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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](#) who, in turn, submits the application to USA Swimming.

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 CLUB?

There are many questions to ask as you move toward establishing a new swim team organization. In the "Learn More" link below there is 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.

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INFORMATION & FORMS

- [1. Individuals Suspended from USA Swimming for Life](#)
- [2. BoardSource Checklist for Forming a Non Profit Organization](#)
- [3. Table of Reminders for Registering Your New Non Profit](#)

PROSPECTIVE CLUB INFORMATION

ALL THE INFORMATION YOU NEED TO START A CLUB

Starting a club can seem overwhelming at first. This page provides you with information and the currently required forms for new club membership.

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CHECKLIST FOR STARTING A NEW CLUB

Here is a checklist for starting your new club.

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PRE-EMPLOYMENT SCREENING

At the 2010 U.S. Aquatic Sports Convention, the USA Swimming House of Delegates approved a series of rules regarding the Athlete Protection Program. One of these measures was Article 502.6.8 which requires clubs to comply with USA Swimming's Pre-Employment Screening program.

The new requirement is effective August 31, 2011. This page is intended to explain the new program and

to provide clubs with the information related to the pre-employment screening requirement.

[LEARN MORE](#)

MODEL TRAVEL POLICIES NEW REQUIREMENT FOR CLUBS

As part of USA Swimming's enhanced athlete protection efforts, USA Swimming rules now require clubs and Local Swimming Committees (LSCs) to have published policies for team travel. Team Travel is defined as overnight travel to a swim meet or other team activity that is planned and supervised by the club or LSC. Club and LSC travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club.



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CLUB LEADERSHIP SCHOOL SET THE FOUNDATION FOR EXCELLENT CLUB MANAGEMENT

What makes a good swim club? Leadership, shared team philosophy, cohesive coaching staff, board and parent support, organization, solid financial plan, and overall teamwork. Learn about all of these at an upcoming Club Leadership and Business Management School. It is a requirement for new clubs.

[LEARN MORE](#)



NEW CLUB HEAD COACH REQUIREMENTS

In an effort to ensure that all new clubs benefit from qualified coach leadership, USA Swimming has established required criteria for Head Coaches of new swim clubs.

[LEARN MORE](#)



BEST PRACTICES IN CLUB MANAGEMENT CLUB RECOGNITION PROGRAM WILL SHOW YOU THE WAY

The Club Recognition Program offers our member clubs a working blueprint for developing strong, stable, financially sound and athletically productive organizations. The program is entirely web based and provides a step by step roadmap of best practices and achievement markers.

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WHAT'S RELATED

[Table of Reminders for Registering your Nonprofit Organization](#) 

Requirements & Instructions for Applying for 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. This packet includes all the information and forms necessary to apply for club membership in USA Swimming. Please follow the directions enumerated below. If you have any questions, please contact your Local Swim Committee (LSC) Membership chair or the Member Services Department at the National Headquarters. Contact information for these resources is provided on the cover letter that introduces this packet of information.

1. We recommend that you review all of the material in the Prospective Club Membership booklet. The Table of Contents highlights each section and outlines the information contained in this booklet.
2. Four forms must be completed as part of your application.
 - Requirement Checklist for First-Year Club Membership. *Form included in this booklet.*
 - Facility Use Confirmation Form, for each facility to be used by the team. *Form included in this booklet.*
 - Demographic Questions for New Clubs. *Form available on USA Swimming website in the Swim Club section: Starting a New Club.*
 - LSC Application Form (*Form available from the LSC Membership Chairperson*).
3. In addition to completing the above referenced forms, clubs are required to submit the following:
 - 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
4. A key component of the new club requirements is coach certification and education. All coach members of USA Swimming must meet the safety certification requirements. In addition, Head Coaches of new clubs must meet the 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
 - USA Swimming Background Screen
 - USA-S Athlete Protection Training
 - ASCA Level 2 Stroke School*
 - ASCA Level 3 Physiology School*

**Three years of USA-S coaching experience may waive Level 2 and/or Level 3 requirements. Final determination is made by the Director of the Club Development Division of USA Swimming.*
5. Within twelve months of application approval by the national office, new clubs must attend the Club Leadership/Business Management School (CLBMS). Schools are scheduled throughout the year in various locations. Check the USA Swimming website (www.usaswimming.org/swimclubs) for upcoming sites. The course is offered to groups within the LSCs for free or at nominal cost. As an alternative, Sport Development Consultants can teach the course at an individual club for a fee of \$500.00
6. Once the application materials reach the National Office, the appropriate Sport Development Consultant will contact the new club to schedule participation in the CLMBS.
7. Return the registration fee, the completed requirement checklist, and all of the completed application forms and required documentation to the LSC Membership Chairperson identified on the cover letter.

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. (Note: Seasonal clubs are an LSC option. Please check with the LSC Membership Chair for more information).

So You Want To Start A New Swim Club: Key Questions

Following is a list of questions for you to consider as you move toward establishing a new swim team and organization. This list is meant to be thought provoking and to foster discussion. It is not meant to be a score sheet or survey. 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.**

Questions	Yes	No	Not Sure
1. Will this new club satisfy an unfilled need in your community?			
2. Is demand for swimming greater than the supply in this area?			
3. Are there sufficient interest, population, and talent in this community to support a new swim team?			
4. Will increased competition be good for swimming in this area?			
5. Will our competitors positively receive a new club?			
6. Do I/we know who our members will be?			
7. Will a new program generate new participants in swimming?			
8. Do I/we have a reservoir of community or support group loyalty?			
9. Do I/we have a good, stable facility to use on a consistent basis?			
10. Do I/we have a past track record or image of success?			
11. Can I/we deliver better service than my/our competitors?			
12. Do I/we have the level of technical skills needed?			
13. Do I/we have the necessary organizational skills and experience?			
14. Do I/we have the necessary communication skills and means?			
15. Have I/we determined the organizational structure of the new program?			
16. Have I/we developed a sound business plan and 1 st -year budget?			
17. Will I/we have a sufficient volunteer base?			
18. Do I/we have the ability to raise funds?			
19. Do I/we have a support network of legal and financial advisors?			
20. Can we be competitive based on quality, price and location?			
21. Do I/we have a long-term plan and vision for this club?			
22. Have I/we established the purpose, values, & philosophy of the new club?			
23. Are my/our motives purely positive and constructive?			



Requirement Checklist for First-Year Club Membership

This checklist is designed to verify that all requirements for new club membership have been met. ***It must be signed by the Head Coach for the club.*** Complete the **CLUB** column below and forward this list with all of the required application materials to the LSC Registration Chair. The LSC Registration Chair will complete the **LSC** column and forward the application to USA Swimming. Do not send incomplete forms!!

Club Name _____ Club Code _____

Head Coach Applying for Membership _____ LSC _____

Day Phone _____ Email _____

Club's Federal Tax ID Number _____ Date of Appl _____

NEW CLUB REQUIREMENT	CLUB	LSC	NATL HQ
Club Items:			
1. LSC Application Form			
2. Demographic Questions Form			
3. Team Mission Statement			
4. First-Year Budget or Business Plan			
5. Safety Action Plan for all facilities			
6. Facility Use Confirmation Form (for all facilities)			
7. Club Registration Fee			NA
8. Name and club code of new club does not conflict with any other club in this LSC	<u>LSC Registrar Signature:</u>		
Club Leadership & Business Management School: (to be completed within 12 months of application approval)	Date Completed:		
Head Coach Items:			
1. Head Coach's Name:	DOB:		
2. Required Safety Certifications (attach documentation for all three certifications)			
3. Background Check (online at www.usaswimming.org)			
4. Athlete Protection Training (online at www.usaswimming.org/protect)			
5. Coach Ed. Requirement: Foundations of Coaching (Online test at www.usaswimming.org/coaches)			
6. ASCA Level 2 Stroke School*			
7. ASCA Level 3 Physiology School*			

* A minimum of three years of USA-S coaching experience **may** waive the ASCA Level 2 and/or ASCA Level 3 educational requirement. Please list the LSC and years coached below. Final determination is by the Director of the Club Development Division of USA Swimming.

Year _____ LSC _____ Year _____ LSC _____ Year _____ LSC _____

By completing this form and signing below, I certify that the information given is truthful, accurate, and complete.

Head Coach Signature: _____ **Date:** _____

Print Name: _____

Official Use Only: Initial & Date when complete

LSC Official _____ Date _____

NHQ Official _____ Date _____



Facility Use Confirmation Form

This form is to be used for any new club applying for membership in USA Swimming. It must be filled out completely.

This is to certify that _____
(Name of Club applying for USA Swimming membership)

has secured water time at the following facility (use additional sheets for any additional facilities):

Facility Information

Name of Facility: _____

Owner: _____

Address: _____

City/State/Zip: _____

Contact Person for Facility: _____ Title: _____

Contact Phone #: _____ E-mail: _____

Please list name(s) of any other USA-S clubs that utilize this facility as a regular practice location. Write NONE if no other USA-S clubs use this facility.

Signature of Facility Contact: _____ Date: _____

Secured practice times - please list the hours secured for each day:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AM						
PM						

Club Information

Club Name: _____

Authorized Club Rep: _____

Mailing Address: _____

City/State/Zip: _____

Day Phone: _____ E-mail: _____

I certify that the above information is true and is an accurate representation of the pool time for the new club/team that I am authorized to represent.

Signature of Club Rep: _____ Date: _____

Demographic Questions For NEW Clubs

Instructions for completion of "Demographic Questions"

Please complete the following six pages to the best of your ability. USA Swimming realizes that you are joining as a new club member and therefore may not have all of the information available that we are requesting. However, we do ask that at least for the first year that you give us your best estimate. You will be asked to update this information on a yearly basis so do not worry about putting a "wrong" answer on this initial go-round.

Name of Club _____

Name of Contact _____

Address _____

City, State, Zip _____

Phone _____

Parent Information:

Financial base of the team (Check one only)

Lower income Middle Income Upper income

How often do you intend to run a Parent Education program? (Check one only)

1 time/yr 2-3 times/yr 4-6 times/yr 7-12 times/yr 13+ times/yr

Types of Parent Education that you anticipate using (Check all that apply)

Team handbook Coach lectures Outside Speakers Parent lectures
 Newsletters Website Videos Other

Survey:

Please check any items that you are interested in receiving additional information from USA Swimming:

Swim-A-Thon Regional Select, Regional Distance or National Select Athlete Camps
 Strategic Planning Coaches Conferences Coaches Education Parent Education
 Club Leadership Recruiting Information
 Phone call from the USA Swimming Sport Development Consultant that works in your zone
 Visit from Sport Development Consultant
 Other services requested _____

Athlete information

Projected number of athlete's in your first year of operation:

# of Short Course Male 12/U	_____	# of Long Course Male 12/U	_____
# of Short Course Male 13/O	_____	# of Long Course Male 13/O	_____
# of Short Course Female 12/U	_____	# of Long Course Female 12/U	_____
# of Short Course Female 13/O	_____	# of Long Course Female 13/O	_____
# of Year Round Athletes	_____		

Demographic Questions For NEW Clubs

Seasonal Athletes (this may not be offered as an option in your Local Swim Committee):

<u>Season #1</u>	<u>Season #2</u>
# Season 1 Male 12/U _____	# Season 2 Male 12/U _____
# Season 1 Male 13/O _____	# Season 2 Male 13/O _____
# Season 1 Female 12/U _____	# Season 2 Female 12/U _____
# Season 1 Female 13/O _____	# Season 2 Female 13/O _____

Learn to Swim Program Type (Check only one)

None Swim America Red Cross YMCA/YWCA
 Our Own Other

Nationality #'s: (please enter an estimate for your entire team)

African-American Asian/Pacific Caucasian Hispanic
 Mixed Native American Other Don't Know

Fees: (please enter a number for training fees for the entire year)

Entry Level Age Group: \$ _____ per year
 Advanced Age Group \$ _____ per year
 Senior Fees \$ _____ per year
 Other (any other mandatory fees) \$ _____ per year

Special Fee Categories (Check any that apply):

None Financial Disabled Academic
 At Risk Youth Talent

Team Information

Team Operation

Who owns the club? (Check only one)

Coach College Parent Board Park & Rec
 Private School System YMCA/YWCA Other

Club Tax Listing (Check only one)

501c3 other 501c() Sole Proprietor S12 Partnership
 LLC For Profit Other Does not apply

Annual estimated Operating Budget (Check only one)

\$0-25,000 \$25,000-100,000 100,000-250,000 \$250,000+

Annual Pool Rental: \$ _____

on Board of Directors: 0/No Board 1-3 4-6 7-12 13+

Board Term: 1 year 2 years 3 years
 4+ years No set term Other

Staff outside of coaches (Check all that apply):

Office mgr Business manager
 accountant secretary other

What percentage of the swim teams revenue comes from:\

Dues/membership Swim meets Sponsorship/gifts Fundraising Other

Winter Season/Short Course - Weekly Hours (List each pool separately)

Pool Name	Pool Owner	Weekly Hours				Weeks per year	Avg. Yearly Rental Costs
		25y	25m	50m	other		

Demographic Questions For NEW Clubs

Summer Season/Long Course - Weekly Hours (List each pool separately)

Pool Name	Pool Owner	Weekly Hours				Weeks per year	Avg. Yearly Rental Costs
		25y	25m	50m	other		

Fill out each of the water time sections to the best of your ability. Please note in each section there is an estimate for your winter season and a answer section for your summer season.

