailto:membership@usaswimming.org) at the National Headquarters.

**The LSC Registration Chair for Hawaiian Swimming is Gwenn Tomiyoshi at**

**(808 936-0717) or Email:  [jackel@hawaiiantel.net](mailto:jackel@hawaiiantel.net).**

### [Requirements and Instructions to Apply for New Club Membership.](http://www.usaswimming.org/_Rainbow/Documents/f4f0f1d7-16a9-411e-b8d4-3d4a71ec0721/New%20Club%20Requirements%20and%20Instructions%20Introduction%20June%2012,%202014.pdf)

Please review all of the material on this page before submitting a new club application.

**Print the documents in Section 1 and submit them to your LSC.**

## SECTION 1: CLUB MEMBERSHIP INFORMATION & REQUIREMENTS

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| |  | | --- | | [1 Requirement Checklist for First Year Club Membership (Required for Application)](http://usaswimming.org/_Rainbow/Documents/897ac4cc-174d-49c6-8385-55cae1b2eecb/Requirement%20Checklist%20rev%205-27-14.pdf" \t "_new)    http://usaswimming.org/Images/icons/pdf_icon.gif | | [2 Facility Use Confirmation Form (Required for Application)](http://usaswimming.org/_Rainbow/Documents/d0bda302-03f2-4828-8bce-e96b9e98c7d7/4%20Facility%20Use%20Confirm%2010-15-09.pdf" \t "_new)    http://usaswimming.org/Images/icons/pdf_icon.gif | |  |

## Section 2: Coach Requirements

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| |  | | --- | | [1 Head Coach Education and/or Experience Requirements](http://www.usaswimming.org/ViewMiscArticle.aspx?TabId=1668&Alias=Rainbow&Lang=en&mid=539&ItemId=384" \t "_new)    http://usaswimming.org/Images/icons/link_icon.gif | | [2 Coach Safety Requirements](http://www.usaswimming.org/DesktopDefault.aspx?TabId=1689&Alias=Rainbow&Lang=en" \t "_new)    http://usaswimming.org/Images/icons/link_icon.gif | | [3 New Coach Information](http://www.usaswimming.org/DesktopDefault.aspx?TabId=1893&Alias=Rainbow&Lang=en" \t "_new)    http://usaswimming.org/Images/icons/link_icon.gif | | [4 Pre-Employment Screening](http://www.usaswimming.org/DesktopDefault.aspx?TabId=2162&Alias=Rainbow&Lang=en" \t "_new)    http://usaswimming.org/Images/icons/link_icon.gif | |  |

## Section 3: Club Mission, Organization & Administration

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| |  | | --- | | [1 Swim Club Organizational Models](http://www.usaswimming.org/DesktopDefault.aspx?TabId=1602&Alias=Rainbow&Lang=en" \t "_new)    http://usaswimming.org/Images/icons/link_icon.gif | | [2 How to Develop A Mission Statement](http://usaswimming.org/_Rainbow/Documents/fecdc246-2656-4d95-90bc-0719d3120b2e/How%20to%20Develop%20a%20Mission%20Statement.pdf" \t "_new)    http://usaswimming.org/Images/icons/pdf_icon.gif | | [3 Club Leadership & Business Management School 101](http://www.usaswimming.org/DesktopDefault.aspx?TabId=2619&Alias=Rainbow&Lang=en" \t "_new)    http://usaswimming.org/Images/icons/link_icon.gif | |  |

## Section 4: Financial & Legal Planning

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| |  | | --- | | [1 Sample Club Budget](http://www.usaswimming.org/_Rainbow/Documents/362ac0f6-76df-4cef-9f4e-e14f7b761841/Sample%20Budget.pdf" \t "_new)    http://usaswimming.org/Images/icons/pdf_icon.gif | | [2 FAQs - Club Financial Area](http://usaswimming.org/_Rainbow/Documents/5ac513bc-ca10-42c3-9b52-53681ee3e6ea/2%20Financial%20FAQs.pdf" \t "_new)    http://usaswimming.org/Images/icons/pdf_icon.gif | | [3 Insurance Summary](http://www.usaswimming.org/DesktopDefault.aspx?TabId=1651&Alias=Rainbow&Lang=en" \t "_new)    http://usaswimming.org/Images/icons/link_icon.gif | | [4 Important Legal Issues for Swimming Clubs](http://usaswimming.org/_Rainbow/Documents/7e33db14-db0c-4aeb-8c51-e42a3382fec9/5%20Important%20Legal%20Issues%20for%20Clubs.pdf" \t "_new)    http://usaswimming.org/Images/icons/pdf_icon.gif | |  |

## Section 5: Safety

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| |  | | --- | | [1 Safety Action Plan Information](http://usaswimming.org/_Rainbow/Documents/9e2ce9de-8a72-4ee4-bde4-7de0752d6469/1%20Safety%20Action%20Plan%20Information.pdf" \t "_new)    http://usaswimming.org/Images/icons/pdf_icon.gif | | [2 Safety Action Plan Examples](http://usaswimming.org/_Rainbow/Documents/c4efa3d4-0d91-4309-b136-54dcf9779a31/2%20Safety%20Action%20Plan%20Examples.pdf" \t "_new)    http://usaswimming.org/Images/icons/pdf_icon.gif | | [3 Racing Start Certification](http://www.usaswimming.org/DesktopDefault.aspx?TabId=1622&Alias=Rainbow&Lang=en" \t "_new)    http://usaswimming.org/Images/icons/link_icon.gif | |  |

## Section 6: Useful Information & Resources

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| |  | | --- | | [1 What is USA Swimming?](http://usaswimming.org/_Rainbow/Documents/d88f027e-656e-4502-8e06-4e32de471716/What%20is%20USA%20Swimming.pdf" \t "_new)    http://usaswimming.org/Images/icons/pdf_icon.gif | | [2 Sport Development Consultants](http://www.usaswimming.org/DesktopDefault.aspx?TabId=1821&Alias=Rainbow&Lang=en" \t "_new)    http://usaswimming.org/Images/icons/link_icon.gif | | [3 LSC Registration Chairs](http://www.usaswimming.org/ViewMiscArticle.aspx?TabId=1601&Alias=Rainbow&Lang=en&mid=3955&ItemId=3641" \t "_new)    http://usaswimming.org/Images/icons/link_icon.gif | |