## 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 other non- athletes. 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 all coach membership requirements including USA Swimming Coach Education.

1. New clubs must complete three 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).
	* 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 to 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 membership and education. All coach members of USA Swimming must meet the current coach membership requirements. In addition, Head Coaches of new clubs must meet the specified education and experience requirements. The club application packet must include documentation and/or certification for the Head Coach of the following:
	* CPR
	* Safety Training for Swim Coaches
	* Foundations of Coaching 101, 201, and Rules and Regulations
	* ASCA Level 2 Stroke School and ASCA Level 3 Physiology School or three years previous experience as a USA-S Coach
4. At least the Head Coach and one key leader for each new club must complete the Club Leadership / Business Management School online course (CLBMS 101) as part of the new club application process. A minimum of two participants per club is required as follows:
	* Non-Profit Organizations – Head Coach and President (or President’s designee)
	* Institutionally-Owned Clubs – Head Coach and his/her supervisor (or supervisor’s designee)
	* Privately or Coach-Owned Clubs – Head Coach and Owner (if not HC). If Head Coach is the owner, 2nd participant is designated by the Head Coach.

In order to receive credit for meeting this requirement, the prospective club must submit at least two CLBMS 101 certificates of completion with the New Club Application packet.

1. Prior to renewing membership for a second year, new clubs must attend the Club Leadership/Business Management School 201 course (CLBMS 201) din person.
2. Once the application materials reach the National Office, the appropriate Sport Development Coordinator will contact the new club to schedule participation in the CLMBS 201 course. Clubs that do not take advantage of free schools offered in their area during the 12 months may be required to pay the $500 fee for a private course.
3. 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 lists one LSC, that LSC Registrar will accept the club as 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 Vice Chair of Administration in consultation with the Vice Chair of Program Development and the USA Swimming Club Development Director shall decide in which LSC the new club shall register.