Water Time: Senior Group

How will you evaluate athletic performance? _____

Average # of coaches on deck _____

Avg. size of this training group _____ Avg. team size of this training group _____

Average yearly volume _____ Swimmers with Nationals cuts _____

Age range (years old): _____ Youngest _____ Oldest

Winter Season:

Workouts/week _____ Hours/workout _____

Swimmers/lane _____

Summer Season:

Workouts/week _____ Hours/workout _____

Swimmers/lane _____

Water Time: Advanced Age Group

How will you evaluate athletic performance? _____

Average # of coaches on deck _____

Avg. size of this training group _____ Avg. team size of this training group _____

Average yearly volume _____ Swimmers with Top 16 cuts _____

Age range (years old): _____ Youngest _____ Oldest

Winter Season:

Workouts/week _____ Hours/workout _____

Swimmers/lane _____

Summer Season:

Workouts/week _____ Hours/workout _____

Swimmers/lane _____

Water Time: Age Group

How will you evaluate athletic performance? _____

Average # of coaches on deck _____

Avg. size of this training group _____ Avg. team size of this training group _____

Average yearly volume _____

Age range (years old): _____ Youngest _____ Oldest

Winter Season:

Workouts/week _____ Hours/workout _____

Swimmers/lane _____

Summer Season:

Workouts/week _____ Hours/workout _____

Swimmers/lane _____

Demographic Questions For NEW Clubs

Water Time: Novice

How do you evaluate athletic performance? _____

Average # of coaches on deck _____
 Avg. size of this training group _____ Avg. team size of this training group _____
 Average yearly volume _____
 Age range (years old): _____ Youngest _____ Oldest
 Winter Season:
 Workouts/week _____ Hours/workout _____
 Swimmers/lane _____
 Summer Season:
 Workouts/week _____ Hours/workout _____
 Swimmers/lane _____

Training Environment for the Senior Group: Average Time per session out of the pool

Estimate the average dryland training time per week for each of the following activities. Circle the “# Sessions per week” and the “Average Time per session” for each activity listed below:

	# Sessions per week					Average Time per session (in minutes)				
Weights/week	0	1-2	3-4	5+	@	<15 min	16-30 min	31-45 min	46-60 min	61+ min
Running/week	0	1-2	3-4	5+	@	<15 min	16-30 min	31-45 min	46-60 min	61+ min
Pilates/week	0	1-2	3-4	5+	@	<15 min	16-30 min	31-45 min	46-60 min	61+ min
Medicine Balls/week	0	1-2	3-4	5+	@	<15 min	16-30 min	31-45 min	46-60 min	61+ min
Free body/week	0	1-2	3-4	5+	@	<15 min	16-30 min	31-45 min	46-60 min	61+ min
Other/week	0	1-2	3-4	5+	@	<15 min	16-30 min	31-45 min	46-60 min	61+ min

High School & Leagues

High School / USA Swimming relationships

Athletes can train with club team and compete for high school ___ Yes ___ No
 Athletes can not train with club team during high school season ___ Yes ___ No
 Athletes can legally train with club team, but don't ___ Yes ___ No
 Athlete can compete in club meets during high school season ___ Yes ___ No
 Is high school swimming emphasized in your area ___ Yes ___ No
 Do club and high school programs work collaboratively ___ Yes ___ No
 Do club and high school programs come into conflict ___ Yes ___ No
 Is so, How? _____

What season is your HS program for girls: ___ Fall ___ Winter ___ Spring
 What season is your HS program for boys: ___ Fall ___ Winter ___ Spring

Summer League

Do you recruit from the summer leagues ___ Yes ___ No
 Do you run clinics for the summer leagues ___ Yes ___ No
 Do club and summer leagues work collaboratively ___ Yes ___ No
 Do club and summer leagues come into conflict ___ Yes ___ No
 What % participate in both USA-S meets and summer league meets: _____
 How is the summer league insured? _____
 Are these swimmers required to register with USA Swimming ___ Yes ___ No
 Is so, How? _____

Winter League:

Do your swimmers participate in a winter league ___ Yes ___ No
 Are these swimmers required to register with USA Swimming ___ Yes ___ No
 What % participate in both USA-S meets and winter league dual meets: _____

Demographic Questions For NEW Clubs

Computer

Main Computer Type? PC Mac None
of Laptops? 0 1 2-3 4-5 6+
of Desktops? 0 1 2-3 4-5 6+
Average Age of computers?
 Less than 1 year 1 year 2 years 3 years 4+ years
Main Operating System?
 Windows 95/98 Windows 2000/NT Windows XP Mac Other
How do you connect to the internet?
 No connection Dial-up DSL Other high speed
Who is comfortable using a/the computer? (Check all that apply)
 Head coach Assistant coach(es) Office Administrator
 Parent Volunteer Other
Who manages the team website
 Head Coach Assistant Coach Office Administrator
 Parent Volunteer Outside Company Other No team website

Video

Total # of Cameras: _____ Underwater Filming Capabilities? Yes No
Camera Types:
 VHS: 0 1 2 3+ 8mm: 0 1 2 3+
 Digital: 0 1 2 3+ MiniDV: 0 1 2 3+
 Other: 0 1 2 3+
Who is comfortable using Video (Check all that apply)
 Head coach Assistant coach(es) Office Administrator
 Parent Volunteer Other
Do you use a digital video program? No Dartswim Other

Training/Testing

Usage of Energy Systems (Check one only):
 None 5 Zone (European) 7 Zone (USA-S) Other

Do you utilize any unique training equipment? _____

What is your testing philosophy? _____

Testing resources (Check boxes)

Lactate Testing Strength Testing Heart Rate monitors Race Analysis
 Other _____

Computerization of testing results (Check all that apply): Hytek Excel

Access Word Other

Sports Medicine

Medical Resources Utilized (Check all that apply):

Team Physician Orthopedist Sport Psychologist/Counselor

Nutritionist Massage Therapist

Other _____

Demographic Questions For NEW Clubs

If you have any recommended team support personnel, please list them below:

Local Sports Medicine

Notes _____
Address 1 _____
Address 2 _____
City/State/Zip _____
Phone _____ email _____

Team Doctor

Notes _____
Address 1 _____
Address 2 _____
City/State/Zip _____
Phone _____ email _____

Team Orthopedist

Notes _____
Address 1 _____
Address 2 _____
City/State/Zip _____
Phone _____ email _____

Team Psychologist

Notes _____
Address 1 _____
Address 2 _____
City/State/Zip _____
Phone _____ email _____

Nutritionist

Notes _____
Address 1 _____
Address 2 _____
City/State/Zip _____
Phone _____ email _____

Massage Therapist

Notes _____
Address 1 _____
Address 2 _____
City/State/Zip _____
Phone _____ email _____

Hospital or any group that supports athlete testing

Notes _____
Address 1 _____
Address 2 _____
City/State/Zip _____
Phone _____ email _____



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EDUCATION AND/OR EXPERIENCE REQUIREMENTS FOR HEAD COACHES OF NEW CLUBS

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In an effort to ensure that all new clubs benefit from qualified coach leadership, USA Swimming requires the following criteria for Head Coaches of new swim clubs. Coaches can meet the basic requirements in one of two ways:

- (1) a combination of education and experience, or
- (2) for those with no experience, a purely educational option is available.

The education requirements can be satisfied by in-person attendance at the American Swim Coaches' Association (ASCA) or USA Swimming courses, or by taking advantage of home-study options for each course.

1. USA Swimming Coach Education Requirement. The coach will need the following texts to pass the first year coaches' test: Foundations of Coaching DVD and accompanying documents, and the current USA Swimming Rules and Regulations. The [revised test for new coaches](#) is available online through USA Swimming.
2. The coach must meet current [safety requirements](#) in First Aid, CPR, and [Safety Training for Swim Coaches](#) (or Lifeguard Training equivalency),
3. Completion of USA Swimming [Background Check](#) and Athlete Protection Training Requirement
4. Completion of the [American Swim Coaches' Association Level 2 Stroke School](#), and completion of [ASCA Level 3 Physiology School](#). Level 2 and Level 3 may be waived with three years experience working as an assistant in a USA Swimming member club.

Procedures to be used for obtaining ASCA Level Two and ASCA Level Three Course materials:

Coaches needing the [ASCA Level Two](#) or [ASCA Level Three](#) tests must purchase the books from [ASCA](#) at (800) 356-2722 and take the required tests through ASCA.

1. When submitting the test(s) for grading, a coach must inform ASCA that they are taking the test to meet the USA New Club Membership requirement.
2. Upon successful completion of the test, ASCA will mail a letter of completion to the coach.
3. The ASCA office will keep the test in a physical file at the ASCA office and will maintain the information in the ASCA database.
4. Existing ASCA Level Two or Three coaches need only to copy their current membership card to the local LSC registration chair.

Rulebook Requirements for all Coaches

Article 501.7: Membership Responsibility

1. All clubs, including seasonal clubs, shall ensure that all athletes and coaches participating in USA Swimming sanctioned competition are members of their LSC and USA Swimming.
2. All coaches of USA Swimming clubs, including seasonal clubs, shall join USA Swimming as coach members and shall satisfactorily complete safety training required by USA Swimming.
3. The coach of record for a USA Swimming member club must be at least 18 years of age.
4. All coaches of USA Swimming clubs, including seasonal clubs, who register for the first time as a coach member, shall complete coaches' education required by USA Swimming prior to receiving their membership for the second year (this requirement applies to all assistant coaches of new clubs. All Head Coaches must meet the requirements outlined above).

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USA SWIMMING COACH MEMBERSHIP REQUIREMENTS

From the USA Swimming rulebook: “Anyone who coaches athletes at a USA Swimming practice or competition must be a coach member of USA Swimming and must have satisfactorily completed safety training, criminal background checks and other coaches’ education as required by USA Swimming.”

Requirements must be kept current at all times. There is no grace period; coach membership is not valid if any of the requirements lapse or expire. Coaches do not have USA Swimming insurance coverage if their membership is not valid. To help coaches manage their membership requirements, the date that each requirement expires is printed on their USA Swimming coach membership card, as well as being available on the Deck Pass phone app and through the online Club Portal. Additional information and links for each requirement can be found at www.usaswimming.org/coachmember.

APPLICATION FORM, SUBMITTAL INSTRUCTIONS, MEMBERSHIP CARD

Memberships are processed by each LSC (Local Swimming Committee). Non-athlete application forms can be found on most LSC websites. A map of LSCs and a list of their websites can be found at www.usaswimming.org/lscmap. If you cannot find the form online, please contact the LSC directly. Coaches should complete and mail their application to the address printed on the application form. The membership fee is also printed on the application form. A coach membership card will be mailed to you by the LSC after all membership requirements have been met.

CRIMINAL BACKGROUND CHECK

All non-athlete members must pass a criminal background check every two years. Coaches must pass a Level II background check. Go to www.usaswimming.org/backgroundcheck for additional information and to initiate the background check. When the background check has been passed, our membership database is updated and your LSC is notified automatically.

ATHLETE PROTECTION TRAINING

All non-athlete members must complete the online Athlete Protection Training course every two years. The course takes approximately 60 minutes to complete and is offered at no charge. Go to www.usaswimming.org/protect for additional information and to access the course. When you have completed it, our membership database is updated and your LSC is notified automatically.

Current and previous members can access the course at any time. New non-athlete members must register through their LSC first. New members cannot initiate the course until their membership application has been processed by their LSC, so it is recommended that new members wait ten days after mailing their application before attempting to log in to take the course. Once their membership application has been processed, the log in procedure can be completed. (An error message will appear during the log in if the new member’s application hasn’t been processed yet.)

SAFETY TRAINING

Coach members must maintain three safety certifications: CPR, first aid, and Safety Training for Swim Coaches (STSC). A list of acceptable certifications is on page two of this document. Certifications must be on this list. Online-only courses are not acceptable. Coaches should enclose a copy of their CPR, first aid, and Safety Training for Swim Coaches certifications with their application and payment.

If you do not have access to an acceptable course, or you have taken a course that is not on this list, you can call your local American Red Cross chapter to challenge one of their courses. The challenge involves passing the skills assessment with an ARC instructor without having to take the entire course. The ARC will charge a fee for each challenge.

FOUNDATIONS OF COACHING

The Foundations of Coaching exam is waived for first-year coach members. This requirement must be completed prior to renewing your second year of coach membership. Go to www.usaswimming.org/coachmember for study materials and additional information on setting up a website account to take this exam. When the test is passed, your LSC will be notified automatically.

APPROVED SAFETY CERTIFICATIONS

From the USA Swimming rulebook: “Anyone who coaches athletes at a USA Swimming practice or competition must be a coach member of USA Swimming and must have satisfactorily completed safety training, criminal background checks and other coaches’ education as required by USA Swimming.”

Requirements must be kept current at all times. Certifications from courses not on this list will not be acceptable. There is no grace period; coach membership is not valid if any of the requirements lapse or expire. Coaches do not have USA Swimming insurance coverage if their membership is not valid. To help coaches manage their membership requirements, the date that each requirement expires is printed on their USA Swimming coach membership card, as well as being available on the Deck Pass phone app and through the online Club Portal.

Below is a list of courses that have been approved by the Safety Education Committee. **Certifications from courses not listed below will not be accepted.**

ORGANIZATION	COURSE NAME	CPR	FIRST AID	STSC*	NOTES RE THIS COURSE
American Red Cross **	CPR/AED – Adult & Child	Yes			
	CPR/AED for the Professional Rescuer & Healthcare Provider	Yes			
	Responding to Emergencies	Yes	Yes		
	Lifeguarding/First Aid/CPR/AED	Yes	Yes	Yes	For STSC, must also complete online written test***
	Emergency Medical Response	Yes	Yes		
	USOC Sports Safety Training		Yes		First aid only; does not count toward STSC
	USOC Sports Injury Prevention & FA		Yes		
	Lifeguarding or Lifeguarding/First Aid		Yes	Yes	Waterfront/Waterpark optional; to use with STSC, must also complete STSC online written test***
	First Aid – Responding to Emergencies with CPR/AED – Adult and Child	Yes	Yes		
	Basic First Aid		Yes		
	First Aid		Yes		
Standard First Aid		Yes			
American Heart Assoc.	ACLS Provider	Yes			
	Heartsaver First Aid w/CPR & AED	Yes	Yes		
	Healthcare Provider	Yes			Also known as BLS for Healthcare Providers
	Heartsaver First Aid		Yes		
	AHA Basic Life Support Instructor	Yes			
	AHA Instructor or Instructor Trainer	Yes			Applies to any of the AHA courses above

ORGANIZATION	COURSE NAME	CPR	FIRST AID	STSC*	NOTES RE THIS COURSE
American Lifeguard Assoc.	CPR/AED for Professional Rescuer	Yes			
	Community CPR	Yes			
	First Aid		Yes		
	Lifeguarding (First Time Lifeguard, Professional Lifeguard Challenge, or Lifeguard Recertification)			Yes	Must also complete STSC online written test***
ASHI (American Safety & Health Institute)	CPR and AED	Yes			
	CPR Pro	Yes			
	Basic First Aid		Yes		
	Basic First Aid, CPR and AED	Yes	Yes		
California Parks & Rec	California State Lifeguard	Yes	Yes		
Ellis & Associates	International Lifeguard Training	Yes	Yes	Yes	One year certification; for STSC, must also complete STSC online written test***
	Water Safety+	Yes	Yes		
	Int'l Lifeguard Training Instructor	Yes	Yes	Yes	For STSC, must also complete STSC online written test***
EMS Safety Services	CPR	Yes			
	First Aid		Yes		
EMT	Emergency Medical Technician Basic or Intermediate	Yes	Yes		The training agency for an EMT certification can be a hospital, fire department or other agency.
Emergency Care & Safety Institute	CPR	Yes			In conjunction with the American Academy of Orthopaedic Surgeons (AAOS may appear on card)
	Professional Rescuer CPR	Yes			In conjunction with the American Academy of Orthopaedic Surgeons (AAOS may appear on card)
	First Aid		Yes		In conjunction with the American Academy of Orthopaedic Surgeons (AAOS may appear on card)
Life Education of Florida	First Aid for All Ages: A Common Sense Approach		Yes		
Life Safe Services	American Trauma Event Management CPR/AED	Yes			
Medic First Aid Int'l	Medic First Aid	Yes	Yes		
National Safety Council	Adult CPR & AED	Yes			Length of certification varies by training agency
	Standard First Aid, CPR & AED	Yes	Yes		Length of certification varies by training agency
	First Aid		Yes		Length of certification varies by training agency
Nat'l Registry of Emergency Medical Technicians	Paramedic	Yes	Yes		
National Ski Patrol	Outdoor Emergency Care		Yes		
PADI Emergency First Response	Emergency Responder – CPR/AED/FA	Yes			
	Emergency Responder – CPR/AED	Yes			
	Emergency Responder – CPR/FA	Yes			

ProCPR	Adult/Child/Infant CPR & AED for Health Care Provider (BLS)	Yes			Must have signature of Skills Evaluator on back of card
	ProFirst Aid	Yes	Yes		Must have signature of Skills Evaluator on back of card
ORGANIZATION	COURSE NAME	CPR	FIRST AID	STSC*	NOTES RE THIS COURSE
StarGuard	StarGuard	Yes	Yes	Yes	STSC with online written exam confirmation email***
Tacoma Fire Dept	First Aid & CPR	Yes	Yes		
Save-A-Life Educators	CPR – Adult, Adult/Child, or Adult/Child/Infant	Yes			Must include in-person skills assessment; if “online training” is printed on card, it must be accompanied by a second card stamped “skills assessment passed”.
	First Aid or First Aid Renewal		Yes		Must include in-person skills assessment; if “online training” is printed on card, it must be accompanied by a second card stamped “skills assessment passed”.
YMCA	Lifeguarding			Yes	Must also complete online STSC written test***
University Training Centers	Healthcare Provider BLS-C	Yes			
	Standard First Aid		Yes		

*STSC = Safety Training for Swim Coaches

****American Red Cross**

All ARC certifications are valid for two years unless otherwise noted on the card.

NOT ACCEPTED: ARC instructor certifications, WSI, First Aid for Coaches, foreign Red Cross certifications.

To schedule or find an ARC course near you, contact 1-800-red-cross or support@redcrosstraining.org.

*****Safety Training for Swim Coaches**

Safety Training for Swim Coaches is only offered by the American Red Cross. There are two four-hour sessions: classroom and in-water. The classroom session can be completed online at www.usaswimming.org/coachmember (study materials and online test are available thru this link). Print the confirmation email that you receive after you pass the online test and take it to the in-water session with you. (The four-hour classroom session can also be completed in person at your local ARC chapter.) You must complete the in-water session within 30 days of passing the online test. Any WSI is authorized to teach STSC and can find the materials on the ARC Instructors' Corner website. When you complete the in-water session, you will receive a STSC certification from your instructor. Send this card to your LSC Membership Chair.

If you have one of the approved lifeguard certifications above, that means that you do not have to complete the in-water session. You are required, however, to take the online written test. Print the confirmation email and send it, along with your lifeguard cert, to your LSC Membership Chair. Your STSC requirement will be considered valid until the earliest expiration date on either the confirmation email or the lifeguard card. The earlier of the two dates will appear on your coach membership card. If possible, renew both at the same time.

Still have questions? Contact your LSC Membership Chair or cdurance@usaswimming.org. Thank you.



Home / Member Resources / Swim Clubs / Recognition Programs / **Club Recognition**

CLUB RECOGNITION PROGRAM

The Club Recognition Program offers our club members a working blueprint for developing strong, stable, financially sound and athletically productive organizations.

Designed over a two year period by USA Swimming's Club Development Committee, this voluntary program presents four levels of achievement across four component areas deemed critical to long-term club success. The program encourages clubs to establish organizational goals and to benchmark their progress toward those goals.

The ultimate objective of the program is to strengthen the club system in USA Swimming by guiding clubs through a development process that ultimately positions the program and its coaches to better serve athletes.

The Club Development Committee looked at many different factors that helped create "great" clubs. The committee grouped all of the factors into four major component areas:

1. Business & Organizational Success
2. Parent & Volunteer Development
3. Coach Development & Education
4. Athlete Development & Performance

WHAT IS INVOLVED?

The program is entirely web based. Some markers require specific actions by the club. For example:

- Check lists. Example: the club conducts a business insurance review. Yes or No?
- Fill in the blank. Example: the club is asked to enter its mission statement.
- Upload documents. Example: the club is asked to upload a copy of its bylaws.
- Some are automatic based on queries to the USA Swimming Star Times database. Example: the system will determine whether 50% of the clubs swimmers have participated in at least 6 swim meets within the past 12 months.

Upon completion of a level, a club is able to print a certificate showing completion of that level. The club's achieved level is also automatically listed in the club search feature on the USA Swimming website.

HOW DO I GET STARTED?

Participation in the program requires an investment of time and attention by each club. As with anything that provides true benefit, we believe this investment is worthwhile and will pay significant dividends over time. We encourage the leaders in your club to look into the program and how it can benefit your organization.

A club enters its information through the administrative login section of its club portal. All Head Coaches were given a password to their Club Portal area. Note: This is a distinct password separate from your personal account password. You must have a USA Swimming account and login to the website in order to access the Club Administrator login screen.

Here are a few links to help get you started:

- [Detailed Instructions for Completing the Club Recognition Program](#)
- [Email Club Development if you need your Club Portal Password](#)
- [Contact your Sport Development Consultant if you need help](#)

WHAT'S RELATED

[Club Recognition Program Instructions and Program Details](#) 

[Coach Owned Club-Club Recognition Overview Chart](#) 

[Institution Owned Club-Club Recognition Overview Chart](#) 

[Parent Governed Club-Club Recognition Overview Chart](#) 

Instructions for completing the Club Recognition Program

A club will enter its information through the administrative login section of its club portal. Every Head Coach was given a password to this area. If you do not know your Club Administrator password contact Club Development at USA Swimming. (*Note: This is a distinct password separate from your personal account password. You must have a USA Swimming account and login to the website in order to access the Club Administrator login screen.*) If you need directions to get to the administrative login section of your club portal follow steps #1-7 on pages 3 & 4 of the Club Portal and Club Profile Instructions (found in the Swim Clubs/Sample Club Documents section of the USA Swimming website). Below is a picture of what you will see after you have successfully logged in to the administrative section in the Club Portal area.

The screenshot shows the administrative interface of the USA Swimming Club Portal. On the left, there is a sidebar with a green header 'Virtual Club Championships' and a section titled 'usa swimming tools' containing links for 'My USA Swimming', 'Events', 'Results', 'Forums & Chats', 'Find a Club', 'Facilities', 'Camps & Clinics', 'Times/Time Standards', 'Applications & Forms', and 'About USA Swimming'. The main content area has a navigation bar with tabs for 'Home', 'Announcements', 'Practice Schedules', 'Upcoming Meets', 'Meet Results', and 'Facilities'. Below the navigation bar, the 'Club Portal Administration' section is active, displaying instructions for editing the club portal. It lists four steps: 1. Create or update your club portal (with a 'Click Here' link), 2. Add, edit and delete Announcements, 3. Add, edit and delete Practice Schedules, and 4. Add, edit and delete Upcoming Meets. A 'NOTE' explains that the Meet Results tab will pull all available meets unless the 'show meet results' checkbox is unchecked. Below this is a 'Leave Club Portal Editor Mode' link. The 'Club Recognition Program' section follows, explaining that it is a multi-tiered program to recognize successful clubs and improve performance. It states that participation is optional but will benefit all clubs by setting standards. A 'Click Here' link is provided to access the program pages. The 'Club Profile & Facility Administration' section explains that USA Swimming gathers data on clubs annually and encourages clubs to update their profiles. It also mentions that the facilities tab will display information and maps of all facilities related to the club, and provides a 'Click Here' link to manage the club's profile and facility information.

Begin the Club Recognition Program by clicking on Click Here located in the last line of the Club Recognition Program paragraph. At the start of the process you are asked to select the *ownership type* that best describes your club operation. The ownership type determines what specific items you need to achieve at each level. The three choices of *ownership type* are:

- Coach Owned: The club is owned and operated by the head coach. (The club *may* have a parent booster organization)
- Institutionally Owned: The club is owned by an outside organization. Examples are a club that is owned by a YMCA, school system, fitness center, park & recreation program, Boys & Girls Club, college/university, etc. (The club *may* have a parent booster organization)
- Parent Owned: The club is owned by the parents of the team and governed by a parent board. Most of the time the club is registered with the IRS as a 501 (c)3 non-profit organization.

All clubs must start at Level 1. Upon completing each level, you will be directed to the screen for the next level.

Instructions for completing the Club Recognition Program

The program is entirely web based. You will be required to look at approximately 35-50 items or markers for each level. Each level is broken into four specific component areas:

1. Business & Organizational Success
2. Parent & Volunteer Development
3. Coach Development & Education
4. Athlete Development & Performance

Within each component area there are two types of markers: *Required* and *Additional*. The *Required* items must be completed in order to move on to the next level. *Additional* items can be completed to earn additional points in that component area. In the upper right hand corner of each of the four component areas is: (1) a running total of how many points the club has scored in that particular area and (2) the minimum points needed to complete that particular component. In most component areas the club will need to complete a number of *Additional* items to finish the component. An example of this is shown below for the Athlete Development & Performance section for Level 1. Notice that 7 points are needed to meet the *Required* items while 23 points are needed to complete the component. In this area a club needs to complete each of the four required items, but depending on particulars may score more than the minimum 7 points. In the example shown, the club earned 14 points in the *Required* section which means the club needs to score a minimum of 9 points in the *Additional* items.

Athlete Development / Performance

Total Category Points: 29
Minimum Points Needed: 23

<u>Required (7pts)</u>	<u>Additional</u>
<input checked="" type="checkbox"/> 50% of Registered Team participates in 6 USA Swimming Competitions (1-5)	<input checked="" type="checkbox"/> Goal Setting Process for Athletes (2)
<input checked="" type="checkbox"/> Common Teaching Language for Coaches (2)	<input checked="" type="checkbox"/> Test sets (5)
<input checked="" type="checkbox"/> Identification of Program Structure and Progressions (2)	<input checked="" type="checkbox"/> IM Xtreme Challenge Participation (1-5)
<input checked="" type="checkbox"/> Team Activities, Education & Character Development (2-5)	<input checked="" type="checkbox"/> Toyota Virtual Club Championships Ranking (1-5)

Required points earned: 14 **Additional points earned: 15**

Current Score: 90 points [Back to Club Portal](#) [Request Level Certification](#)

Certification Requirements: 80% = 84.80 points

At each level a club needs to score additional points above and beyond the minimums for each component area in order to achieve the required point total. A club is encouraged to score more than the minimum number of points in each level. As shown in the example above, the club's running score is automatically shown in the lower left hand corner and the upper right hand corner (not shown) of each level. Underneath the running score the "Certification Requirements" shows the required minimum number of points to complete the level.

Instructions for completing the Club Recognition Program

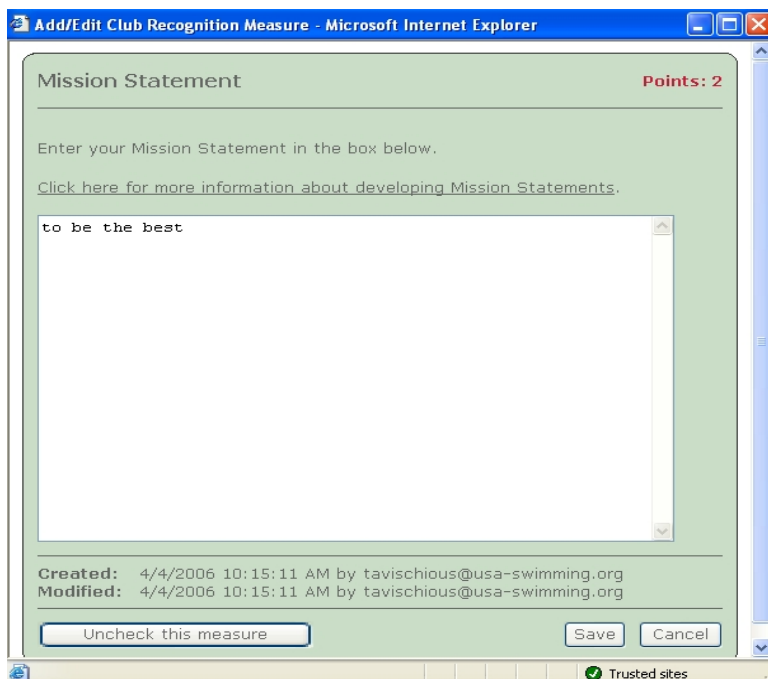
To view a specific marker click on the marker itself. A pop up will appear with instructions on how to complete the specific marker (*Note: make sure to turn off the pop-up blocker on the computer while completing this area*). Once you have completed the required action, click on *Save*. If you can not complete the item click on *Cancel* to go back to the previous screen.

Markers require a variety of responses. Here are some examples:

- Check lists. Example: The club has a safety action plan. Yes or no?
- Fill in the blank. Example: The club is asked to enter its mission statement.
- Uploaded documents. Example: The club is asked to upload a copy of its bylaws. Requested documents must be in electronic format. You may not fax or mail them. To load the actual document, (1) click on the *Browse* button, (2) search for the file on your computer, (3) once you have located the file, click on the *Open* button to load it. The maximum file size for each uploaded document is listed next to *File (Max 2024 KB)* (*Note: In the example just given the maximum file size is 2024KB*). Documents will only be viewed by USA Swimming staff and will not be shared with anyone outside of the USA Swimming office.
- Automatic responses based on queries to USA Swimming's SWIMS database. Example: the system will determine the percentage of the club's swimmers who have participated in at least 6 swim meets within the past year and award one point for every 10% up to a maximum of 5 points (or 50% of the team).

There are numerous documents that must to be uploaded to complete a level. (*Note: If you print out the detail sheets for the level that you are trying to complete you can determine what documents will be needed ahead of time.*)

Two examples:



The screenshot shows a Microsoft Internet Explorer window titled "Add/Edit Club Recognition Measure - Microsoft Internet Explorer". The main content area is titled "Mission Statement" and indicates "Points: 2". Below the title, there is a text input field with the text "to be the best". At the bottom of the form, there are three buttons: "Uncheck this measure", "Save", and "Cancel". The browser's status bar at the bottom shows "Trusted sites".

Instructions for completing the Club Recognition Program

Add/Edit Club Recognition Measure - Microsoft Internet Explorer

Track Club Membership Statistics Points: 2

Track club membership statistics. Minimum items to track:

- Retention from year to year by age group and male/female
- Swimmer's best times

Upload your team's statistics for the past two years. For a club less than two years old, upload current statistics.

File (max 2024 KB) :

To load a document, use the *Browse* button to select a document from your local computer and then click *Save*.


Done Trusted sites

You do not need to complete a level at one sitting. When you exit the Club Recognition Program area the current work will be saved. If you have new information that will allow you to receive more points you may go back to the specific marker, click on it, then click on *Save* to earn a higher point total. (For example: the system had previously determined that 33% percent of the club's swimmers participated in at least 6 swim meets within the past year and automatically awarded 3 points. Now you know that more swimmers have participated in swim meets. You can open the item and click on the *Save* button to earn additional points.)

Upon successful completion of a level, you will receive a "congratulatory pop-up" informing you that your club has completed the required minimum number of points. You may continue to add additional items if wish to score more. To submit your information for verification to USA Swimming click on *Request Level Certification* found in the upper right hand corner. You will not be able to click on this request until you have the required minimum number of points. (*Note: the button can be seen, but is not active*). The verification process takes two to three business days. You will receive an email notifying you that the club has either been approved for the specific level or denied. If the certification is denied, an explanation will be included.

Instructions for completing the Club Recognition Program

Level I
Level II
Level III
Level IV



Current Score: 90 points
Certification Requirements: 80% = 84.80 points
Level Completed - [Print Certificate](#)

**Note: All changes to this form are immediately saved and will be immediately reflected in the score above.*

[Back to Club Portal](#) [Request Level Certification](#)

Business / Organization Success Planning **Total Category Points: 32**
Minimum Points Needed: 23

Required (16pts)	Additional
<input checked="" type="checkbox"/> Mission Statement (2)	<input checked="" type="checkbox"/> Register Name with State (2)
<input checked="" type="checkbox"/> Vision Statement (2)	<input checked="" type="checkbox"/> Articles of Incorporation (2)
<input checked="" type="checkbox"/> Create and adopt bylaws (2)	<input checked="" type="checkbox"/> Acquire Business License (2)
<input checked="" type="checkbox"/> Complete Club Profile and Facilities Information through the Club Portal (2)	<input checked="" type="checkbox"/> Establish Standard Operating Policies & Procedures (1-8)
<input checked="" type="checkbox"/> Develop Annual Budget (2)	<input checked="" type="checkbox"/> Diversity Information Collected (2)
<input checked="" type="checkbox"/> Conduct Tax Obligation Review (2)	

After you have received approval from USA Swimming you may click on *Print Certificate*. (Note: You can look at items in a higher level, but you may not start to enter them until you have completed and received approval at the previous level.)

Once your submission has been approved, who ever submitted the information will receive an order form for prizes/incentives from USA Swimming. A club will be allowed to pick an item for each level that they complete (see next page for the complete list).

If you have any questions about the Club Recognition Program please contact Club Development at USA Swimming.

Instructions for completing the Club Recognition Program

The Club Recognition Incentive Package

Level 1

Every Level 1 submission receives a USA Swimming ball cap.

In addition, pick **one** prize from this list:

- 1 workout bag with USA Swimming logo
- 1 messenger bag with USA Swimming logo
- 1 hooded sweatshirt with USA Swimming logo
- 1 Successful Sport Parenting CD
- 1 Swim Fast stroke DVD (you pick the stroke)

Level 2

Every Level 2 submission receives a USA Swimming ball cap.

In addition, pick **one** prize from this list:

- 1 workout bag with USA Swimming logo
- 1 messenger bag with USA Swimming logo
- 1 hooded sweatshirt with USA Swimming logo
- 1 Successful Sport Parenting CD
- 1 Swim Fast stroke DVD (you pick the stroke)

Level 3

Every Level 3 submission receives a USA Swimming ball cap.

In addition, pick **one** prize from this list:

- Men's or Women's dress shirt from LL Bean with USA Swimming logo. You give us your size and pick the color!*
- \$50 online store credit to ASCA
- \$50 online store credit to Swimming World
- 1 workout bag with USA Swimming logo
- 1 messenger bag with USA Swimming logo
- 1 hooded sweatshirt with USA Swimming logo
- 1 Successful Sport Parenting CD
- 1 Swim Fast stroke DVD (you pick the stroke)

Level 4

Every Level 4 submission receives a USA Swimming ball cap.

In addition, pick **one** prize from this list:

- Men's or Women's Lightweight Outwear Jacket from LL Bean with USA Swimming logo. You give us your size and pick the color.*
- Men's or Women's dress shirt from LL Bean with USA Swimming logo. You give us your size and pick the color!*
- \$75 online store credit to ASCA
- \$75 online store credit to Swimming World
- 1 workout bag with USA Swimming logo
- 1 messenger bag with USA Swimming logo
- 1 hooded sweatshirt with USA Swimming logo
- 1 Successful Sport Parenting CD
- 1 Swim Fast stroke DVD (you pick the stroke)

*Note: these items are ordered on an "as needed" basis and may take a number of weeks to fulfill.

Level	Business & Organizational Success	Parent & Volunteer Development	Coach Development & Education	Athlete Development & Performance
1	<p>Required (all 2 points- unless noted)</p> <ul style="list-style-type: none"> • Mission Statement • Vision Statement • Create and adopt bylaws • Complete Club Profile and Facilities Information through the Club Portal • Develop Annual Budget • Conduct tax obligation review • Conduct Business Insurance Review • Develop Safety Action Plan(s) <p>Additional</p> <ul style="list-style-type: none"> • Register Name with State • Articles of Incorporation • Acquire Business License • Establish Standard Operating Policies & Procedures (1-8) • Diversity Information Collected 	<p>Required (all 2 points unless noted)</p> <ul style="list-style-type: none"> • Club Policies & Procedures Communicated • Club Organizational Structure Communicated • Mission Statement Visible & Communicated To The Members • USA Swimming Parent Information Used (Or Comparable) • Parent/Club Roles Identified (1) • Newcomers Meeting Once A Season • Importance Of Volunteer Involvement Communicated <p>Additional</p> <ul style="list-style-type: none"> • Educational Topics for Parents. Give one point for each of the above educational seminars/topics: swimming language, Parent/Athlete roles, Parent/Coach roles, or Athlete/Coach roles. (1-4) • Officials' Certification. Automatically receive 1 point for each 1% of the athlete membership that is registered as an official (up to a maximum of 3 points). 	<p>Required</p> <ul style="list-style-type: none"> • Written agreement for Head Coach (Full or Part time) (2) <p>Additional</p> <ul style="list-style-type: none"> • Head Coach Experience- Receive 1 point for each ASCA Certification Level plus 1 point for each full year of club, high school, college or Y coaching (maximum of 5 points). (1-5) • Commitment to Professional Development. Receive points for dollars devoted to professional development (2-5) • Education/Clinics/In-Service Training/ Professional Development. Give the club 1 point for each experience up to a maximum of 3 points. (1-3) • Head Coach Tenure with Team. Receive 1 point for each full year the Head Coach has been with the team-up to 3 pts. (1-3) • Head Coach Involvement/Contribution to the Sport. Receive up to 5 points for involvement of the Hd Coach in the following areas: (1-5) <ul style="list-style-type: none"> ○ Local swimming organizations (Y, high school, state ASCA, etc.)-1 point ○ USA-S LSC governance-2 points ○ USA-S National governance/committee-3 points ○ Local or National clinic speaker-1 point ○ Coach for LSC sponsored camp or team-1 point ○ USA-S Zone camp coach-1 point ○ Take your team to the Olympic Training Center to train (for at least two days)-1 point ○ National camp coach-2 points ○ Published article-1 point ○ USA National Team staff-3 points 	<ul style="list-style-type: none"> • Percentage of Registered Team Participates in 6 USA Swimming Competitions in the past 12 months. Receive 1 point for 10%, 2 pts for 20% up to 5 pts (50%). (1-5) • Common Teaching Languages for Coaches (2) • Identification of Program Structure and Progressions (2) • Team Activities, Education and Character Development (2-5) <p>Additional</p> <ul style="list-style-type: none"> • Goal Setting Process for Athletes (2) • Test sets. Earn 5 points if the team incorporates at least three different types of test sets completed on a regular basis throughout the year. (5) • IM Xtreme Challenge Participation. Club will automatically earn points based on the number of athletes who receive a score in the IMX program as a percentage of the total number of athletes on the team: <ul style="list-style-type: none"> • 10%-1 point • 20%-2 points • 30%-3 points • 40%-4 points • 50%-5 points • Toyota Virtual Club Championships Ranking. The club will automatically receive points based on the national ranking in the Toyota Virtual Club Championships: <ul style="list-style-type: none"> • 1 point for Top 1601-2000 • 2 points for Top 1201-1600 • 3 points for Top 801-1200 • 4 points for Top 401-800 • 5 points for Top 1-400



	Business	Volunteer	Coach	Performance	Total points needed to complete Level 1:
Required points for component	14	13	2	7-14	85
Additional points possible for component	11-18	2-7	6-21	9-17	
Maximum possible for component	32	20	23	33	
Total points needed to complete component	23	16	9	23	

In addition to the items in Level 1:

Level	Business & Organizational Success	Parent & Volunteer Development	Coach Development & Education	Athlete Development & Performance
2	<p>Required (all 2 points-unless noted)</p> <ul style="list-style-type: none"> Establish Strategic Objectives Establish Short-Term Goals Annual Evaluation of Head Coach Annual Evaluation of Staff Participate In a USA Swimming Club Leadership & Business Management School (CLBMS) within the Past 5 Years Develop And Adopt Annual Budget Process & Calendar Regular Review of Financial Statements Send Representative to LSC Meetings Track Club Membership Statistics <p>Additional</p> <ul style="list-style-type: none"> Develop a Club Generated Website Have Facility Contracts Develop Job Descriptions For Coaching Staff & Volunteers Develop Employee Policies Compile and Maintain Team Records Head Coach Member of Nominating Committee Financial assistance / scholarship for underrepresented youth Conduct a USA Swimming registered Swim-a-Thon 	<p>Required (for all club types unless noted)</p> <ul style="list-style-type: none"> Parent Education Meetings. Receive one point for each parent education meeting in a year (4 points maximum). Enter the number of points. Examples of topics: Athlete growth & development, Nutrition & supplements, Training philosophies, Training progressions, Anatomy & physiology, Moving through the sport, or Dryland training (1-4) Regular Newsletter (2) Structure of USA Swimming (2) General Membership Meeting (2) <p>Additional (for all club types unless noted)</p> <ul style="list-style-type: none"> Parent Education Section on Club Generated Website (1) Blast Emails (1) Other Communication Tools. List up to four additional communication tools that the club uses (1 point for each item up to 4 points maximum). Examples might include: calling tree, family mailboxes, “dumb question person”, training group liaisons, bulletin boards, coach-parent meetings, parent coffees, etc. (1-4) Parent/Volunteer Development Program (1) Officials’ Workshops (1) Officials’ Certification. Automatically receive 1 point for each 1% of the athlete membership that is registered as an official (up to a maximum of 4 points). (1-4) 	<p>Required (only required for Parent Governed)</p> <ul style="list-style-type: none"> Written agreement for Head Coach (Full or part time) (2) <p>Additional</p> <ul style="list-style-type: none"> Full-time Head Coach (2) Head Coach Tenure with Team. Receive 1 point for each full year the Head Coach has been with the team-up to 5 pts. (1-5) Assistant Coach Tenure with Team. Receive 1 point for each full year an Assistant Coach has been with the team-up to 3 pts. (1-3) Head Coach Experience (see Level 1) (1-7) Education/Clinics/In-service Training/Professional Development. Receive points for dollars devoted to professional development (2-5). Head Coach Involvement/ Contribution to the Sport (1-5) <ul style="list-style-type: none"> Local swimming organizations (Y, high school, state ASCA, etc.)-1 point USA-S LSC governance-2 points USA-S National governance/committee-3 points Local or National clinic speaker-1 point Coach for LSC sponsored camp or team-1 point USA-S Zone camp coach-1 point Take your team to the Olympic Training Center to train (for at least two days)-1 point National camp coach-2 points Published article-1 point USA National Team staff-3 points Assistant Coach Involvement/ Contribution to the Sport (same items as above) (1-3) Workout Planning Tool (2) 	<p>Required (for all club types)</p> <ul style="list-style-type: none"> Swimmers at LSC Championships (5) Training Group Advancement Criteria (3) <p>Additional</p> <ul style="list-style-type: none"> Test Sets (5) Team Activities, Education and/or Character Development (1-5) IM Xtreme Challenge Participation. Club will automatically earn points based on the number of athletes who receive an IMX score as a percentage of the total number of athletes on the team: <ul style="list-style-type: none"> 15%-1 point 30%-2 points 45%-3 points IM Xtreme Challenge Performance. Club will automatically receive points based on the number of athletes who receive an IMX average score per event of 400 points as a percentage of the total number of athletes on the team: <ul style="list-style-type: none"> 5%-1 point 10%-2 points 15%-3 points Toyota Virtual Club Championships. The club will automatically receive points based on the national ranking in the Toyota Virtual Club Championships: <ul style="list-style-type: none"> 1 point for Top 1201-1600 2 points for Top 801-1200 3 points for Top 401-800 4 points for Top 201-400 5 points for Top 1-200 Training Progressions (2) Drill Progressions (2) Skill Development (2) Performance Criteria (2) Dryland/Fitness Program (3) Own Instructional Video (1) Use Video to Educate Coaching Staff (1) Use Video to Educate Athletes (1) Disabled Athletes Train With Club (2) Participate in Open Water Meet or Internet Distance Challenge Mt (2)



	Business	Volunteer	Coach	Performance	Total points needed to complete Level 2:
Required points for component	18	7-10	2	8	110
Additional points possible for component	16	6-12	11-32	27-39	
Maximum possible for component	34	22	34	47	
Total points needed to complete component	26	15	18	33	

In addition to the items in Level 1 & Level 2:

Level	Business & Organizational Success	Parent & Volunteer Development	Coach Development & Education	Athlete Development & Performance
3	<p>Required (2 points each)</p> <ul style="list-style-type: none"> Annual Evaluation of Club Relative to Mission/Plan Board Leadership Training & Succession Plan Annual Review & Update of Operating Procedures Publication of Financials to Membership Head Coach Participates in Budget Process <p>Additional (2 points each unless noted)</p> <ul style="list-style-type: none"> Annual Board Evaluation Develop Staff Handbook Multi-Year Budget Planning Employee Medical Benefits (3) Host Swim Meets. Receive 3 points if club hosts a prelims/finals swim meet. Receive 2 points for hosting a timed final meet. Receive 1 point for every two dual meets hosted. Max. 5 points. (1-5) Organize Community Service Efforts 	<p>Additional</p> <ul style="list-style-type: none"> Parent Education Articles. Receive 1 point per month if the club develops parent education articles and distributes them to the membership via a monthly newsletter, website and/or blast emails. (1 point per month, maximum of 12 points) (1-12) Meet Management Training 2) College Recruiting Education (2) Additional Parent Education Meetings. Earn 1 point for each parent meeting held greater than the minimum of four meetings required in Level II. Maximum of 4 points. (1-4) LSC BOD Involvement . Earn 2 points for each person from the club elected or appointed to an LSC (Local Swim Committee) position(s). Earn a maximum of 6 points. (2-6) Implement Volunteer Recruitment Strategy (2) Send Rep To USAS Convention (3) Officials' Certification. Automatically receive 1 point for each 1% of the athlete membership that is registered as an official (up to a maximum of 5 points). (1-5) 	<p>Required (only required for Parent Governed)</p> <ul style="list-style-type: none"> Written agreement for Head Coach (Full or Part time) (2) <p>Additional</p> <ul style="list-style-type: none"> Full-time Head Coach (2) Multi-Year Contract Duration (1) Head Coach Tenure with Team. Receive 1 point for each full year the Head Coach has been with the team (up to 8 points maximum) (1-8) Head Coach Experience. Receive 1 point for each ASCA Certification Level plus 1 point for each full year of club, high school, college or Y coaching (maximum of 7 points). (1-7) Head Coach Involvement/Contribution to the Sport. Receive up to 8 points for involvement of the Head Coach in the areas listed in Level 2. (-8) Monthly Head Coaches Report (2) Written Agreement for Assistant Coach (Full or Part Time) (2) Assistant Coach Tenure with Team. Receive 1 point for each full year an Assistant Coach has been with the team (up to 8 points maximum). (1-8) Assistant Coach Involvement/Contribution to the Sport. Receive up to 5 points for involvement of an Assistant Coach (same areas as head coach list in Level 2) (1-5) Education/Clinics/In-Service Training/ Professional Development. Receive points for dollars devoted to professional development (2-5). Season Planning Software/Tools (2) 	<p>Required</p> <ul style="list-style-type: none"> Swimmer at LSC Championships-Scoring in Top 8 (5) Seasonal Plan For Training Groups (5) <p>Additional</p> <ul style="list-style-type: none"> Test Sets (5) Team Activities (1-5) Swimmer has Top 16 Ranking (2) Swimmer at Zones, Sectionals, or Juniors Meet Participation (2) IM Xtreme Participation. Club will automatically earn points based on the number of athletes who receive an IMX score as a percentage of the total number of athletes on the team: <ul style="list-style-type: none"> 20%-1 point 40%-2 points 60%-3 points IM Xtreme Performance. Club will automatically receive points based on the number of athletes who receive an IMX average score per event of 400 points as a percentage of the total number of athletes on the team: <ul style="list-style-type: none"> 10%-1 point 20%-2 points 30%-3 points Toyota Virtual Club Championships. The club will automatically receive points based on the national ranking in the Toyota Virtual Club Championships: <ul style="list-style-type: none"> 1 point for Top 801-1200 2 points for Top 401-800 3 points for Top 201-400 4 points for Top 101-200 5 points for Top 1-100 Video Swimmers Once Per Season (2) USA Swimming's Scholastic All-American Recognition (2) Disabled Athlete(s) Participate in Swim Meets (2)



	Business	Volunteer	Coach	Performance	Total points needed to complete Level 3:
Required points for component	10	0	2	10	124
Additional points possible for component	12-16	14-36	16-50	19-31	
Maximum possible for component	26	36	52	41	
Total points needed to complete component	18	24	22	28	

In addition to the items in Level 1, Level 2 & Level 3:

Level	Business & Organizational Success	Parent & Volunteer Development	Coach Development & Education	Athlete Development & Performance
4	<p>Required</p> <ul style="list-style-type: none"> • Conduct Annual Strategic Thinking Session (2) • Adopt Head Coach/CEO Model (3) • Annual Review of Bylaws (3) • Annual Board Leadership Orientation (2) • Implement Board Leadership Recruitment Strategy (2) <p>Additional</p> <ul style="list-style-type: none"> • Attend CLBMS Once Every 5 Years (3) • Regular Audit/Review Conducted by Independent Accountant (2) • Develop Adequate Financial Reserve (2) • Employee Retirement Benefit (4) • Built and/or Operate Own Facility (5) • Organize Learn-To-Swim Program (3) 	<p>Additional</p> <ul style="list-style-type: none"> • Alumni Program established (2) • Host an LSC Champs (Or Higher) (5) • Volunteer Reward & Recognition Program (2) • Officials' Certification. Automatically receive 1 point for each 1% of the athlete membership that is registered as an official (up to a maximum of 6 points). (1-6) 	<p>Required</p> <ul style="list-style-type: none"> • Written Agreement For Head Coach (Full or Part Time) (2: P) • Written Agreement For Assistant Coach (Full or Part Time) (2) <p>Additional</p> <ul style="list-style-type: none"> • Full-Time Head Coach (2) • Multi-Year Contract Duration (1) • Head Coach Tenure with Team. Receive 1 point for each full year the Head Coach has been with the team (up to 10 points max. 1-10) • Head Coach Experience. Receive 1 point for each ASCA Certification Level plus 1 point for each full year of club, high school, college or Y coaching (maximum of 10 points). (1-10) • Head Coach Involvement/Contribution to the Sport. Receive up to 10 points for involvement of the Head Coach in the involvement areas listed in Level 2. (1-10) • Full-Time Assistant Coach (1) • Assistant Coach Tenure With Team. Receive 1 point for each full year an Assistant Coach has been with the team (up to 15 points maximum) (1-15) • Assistant Coach(es) Experience. Receive 1 point for each ASCA Certification Level plus 1 point for each full year of club, high school, college or Y coaching (maximum of 15 points). (1-15) • Assistant Coach Involvement/Contribution to the Sport. Receive up to 10 points for involvement of an Assistant Coach in the areas listed for the Head Coach in Level 2. (1-10) • Education/Clinics/In-Service Training/ Professional Development. Receive points for dollars devoted to professional development (2-5). • Develop Local Sport Science Network (2) 	<p>Required</p> <ul style="list-style-type: none"> • Swimmer at Zone, Sectionals, Juniors, US Open, or Nationals-Score in Top 8 (5) • Quadrennial Plan for Training Groups (5) <p>Additional</p> <ul style="list-style-type: none"> • Additional Swimmer at Zone, Sectionals, or Juniors, US Open, or Nationals-Score in Top 8 (5) • Test Sets (5) • Team Activities 1-5) • Swimmer at US Open (2) • Swimmer at USA-S Junior Champs (2) • Swimmer at National Championships (3) • Swimmer on National Junior Team (3) • Swimmer on International Trip (5) • IM Xtreme Challenge Participation. Club will automatically earn points based on the number of athletes who receive an IMX score as a percentage of the total number of athletes on the team: <ul style="list-style-type: none"> o 25%-1 point o 50%-2 points o 75%-3 points • IM Xtreme Performance. Club will automatically receive points based on the number of athletes who receive an IMX average score per event of 400 points as a percentage of the total number of athletes on the team: <ul style="list-style-type: none"> o 15%-1 point o 30%-2 points o 45%-3 points • Toyota Virtual Club Championship Ranking. The club will automatically receive points based on the national ranking in the Toyota Virtual Club Championships: <ul style="list-style-type: none"> o 1 point for Top 501-800 o 2 points for Top 301-500 o 3 points for Top 151-300 o 4 points for Top 51-150 o 5 points for Top 1-50 • Video Swimmers at Swim Meets (1) • Utilize Dartfish or Other Stroke Analysis Software (2) • USA Swimming's Scholastic All-American Recognition (2) • Swimmer at Disabled Championships (3)



	Business	Volunteer	Coach	Performance	Total points needed to complete Level 4:
Required points for component	12	0	4	10	152
Additional points possible for component	19	8-15	14-81	37-49	
Maximum possible for component	31	15	85	59	
Total points needed to complete component	22	3	28	36	

Club Recognition Program – Parent Governed Program

Level	Business & Organizational Success	Parent & Volunteer Development	Coach Development & Education	Athlete Development & Performance
1	<p>Required (all 2 points-unless noted)</p> <ul style="list-style-type: none"> • Mission Statement • Vision Statement • Complete Club Profile and Facilities Information through the Club Portal • Develop Annual Budget • Conduct tax obligation review • Conduct Business Insurance Review • Develop Safety Action Plan(s) <p>Additional</p> <ul style="list-style-type: none"> • Create & Adopt bylaws • Register Name with State • Articles of Incorporation • Acquire Business License • Establish Standard Operating Policies & Procedures (1-8) • Diversity Information Collected 	<p>Required (all 2 points unless noted)</p> <ul style="list-style-type: none"> • Club Policies & Procedures Communicated • Club Organizational Structure Communicated • Mission Statement Visible & Communicated To The Members • USA Swimming Parent Information Used (Or Comparable) • Parent/Club Roles Identified (1) • Newcomers Meeting Once A Season • Importance Of Volunteer Involvement Communicated <p>Additional</p> <ul style="list-style-type: none"> • Educational Topics for Parents. Give one point for each of the above educational seminars/topics: swimming language, Parent/Athlete roles, Parent/Coach roles, or Athlete/Coach roles. (1-4) • Officials' Certification. Automatically receive 1 point for each 1% of the athlete membership that is registered as an official (up to a maximum of 3 points). 	<p>Additional</p> <ul style="list-style-type: none"> • Written Agreement for Head Coach (Full or Part time) (2:) • Head Coach Experience- Receive 1 point for each ASCA Certification Level plus 1 point for each full year of club, high school, college or Y coaching (maximum of 5 points). (1-5) • Commitment to Professional Development. Receive points for dollars devoted to professional development (2-5) • Education/Clinics/In-Service Training/ Professional Development. Give the club 1 point for each experience up to a maximum of 3 points. (1-3) • Head Coach Tenure with Team. Receive 1 point for each full year the Head Coach has been with the team-up to 3 pts. (1-3) • Head Coach Involvement/Contribution to the Sport. Receive up to 5 points for involvement of the Hd Coach in the following areas: (1-5) <ul style="list-style-type: none"> ○ Local swimming organizations (Y, high school, state ASCA, etc.)-1 point ○ USA-S LSC governance-2 points ○ USA-S National governance/committee-3 points ○ Local or National clinic speaker-1 point ○ Coach for LSC sponsored camp or team-1 point ○ USA-S Zone camp coach-1 point ○ Take your team to the Olympic Training Center to train (for at least two days)-1 point ○ National camp coach-2 points ○ Published article-1 point ○ USA National Team staff-3 points 	<ul style="list-style-type: none"> • Percentage of Registered Team Participates in 6 USA Swimming Competitions in the past 12 months. Receive 1 point for 10%, 2 pts for 20% up to 5 pts (50%). (1-5) • Common Teaching Languages for Coaches (2) • Identification of Program Structure and Progressions (2) • Team Activities, Education and Character Development (2-5) <p>Additional</p> <ul style="list-style-type: none"> • Goal Setting Process for Athletes (2) • Test sets. Earn 5 points if the team incorporates at least three different types of test sets completed on a regular basis throughout the year. (5) • IM Xtreme Challenge Participation. Club will automatically earn points based on the number of athletes who receive a score in the IMX program as a percentage of the total number of athletes on the team: <ul style="list-style-type: none"> • 10%-1 point • 20%-2 points • 30%-3 points • 40%-4 points • 50%-5 points • Toyota Virtual Club Championships Ranking. The club will automatically receive points based on the national ranking in the Toyota Virtual Club Championships: <ul style="list-style-type: none"> • 1 point for Top 1601-2000 • 2 points for Top 1201-1600 • 3 points for Top 801-1200 • 4 points for Top 401-800 • 5 points for Top 1-400



	Business	Volunteer	Coach	Performance	Total points needed to complete Level 1:
Required points for component	14	13	0	7-14	85
Additional points possible for component	11-18	2-7	8-23	9-17	
Maximum possible for component	32	20	23	33	
Total points needed to complete component	23	16	9	23	

In addition to the items in Level 1:

Level	Business & Organizational Success	Parent & Volunteer Development	Coach Development & Education	Athlete Development & Performance
2	<p>Required (all 2 points-for all club types unless noted)</p> <ul style="list-style-type: none"> Establish Strategic Objectives Establish Short-Term Goals Annual Evaluation of Head Coach Annual Evaluation of Staff Participate In a USA Swimming Club Leadership & Business Management School (CLBMS) within the Past 5 Years Develop And Adopt Annual Budget Process & Calendar Regular Review of Financial Statements Send Representative to LSC Meetings Track Club Membership Statistics <p>Additional (all 2 points-for all club types unless noted)</p> <ul style="list-style-type: none"> Develop a Club Generated Website Have Facility Contracts Develop Job Descriptions For Coaching Staff & Volunteers Develop Employee Policies Compile and Maintain Team Records Financial assistance / scholarship for underrepresented youth Conduct a USA Swimming registered Swim-a-Thon 	<p>Required</p> <ul style="list-style-type: none"> Parent Education Meetings. Receive one point for each parent education meeting in a year (4 points maximum). Enter the number of points. Examples of topics: Athlete growth & development, Nutrition & supplements, Training philosophies, Training progressions, Anatomy & physiology, Moving through the sport, or Dryland training (1-4) Regular Newsletter (2) Structure of USA Swimming (2) <p>Additional</p> <ul style="list-style-type: none"> Parent Education Section on Club Generated Website (1) Blast Emails (1) Other Communication Tools. List up to four additional communication tools that the club uses (1 point for each item up to 4 points maximum). Examples might include: calling tree, family mailboxes, "dumb question person", training group liaisons, bulletin boards, coach-parent meetings, parent coffees, etc. (1-4) Parent/Volunteer Development Program (1) General Membership Meeting (2) Officials' Workshops (1) Officials' Certification. Automatically receive 1 point for each 1% of the athlete membership that is registered as an official (up to a maximum of 4 points). (1-4) 	<p>Additional</p> <ul style="list-style-type: none"> Written agreement for Head Coach (Full or Part time) (2: I) Full-time Head Coach (2) Head Coach Tenure with Team. Receive 1 point for each full year the Head Coach has been with the team-up to 5 pts. (1-5) Assistant Coach Tenure with Team. Receive 1 point for each full year an Assistant Coach has been with the team-up to 3 pts. (1-3) Head Coach Experience (see Level 1) (1-7) Education/Clinics/In-service Training/Professional Development. Receive points for dollars devoted to professional development (2-5). Head Coach Involvement/ Contribution to the Sport (1-5) <ul style="list-style-type: none"> Local swimming organizations (Y, high school, state ASCA, etc.)-1 point USA-S LSC governance-2 points USA-S National governance/committee-3 points Local or National clinic speaker-1 point Coach for LSC sponsored camp or team-1 point USA-S Zone camp coach-1 point Take your team to the Olympic Training Center to train (for at least two days)-1 point National camp coach-2 points Published article-1 point USA National Team staff-3 points Assistant Coach Involvement/ Contribution to the Sport (same items as above) (1-3) Workout Planning Tool (2) 	<p>Required (for all club types)</p> <ul style="list-style-type: none"> Swimmers at LSC Championships (5) Training Group Advancement Criteria (3) <p>Additional</p> <ul style="list-style-type: none"> Test Sets (5) Team Activities, Education and/or Character Development (1-5) IM Xtreme Challenge Participation. Club will automatically earn points based on the number of athletes who receive an IMX score as a percentage of the total number of athletes on the team: <ul style="list-style-type: none"> 15%-1 point 30%-2 points 45%-3 points IM Xtreme Challenge Performance. Club will automatically receive points based on the number of athletes who receive an IMX average score per event of 400 points as a percentage of the total number of athletes on the team: <ul style="list-style-type: none"> 5%-1 point 10%-2 points 15%-3 points Toyota Virtual Club Championships. The club will automatically receive points based on the national ranking in the Toyota Virtual Club Championships: <ul style="list-style-type: none"> 1 point for Top 1201-1600 2 points for Top 801-1200 3 points for Top 401-800 4 points for Top 201-400 5 points for Top 1-200 Training Progressions (2) Drill Progressions (2) Skill Development (2) Performance Criteria (2) Dryland/Fitness Program (3) Own Instructional Video (1) Use Video to Educate Coaching Staff (1) Use Video to Educate Athletes (1) Disabled Athletes Train With Club (2) Participate in Open Water Meet or Internet Distance Challenge Mt (2)



	Business	Volunteer	Coach	Performance	Total points needed to complete Level 2:
Required points for component	18	5-8	0	8	108
Additional points possible for component	14	8-14	13-34	27-39	
Maximum possible for component	32	22	34	47	
Total points needed to complete component	24	15	16	33	

Club Recognition Program – Institutional Owned Program

Level	Business & Organizational Success	Parent & Volunteer Development	Coach Development & Education	Athlete Development & Performance
3	<p>Required (2 points each)</p> <ul style="list-style-type: none"> Annual Evaluation of Club Relative to Mission/Plan Annual Review & Update of Operating Procedures <p>Additional (2 points each unless noted)</p> <ul style="list-style-type: none"> Booster Club Leadership Training Annual Booster Evaluation Develop Staff Handbook Multi-Year Budget Planning Employee Medical Benefits (3) Host Swim Meets. Receive 3 points if club hosts a prelims/finals swim meet. Receive 2 points for hosting a timed final meet. Receive 1 point for every two dual meets hosted. Max. 5 points. (1-5) Organize Community Service Efforts 	<p>Additional</p> <ul style="list-style-type: none"> Parent Education Articles. Receive 1 point per month if the club develops parent education articles and distributes them to the membership via a monthly newsletter, website and/or blast emails. (1 point per month, maximum of 12 points) (1-12) Meet Management Training (2) College Recruiting Education (2) Additional Parent Education Meetings. Earn 1 point for each parent meeting held greater than the minimum of four meetings required in Level II. Maximum of 4 points. (1-4) LSC BOD Involvement . Earn 2 points for each person from the club elected or appointed to an LSC (Local Swim Committee) position(s). Earn a maximum of 6 points. (2-6) Implement Volunteer Recruitment Strategy (2) Send Rep To USAS Convention (3) Officials' Certification. Automatically receive 1 point for each 1% of the athlete membership that is registered as an official (up to a maximum of 5 points). (1-5) 	<p>Additional</p> <ul style="list-style-type: none"> Written agreement for Head Coach (Full or Part time) (2:) Full-time Head Coach (2) Multi-Year Contract Duration (1) Head Coach Tenure with Team. Receive 1 point for each full year the Head Coach has been with the team (up to 8 points maximum) (1-8) Head Coach Experience. Receive 1 point for each ASCA Certification Level plus 1 point for each full year of club, high school, college or Y coaching (maximum of 7 points). (1-7) Head Coach Involvement/Contribution to the Sport. Receive up to 8 points for involvement of the Head Coach in the areas listed in Level 2. (-8) Monthly Head Coaches Report (2: I, P)) Written Agreement for Assistant Coach (Full or Part Time) (2) Assistant Coach Tenure with Team. Receive 1 point for each full year an Assistant Coach has been with the team (up to 8 points maximum). (1-8) Assistant Coach Involvement/Contribution to the Sport. Receive up to 5 points for involvement of an Assistant Coach (same areas as head coach list in Level 2) (1-5) Education/Clinics/In-Service Training/ Professional Development. Receive points for dollars devoted to professional development (2-5). Season Planning Software/Tools (2) 	<p>Required</p> <ul style="list-style-type: none"> Swimmer at LSC Championships-Scoring in Top 8 (5) Seasonal Plan For Training Groups (5) <p>Additional</p> <ul style="list-style-type: none"> Test Sets (5) Team Activities (1-5) Swimmer has Top 16 Ranking (2) Swimmer at Zones, Sectionals, or Juniors Meet Participation (2) IM Xtreme Participation. Club will automatically earn points based on the number of athletes who receive an IMX score as a percentage of the total number of athletes on the team: <ul style="list-style-type: none"> 20%-1 point 40%-2 points 60%-3 points IM Xtreme Performance. Club will automatically receive points based on the number of athletes who receive an IMX average score per event of 400 points as a percentage of the total number of athletes on the team: <ul style="list-style-type: none"> 10%-1 point 20%-2 points 30%-3 points Toyota Virtual Club Championships. The club will automatically receive points based on the national ranking in the Toyota Virtual Club Championships: <ul style="list-style-type: none"> 1 point for Top 801-1200 2 points for Top 401-800 3 points for Top 201-400 4 points for Top 101-200 5 points for Top 1-100 Video Swimmers Once Per Season (2) USA Swimming's Scholastic All-American Recognition (2) Disabled Athlete(s) Participate in Swim Meets (2)



	Business	Volunteer	Coach	Performance	Total points needed to complete Level 3:
Required points for component	4	0	0	10	121
Additional points possible for component	14-18	14-36	18-52	19-31	
Maximum possible for component	22	36	52	41	
Total points needed to complete component	12	24	22	28	

In addition to the items in Level 1, Level 2 & Level 3:

Level	Business & Organizational Success	Parent & Volunteer Development	Coach Development & Education	Athlete Development & Performance
4	<p>Required</p> <ul style="list-style-type: none"> Conduct Annual Strategic Thinking Session (2) <p>Additional</p> <ul style="list-style-type: none"> Attend CLBMS Once Every 5 Years (3) Annual Booster Club Leadership Orientation (2) Implement Booster Leadership Recruitment Strategy (2) Regular Audit/Review Conducted by Independent Accountant (2) Develop Adequate Financial Reserve (2) Employee Retirement Benefit (4) Built and/or Operate Own Facility (5) Organize Learn-To-Swim Program (3) 	<p>Additional</p> <ul style="list-style-type: none"> Alumni Program established (2) Host an LSC Champs (Or Higher) (5) Volunteer Reward & Recognition Program (2) Officials' Certification. Automatically receive 1 point for each 1% of the athlete membership that is registered as an official (up to a maximum of 6 points). (1-6) 	<p>Required</p> <ul style="list-style-type: none"> Written Agreement For Assistant Coach (Full or Part Time) (2) <p>Additional</p> <ul style="list-style-type: none"> Written Agreement For Head Coach (Full or Part Time) (2) Full-Time Head Coach (2) Multi-Year Contract Duration (1) Head Coach Tenure with Team. Receive 1 point for each full year the Head Coach has been with the team (up to 10 points max. 1-10) Head Coach Experience. Receive 1 point for each ASCA Certification Level plus 1 point for each full year of club, high school, college or Y coaching (maximum of 10 points). (1-10) Head Coach Involvement/Contribution to the Sport. Receive up to 10 points for involvement of the Head Coach in the involvement areas listed in Level 2. (1-10) Full-Time Assistant Coach (1) Assistant Coach Tenure With Team. Receive 1 point for each full year an Assistant Coach has been with the team (up to 15 points maximum) (1-15) Assistant Coach(es) Experience. Receive 1 point for each ASCA Certification Level plus 1 point for each full year of club, high school, college or Y coaching (maximum of 15 points). (1-15) Assistant Coach Involvement/Contribution to the Sport. Receive up to 10 points for involvement of an Assistant Coach in the areas listed for the Head Coach in Level 2. (1-10) Education/Clinics/In-Service Training/ Professional Development. Receive points for dollars devoted to professional development (2-5). Develop Local Sport Science Network (2) 	<p>Required</p> <ul style="list-style-type: none"> Swimmer at Zone, Sectionals, Juniors, US Open, or Nationals-Score in Top 8 (5) Quadrennial Plan for Training Groups (5) <p>Additional</p> <ul style="list-style-type: none"> Additional Swimmer at Zone, Sectionals, or Juniors, US Open, or Nationals-Score in Top 8 (5) Test Sets (5) Team Activities 1-5) Swimmer at US Open (2) Swimmer at USA-S Junior Champs (2) Swimmer at National Championships (3) Swimmer on National Junior Team (3) Swimmer on International Trip (5) IM Xtreme Challenge Participation. Club will automatically earn points based on the number of athletes who receive an IMX score as a percentage of the total number of athletes on the team: <ul style="list-style-type: none"> 25%-1 point 50%-2 points 75%-3 points IM Xtreme Performance. Club will automatically receive points based on the number of athletes who receive an IMX average score per event of 400 points as a percentage of the total number of athletes on the team: <ul style="list-style-type: none"> 15%-1 point 30%-2 points 45%-3 points Toyota Virtual Club Championship Ranking. The club will automatically receive points based on the national ranking in the Toyota Virtual Club Championships: <ul style="list-style-type: none"> 1 point for Top 501-800 2 points for Top 301-500 3 points for Top 151-300 4 points for Top 51-150 5 points for Top 1-50 Video Swimmers at Swim Meets (1) Utilize Dartfish or Other Stroke Analysis Software (2) USA Swimming's Scholastic All-American Recognition (2) Swimmer at Disabled Championships (3)



	Business	Volunteer	Coach	Performance	Total points needed to complete Level 4:
Required points for component	2	0	2	10	148
Additional points possible for component	23	8-15	16-83	37-49	
Maximum possible for component	25	15	85	59	
Total points needed to complete component	16	3	28	36	

Club Recognition Program – Institutional Owned Program

Level	Business & Organizational Success	Parent & Volunteer Development	Coach Development & Education	Athlete Development & Performance
1	<p>Required (all 2 points-unless noted)</p> <ul style="list-style-type: none"> • Mission Statement • Vision Statement • Complete Club Profile and Facilities Information through the Club Portal • Develop Annual Budget • Conduct tax obligation review • Conduct Business Insurance Review • Develop Safety Action Plan(s) <p>Additional</p> <ul style="list-style-type: none"> • Create & Adopt bylaws • Register Name with State • Articles of Incorporation • Acquire Business License • Establish Standard Operating Policies & Procedures (1-8) • Diversity Information Collected 	<p>Required (all 2 points unless noted)</p> <ul style="list-style-type: none"> • Club Policies & Procedures Communicated • Club Organizational Structure Communicated • Mission Statement Visible & Communicated To The Members • USA Swimming Parent Information Used (Or Comparable) • Parent/Club Roles Identified (1) • Newcomers Meeting Once A Season • Importance Of Volunteer Involvement Communicated <p>Additional</p> <ul style="list-style-type: none"> • Educational Topics for Parents. Give one point for each of the above educational seminars/topics: swimming language, Parent/Athlete roles, Parent/Coach roles, or Athlete/Coach roles. (1-4) • Officials' Certification. Automatically receive 1 point for each 1% of the athlete membership that is registered as an official (up to a maximum of 3 points). 	<p>Additional</p> <ul style="list-style-type: none"> • Written Agreement for Head Coach (Full or Part time) (2:) • Head Coach Experience- Receive 1 point for each ASCA Certification Level plus 1 point for each full year of club, high school, college or Y coaching (maximum of 5 points). (1-5) • Commitment to Professional Development. Receive points for dollars devoted to professional development (2-5) • Education/Clinics/In-Service Training/ Professional Development. Give the club 1 point for each experience up to a maximum of 3 points. (1-3) • Head Coach Tenure with Team. Receive 1 point for each full year the Head Coach has been with the team-up to 3 pts. (1-3) • Head Coach Involvement/Contribution to the Sport. Receive up to 5 points for involvement of the Hd Coach in the following areas: (1-5) <ul style="list-style-type: none"> ○ Local swimming organizations (Y, high school, state ASCA, etc.)-1 point ○ USA-S LSC governance-2 points ○ USA-S National governance/committee-3 points ○ Local or National clinic speaker-1 point ○ Coach for LSC sponsored camp or team-1 point ○ USA-S Zone camp coach-1 point ○ Take your team to the Olympic Training Center to train (for at least two days)-1 point ○ National camp coach-2 points ○ Published article-1 point ○ USA National Team staff-3 points 	<ul style="list-style-type: none"> • Percentage of Registered Team Participates in 6 USA Swimming Competitions in the past 12 months. Receive 1 point for 10%, 2 pts for 20% up to 5 pts (50%). (1-5) • Common Teaching Languages for Coaches (2) • Identification of Program Structure and Progressions (2) • Team Activities, Education and Character Development (2-5) <p>Additional</p> <ul style="list-style-type: none"> • Goal Setting Process for Athletes (2) • Test sets. Earn 5 points if the team incorporates at least three different types of test sets completed on a regular basis throughout the year. (5) • IM Xtreme Challenge Participation. Club will automatically earn points based on the number of athletes who receive a score in the IMX program as a percentage of the total number of athletes on the team: <ul style="list-style-type: none"> • 10%-1 point • 20%-2 points • 30%-3 points • 40%-4 points • 50%-5 points • Toyota Virtual Club Championships Ranking. The club will automatically receive points based on the national ranking in the Toyota Virtual Club Championships: <ul style="list-style-type: none"> • 1 point for Top 1601-2000 • 2 points for Top 1201-1600 • 3 points for Top 801-1200 • 4 points for Top 401-800 • 5 points for Top 1-400



	Business	Volunteer	Coach	Performance	Total points needed to complete Level 1:
Required points for component	14	13	0	7-14	85
Additional points possible for component	11-18	2-7	8-23	9-17	
Maximum possible for component	32	20	23	33	
Total points needed to complete component	23	16	9	23	

In addition to the items in Level 1:

Level	Business & Organizational Success	Parent & Volunteer Development	Coach Development & Education	Athlete Development & Performance
2	<p>Required (all 2 points-for all club types unless noted)</p> <ul style="list-style-type: none"> Establish Strategic Objectives Establish Short-Term Goals Annual Evaluation of Head Coach Annual Evaluation of Staff Participate In a USA Swimming Club Leadership & Business Management School (CLBMS) within the Past 5 Years Develop And Adopt Annual Budget Process & Calendar Regular Review of Financial Statements Send Representative to LSC Meetings Track Club Membership Statistics <p>Additional (all 2 points-for all club types unless noted)</p> <ul style="list-style-type: none"> Develop a Club Generated Website Have Facility Contracts Develop Job Descriptions For Coaching Staff & Volunteers Develop Employee Policies Compile and Maintain Team Records Financial assistance / scholarship for underrepresented youth Conduct a USA Swimming registered Swim-a-Thon 	<p>Required</p> <ul style="list-style-type: none"> Parent Education Meetings. Receive one point for each parent education meeting in a year (4 points maximum). Enter the number of points. Examples of topics: Athlete growth & development, Nutrition & supplements, Training philosophies, Training progressions, Anatomy & physiology, Moving through the sport, or Dryland training (1-4) Regular Newsletter (2) Structure of USA Swimming (2) <p>Additional</p> <ul style="list-style-type: none"> Parent Education Section on Club Generated Website (1) Blast Emails (1) Other Communication Tools. List up to four additional communication tools that the club uses (1 point for each item up to 4 points maximum). Examples might include: calling tree, family mailboxes, "dumb question person", training group liaisons, bulletin boards, coach-parent meetings, parent coffees, etc. (1-4) Parent/Volunteer Development Program (1) General Membership Meeting (2) Officials' Workshops (1) Officials' Certification. Automatically receive 1 point for each 1% of the athlete membership that is registered as an official (up to a maximum of 4 points). (1-4) 	<p>Additional</p> <ul style="list-style-type: none"> Written agreement for Head Coach (Full or Part time) (2: I) Full-time Head Coach (2) Head Coach Tenure with Team. Receive 1 point for each full year the Head Coach has been with the team-up to 5 pts. (1-5) Assistant Coach Tenure with Team. Receive 1 point for each full year an Assistant Coach has been with the team-up to 3 pts. (1-3) Head Coach Experience (see Level 1) (1-7) Education/Clinics/In-service Training/Professional Development. Receive points for dollars devoted to professional development (2-5). Head Coach Involvement/ Contribution to the Sport (1-5) <ul style="list-style-type: none"> Local swimming organizations (Y, high school, state ASCA, etc.)-1 point USA-S LSC governance-2 points USA-S National governance/committee-3 points Local or National clinic speaker-1 point Coach for LSC sponsored camp or team-1 point USA-S Zone camp coach-1 point Take your team to the Olympic Training Center to train (for at least two days)-1 point National camp coach-2 points Published article-1 point USA National Team staff-3 points Assistant Coach Involvement/ Contribution to the Sport (same items as above) (1-3) Workout Planning Tool (2) 	<p>Required (for all club types)</p> <ul style="list-style-type: none"> Swimmers at LSC Championships (5) Training Group Advancement Criteria (3) <p>Additional</p> <ul style="list-style-type: none"> Test Sets (5) Team Activities, Education and/or Character Development (1-5) IM Xtreme Challenge Participation. Club will automatically earn points based on the number of athletes who receive an IMX score as a percentage of the total number of athletes on the team: <ul style="list-style-type: none"> 15%-1 point 30%-2 points 45%-3 points IM Xtreme Challenge Performance. Club will automatically receive points based on the number of athletes who receive an IMX average score per event of 400 points as a percentage of the total number of athletes on the team: <ul style="list-style-type: none"> 5%-1 point 10%-2 points 15%-3 points Toyota Virtual Club Championships. The club will automatically receive points based on the national ranking in the Toyota Virtual Club Championships: <ul style="list-style-type: none"> 1 point for Top 1201-1600 2 points for Top 801-1200 3 points for Top 401-800 4 points for Top 201-400 5 points for Top 1-200 Training Progressions (2) Drill Progressions (2) Skill Development (2) Performance Criteria (2) Dryland/Fitness Program (3) Own Instructional Video (1) Use Video to Educate Coaching Staff (1) Use Video to Educate Athletes (1) Disabled Athletes Train With Club (2) Participate in Open Water Meet or Internet Distance Challenge Mt (2)



	Business	Volunteer	Coach	Performance	Total points needed to complete Level 2:
Required points for component	18	5-8	0	8	108
Additional points possible for component	14	8-14	13-34	27-39	
Maximum possible for component	32	22	34	47	
Total points needed to complete component	24	15	16	33	

Club Recognition Program – Institutional Owned Program

Level	Business & Organizational Success	Parent & Volunteer Development	Coach Development & Education	Athlete Development & Performance
3	<p>Required (2 points each)</p> <ul style="list-style-type: none"> Annual Evaluation of Club Relative to Mission/Plan Annual Review & Update of Operating Procedures <p>Additional (2 points each unless noted)</p> <ul style="list-style-type: none"> Booster Club Leadership Training Annual Booster Evaluation Develop Staff Handbook Multi-Year Budget Planning Employee Medical Benefits (3) Host Swim Meets. Receive 3 points if club hosts a prelims/finals swim meet. Receive 2 points for hosting a timed final meet. Receive 1 point for every two dual meets hosted. Max. 5 points. (1-5) Organize Community Service Efforts 	<p>Additional</p> <ul style="list-style-type: none"> Parent Education Articles. Receive 1 point per month if the club develops parent education articles and distributes them to the membership via a monthly newsletter, website and/or blast emails. (1 point per month, maximum of 12 points) (1-12) Meet Management Training (2) College Recruiting Education (2) Additional Parent Education Meetings. Earn 1 point for each parent meeting held greater than the minimum of four meetings required in Level II. Maximum of 4 points. (1-4) LSC BOD Involvement . Earn 2 points for each person from the club elected or appointed to an LSC (Local Swim Committee) position(s). Earn a maximum of 6 points. (2-6) Implement Volunteer Recruitment Strategy (2) Send Rep To USAS Convention (3) Officials' Certification. Automatically receive 1 point for each 1% of the athlete membership that is registered as an official (up to a maximum of 5 points). (1-5) 	<p>Additional</p> <ul style="list-style-type: none"> Written agreement for Head Coach (Full or Part time) (2:) Full-time Head Coach (2) Multi-Year Contract Duration (1) Head Coach Tenure with Team. Receive 1 point for each full year the Head Coach has been with the team (up to 8 points maximum) (1-8) Head Coach Experience. Receive 1 point for each ASCA Certification Level plus 1 point for each full year of club, high school, college or Y coaching (maximum of 7 points). (1-7) Head Coach Involvement/Contribution to the Sport. Receive up to 8 points for involvement of the Head Coach in the areas listed in Level 2. (-8) Monthly Head Coaches Report (2: I, P)) Written Agreement for Assistant Coach (Full or Part Time) (2) Assistant Coach Tenure with Team. Receive 1 point for each full year an Assistant Coach has been with the team (up to 8 points maximum). (1-8) Assistant Coach Involvement/Contribution to the Sport. Receive up to 5 points for involvement of an Assistant Coach (same areas as head coach list in Level 2) (1-5) Education/Clinics/In-Service Training/ Professional Development. Receive points for dollars devoted to professional development (2-5). Season Planning Software/Tools (2) 	<p>Required</p> <ul style="list-style-type: none"> Swimmer at LSC Championships-Scoring in Top 8 (5) Seasonal Plan For Training Groups (5) <p>Additional</p> <ul style="list-style-type: none"> Test Sets (5) Team Activities (1-5) Swimmer has Top 16 Ranking (2) Swimmer at Zones, Sectionals, or Juniors Meet Participation (2) IM Xtreme Participation. Club will automatically earn points based on the number of athletes who receive an IMX score as a percentage of the total number of athletes on the team: <ul style="list-style-type: none"> 20%-1 point 40%-2 points 60%-3 points IM Xtreme Performance. Club will automatically receive points based on the number of athletes who receive an IMX average score per event of 400 points as a percentage of the total number of athletes on the team: <ul style="list-style-type: none"> 10%-1 point 20%-2 points 30%-3 points Toyota Virtual Club Championships. The club will automatically receive points based on the national ranking in the Toyota Virtual Club Championships: <ul style="list-style-type: none"> 1 point for Top 801-1200 2 points for Top 401-800 3 points for Top 201-400 4 points for Top 101-200 5 points for Top 1-100 Video Swimmers Once Per Season (2) USA Swimming's Scholastic All-American Recognition (2) Disabled Athlete(s) Participate in Swim Meets (2)



	Business	Volunteer	Coach	Performance	Total points needed to complete Level 3:
Required points for component	4	0	0	10	121
Additional points possible for component	14-18	14-36	18-52	19-31	
Maximum possible for component	22	36	52	41	
Total points needed to complete component	12	24	22	28	

In addition to the items in Level 1, Level 2 & Level 3:

Level	Business & Organizational Success	Parent & Volunteer Development	Coach Development & Education	Athlete Development & Performance
4	<p>Required</p> <ul style="list-style-type: none"> Conduct Annual Strategic Thinking Session (2) <p>Additional</p> <ul style="list-style-type: none"> Attend CLBMS Once Every 5 Years (3) Annual Booster Club Leadership Orientation (2) Implement Booster Leadership Recruitment Strategy (2) Regular Audit/Review Conducted by Independent Accountant (2) Develop Adequate Financial Reserve (2) Employee Retirement Benefit (4) Built and/or Operate Own Facility (5) Organize Learn-To-Swim Program (3) 	<p>Additional</p> <ul style="list-style-type: none"> Alumni Program established (2) Host an LSC Champs (Or Higher) (5) Volunteer Reward & Recognition Program (2) Officials' Certification. Automatically receive 1 point for each 1% of the athlete membership that is registered as an official (up to a maximum of 6 points). (1-6) 	<p>Required</p> <ul style="list-style-type: none"> Written Agreement For Assistant Coach (Full or Part Time) (2) <p>Additional</p> <ul style="list-style-type: none"> Written Agreement For Head Coach (Full or Part Time) (2) Full-Time Head Coach (2) Multi-Year Contract Duration (1) Head Coach Tenure with Team. Receive 1 point for each full year the Head Coach has been with the team (up to 10 points max. 1-10) Head Coach Experience. Receive 1 point for each ASCA Certification Level plus 1 point for each full year of club, high school, college or Y coaching (maximum of 10 points). (1-10) Head Coach Involvement/Contribution to the Sport. Receive up to 10 points for involvement of the Head Coach in the involvement areas listed in Level 2. (1-10) Full-Time Assistant Coach (1) Assistant Coach Tenure With Team. Receive 1 point for each full year an Assistant Coach has been with the team (up to 15 points maximum) (1-15) Assistant Coach(es) Experience. Receive 1 point for each ASCA Certification Level plus 1 point for each full year of club, high school, college or Y coaching (maximum of 15 points). (1-15) Assistant Coach Involvement/Contribution to the Sport. Receive up to 10 points for involvement of an Assistant Coach in the areas listed for the Head Coach in Level 2. (1-10) Education/Clinics/In-Service Training/ Professional Development. Receive points for dollars devoted to professional development (2-5). Develop Local Sport Science Network (2) 	<p>Required</p> <ul style="list-style-type: none"> Swimmer at Zone, Sectionals, Juniors, US Open, or Nationals-Score in Top 8 (5) Quadrennial Plan for Training Groups (5) <p>Additional</p> <ul style="list-style-type: none"> Additional Swimmer at Zone, Sectionals, or Juniors, US Open, or Nationals-Score in Top 8 (5) Test Sets (5) Team Activities 1-5) Swimmer at US Open (2) Swimmer at USA-S Junior Champs (2) Swimmer at National Championships (3) Swimmer on National Junior Team (3) Swimmer on International Trip (5) IM Xtreme Challenge Participation. Club will automatically earn points based on the number of athletes who receive an IMX score as a percentage of the total number of athletes on the team: <ul style="list-style-type: none"> 25%-1 point 50%-2 points 75%-3 points IM Xtreme Performance. Club will automatically receive points based on the number of athletes who receive an IMX average score per event of 400 points as a percentage of the total number of athletes on the team: <ul style="list-style-type: none"> 15%-1 point 30%-2 points 45%-3 points Toyota Virtual Club Championship Ranking. The club will automatically receive points based on the national ranking in the Toyota Virtual Club Championships: <ul style="list-style-type: none"> 1 point for Top 501-800 2 points for Top 301-500 3 points for Top 151-300 4 points for Top 51-150 5 points for Top 1-50 Video Swimmers at Swim Meets (1) Utilize Dartfish or Other Stroke Analysis Software (2) USA Swimming's Scholastic All-American Recognition (2) Swimmer at Disabled Championships (3)



	Business	Volunteer	Coach	Performance	Total points needed to complete Level 4:
Required points for component	2	0	2	10	148
Additional points possible for component	23	8-15	16-83	37-49	
Maximum possible for component	25	15	85	59	
Total points needed to complete component	16	3	28	36	

Club Recognition Program – Institutional Owned Program

How to Develop a Mission Statement

What is a mission statement?

Every organization has a mission, a purpose, a reason for being. As such, every swim club needs to define its fundamental purpose, philosophy, and values. The mission statement clarifies the essence of club existence. It describes the needs the club was created to fill, explains why the organization exists, and what it hopes to achieve in the future. It articulates the organization's essential nature, its values, and its work.

Why have one?

Without guidance, it is difficult to establish boundaries for appropriate course of action. The mission statement provides the basis for evaluating the success of the club and its programs. It helps to verify if the club is on the right track and making the right decisions. It provides direction when the club faces new challenges or opportunities. Attention to mission helps leadership adhere to its primary purpose and helps during conflicts by serving as a touchstone for every decision. A powerful mission statement can also be helpful in attracting volunteers, donors, and community involvement.

When should it be reviewed?

It is important to reassess the organization's mission on a regular basis. If it has been more than five years, now is probably a good time to review and, if necessary, fine-tune or even rewrite the mission statement. All too often an organization's mission statement, which has been handed down over the years, loses relevance and ceases to speak to members, staff, board members, or supporters. Frequently, the landscape within which a club operates changes so markedly over a period of time, that the original mission must be updated, altered, or changed dramatically in order to address new realities.

Who should create or revise it?

Creating a mission statement is a group effort. Board members, staff, members, alumni and donors can provide valuable input during the creative process. The final wording should be approved by the board or, in the case of another organizational model, the key leaders/owners.

What do we do with our mission statement?

The mission statement should be referred to continuously. It should be present everywhere: on the letterhead, all communications, all brochures, and all official documents.

How to write a mission statement?

An effective mission statement is concise, to the point, realistic, operational, inspirational, informative, and even emotional. It is forward-thinking, positive, and describes success.

An effective mission statement must resonate with the people working in and for the organization, as well as with the different constituencies that the organization hopes to affect. It must express the organization's purpose in a way that inspires commitment, innovation, and courage - not an easy task!

At the very least, your organization's mission statement should answer three key questions:

- 1. What are the opportunities or needs that we exist to address?** (the purpose of the organization)
- 2. What are we doing to address these needs?** (the business of the organization)
- 3. What principles or beliefs guide our work?** (the values of the organization)

Prospective Club Membership Booklet

You can begin the process of drafting a mission statement by asking staff, volunteers, and constituents to list words, phrases, or ideas that come to mind with respect to the organization and its purpose, business, and values. Give everyone a chance to be heard. Look for language and concepts that enjoy broad consensus. Here are three mission statements that do attempt to answer these questions.

1. Big Brothers/Big Sisters of America - The mission of Big Brothers/Big Sisters of America is to make a positive difference in the lives of children and youth, primarily through a professionally-supported, one-to-one relationship with a caring adult, and to assist them in achieving their highest potential as they grow to become confident, competent, and caring individuals, by providing committed volunteers, national leadership and standards of excellence.

Purpose: to make a positive difference in the lives of children and youth so that they'll achieve their highest potential.

Business: providing and supporting committed volunteers who have one-to-one relationships with children and youth.

Values: individuals who are confident, competent, and caring; leadership and standards of excellence.

2. National Conference - founded as the National Conference of Christians and Jews, is a human relations organization dedicated to fighting bias, bigotry, and racism in America. The National Conference promotes understanding and respect among all races, religions and cultures through advocacy, conflict resolution, and education.

Purpose: to fight bias, bigotry, and racism in America.

Business: advocacy, conflict resolution, and education.

Values: understanding and respect among all races, religions, and cultures.

3. Planet 3000 - is committed to healing the earth. Using research into natural ecosystems, Planet 3000 develops policy recommendations and pilot projects that apply these underlying principles to human ecosystems that are in harmony with other life on the planet. By bringing the human social order into balance with ecological principles, diversity of all living things can be sustained and the evolutionary process that has guided and nurtured life on this planet for millions of years can continue unabated.

Purpose: to "heal" the planet.

Business: advocacy, research, and demonstration projects.

Values: ecological principles; protecting balance, diversity, the evolutionary process, and harmony with life on the planet.

The Mission Statement Should

- Express your organization's purpose in a way that inspires support and ongoing commitment.
- Motivate those who are connected to the organization.
- Be articulated in a way that is convincing and easy to grasp.
- Use proactive verbs to describe what you do.
- Be free of jargon.
- Be short enough so that anyone connected to the organization can readily repeat it.

References

Radtke, Janel M. "How to Write a Mission Statement" *Strategic Communications for Nonprofit Organizations: Seven Steps to Creating a Successful Plan*, Hoboken NJ: Wiley & Sons, Inc., 1998.

Grace, Kay Sprinkel. (2003) *The Nonprofit Board's Role in Setting and Advancing Mission*. Boardsource, 2003.

Sample Budget

Man-Eating Piranha's Swim Club

Expenses for "Hard Money" Budget	
Coaching Needs:	
Head Coach Salary	\$ 40,000
Age Group Coach Salary	28,000
Part-Time Hourly Assistants	15,000
Payroll Taxes & Salary Expense	7,000
Coaches' Travel Expenses	8,000
Prof. Development/Education	4,000
Insurance & Misc.	<u>6,500</u>
Total Salary Exp:	\$108,500
Pool Rental:	
Pool # 1 in Winter	8,500
Pool #1 in Summer	3,500
Pool #2 in Winter	5,200
Pool #2 in Summer	<u>2,600</u>
Total Pool Rental:	\$ 19,800
General & Admin. Expense:	
Telephone/Email/Website	3,500
Office Supplies & Printing	3,600
Postage	1,200
Accounting & Legal	2,000
USA-S Registration	8,500
Dues/Subscriptions & Misc	800
Social Events & Awards Day	1,800
Publicity/Marketing	2,300
Equipment	<u>3,000</u>
Total G & A Exp:	\$ 26,700
Total "Hard Money" Expenses:	\$ 155,000

Revenues for "Hard Money" Budget	
Fees:	
Team Registration Fee	\$ 13,200
165 swimmers x \$80	
National Team: 15 swimmers	
\$120/month x 11 months	19,800
Senior Team: 35 swimmers	
\$90/month x 11 months	34,650
Age Group I: 50 swimmers	
\$55/month x 11 months	30,250
Age Group II: 50 swimmers	
\$40/month x 11 months	<u>22,000</u>
Total Fees:	\$ 119,900
Swim America Learn-to-Swim Program:	
Revenue: 500 swimmers x \$50	25,000
Salary Expense	(10,500)
Gen & Admin Expense	<u>(1,500)</u>
Swim America Net:	\$ 13,500
Swim Meets:	
February Meet Revenue	14,000
February Meet Expense	(7,900)
June Meet Revenue	12,500
June Meet Expense	<u>(6,700)</u>
Swim Meet Net:	\$ 11,900
Total prior to Fundraising:	\$ 136,500
Fund Raising:	
Swim-A-Thon Net	12,500
Flyer Distribution Net	<u>6,500</u>
Total Fundraising:	\$ 19,000
Total "Hard Money" Revenue:	\$ 164,300
Net Year Revenue (Expense):	\$ 9,300

ASSUMPTIONS USED TO CREATE "HARD MONEY" BUDGET

1. Parent-owned team with 150 swimmers with two full time coaches. Project registration revenue and expense from 165 swimmers to maintain 150 level.
2. Typical full-service team offering programs from learn-to-swim to national level.
3. The team rents two pool facilities to conduct all programs.
4. Goals for the year: Add 40 new swimmers; add a new workout location and part-time coach; start an adult fitness group; purchase video system, send 9 swimmers to U.S. Open and 4 swimmers to Nationals.

Prospective Club Membership Booklet

“HARD MONEY” vs. “PROGRAM ENRICHMENT” BUDGET

The “Hard Money” portion of the budget represents revenues that you are confident you will receive and expenses that you will incur in the basic operation of the existing program. The “Program Enrichment” budget (outlined below) is where you really get to dream and to plan. It is where you make progress in building your program. This portion of the budget represents a real attempt to fulfill your vision. However, in this portion of the budget, you only incur expenses as corresponding revenue is realized.

Expenses for “Program Enrichment”	
Coaching Needs:	
Additional Asst. Coach for Pool #3 \$10/hour x 400 hours	\$ 4,000
Pool Rental:	
10 hours/week at Pool #3 @\$21/hour= \$210/week x 30 weeks for the winter plus 10 weeks in the summer	8,400
National Team Travel:	
Airfare for 4 swimmers to Senior Natls @ \$400/swimmer	1,600
Airfare for 9 swimmers to U.S. Open @ \$400/swimmer	3,600
Video Camera & System:	
Used for Stroke Analysis	5,000
Total Program Enrichment Exp:	\$ 22,600

Revenues for “Program Enrichment”	
Fees at Pool #3:	
a. Short-term: Start adult fitness program to in 2 lanes of pool while team uses the other 4 lanes. Project 15 Fitness Memberships at \$30/mo x 10 months	\$ 4,500
b. Long-term: Age Group III 40 swimmers @ \$25/mo for 10 months	10,000
Sponsorships & Advertising:	
a. Sell sponsorships for Natl Team Warm-ups and travel	1,600
b. Sell advertising for swim meet Heats sheets	2,500
Stroke Analysis:	
a. Secure bank loan for video system	
b. Offer video analysis on Sat AM for \$15/half hour	4,000
Total Program Enrichment Revenue:	\$ 22,600

INFORMATION & QUESTIONS TO CONSIDER WHEN CREATING A BUDGET

1. Is your budget consistent with your team’s vision, philosophy and goals?
2. Budget according to what you want to achieve. Start with an ideal budget, and then be creative in developing the revenue and resources to make it work.
3. The Head Coach, who ideally is responsible for day-to-day financial operations, should be an integral part of developing and managing the budget.
4. Are your fees realistic for the expenses you are planning?
5. Are your fees competitive with other area clubs? Should/could they be higher? “You get what you pay for” can be used as a positive club attribute.
6. How do your fees compare with other sports or after-school activities? You may want to do a per-hour price comparison with other sports and youth activities.
7. Special programs such as Swim America Learn-to-Swim can build the club with both revenue and with swimmers.
8. Does your budget adequately consider “reserves” for long-term growth?

•Adapted from information provided by the American Swimming Coaches Association •

Most Frequently Asked Questions In The Club Financial Area

1. I am thinking about applying for not-for-profit status for my club. What are the pros and cons?

Not-for-profit status is granted by the IRS and refers to the federal taxability of an organization. The Internal Revenue Code sections dealing with exemption from federal income tax are 501(c)(3). A 501(c)(3) is the most desirable type of exemption because not only are any “profits” of the club related to its tax exempt purpose not taxed as federal income, but for the most part donors are eligible to deduct any donations to a 501(c)(3) on their personal tax returns. In many states, a 501(c)(3) organization is also exempt from certain property taxes, sales taxes, and state income taxes. This exemption from state taxes differs from state to state and is governed by state law. The purpose or mission of your organization determines which code section, if any, your organization might qualify under. A club must complete form 1023 to apply for 501 (c) (3) status. This form may be obtained from the IRS by calling 1-800-TAX-FORM. A club considering applying for tax-exempt status can obtain a publication from the IRS titled “Tax Exempt Status for Your Organization”. The IRS web site is www.irs.ustreas.gov .

Tax-exempt status is not for every club. Many clubs are coach-owned and run by the coach as a private business enterprise. A not-for-profit organization requires an elected Board of Directors with no conflict of interests to run the swim club. In addition, any assets owned by a 501(c)(3) must be distributed to another 501(c) (3) if the organization is dissolved.

Each club must apply for not-for-profit status independently. United States Swimming does have a group exemption that extends to the LSC level but does not include the clubs.

After the IRS has examined the application to determine exempt status, it issues a determination letter if the determination is favorable.

2. My club wants to treat the coaches as independent contractors. Is this advisable?

In the vast majority of situations, the coaches are employees of the club and are not independent contractors. The fact that a coach has another job or works part time for the club has no bearing on whether he or she is considered an employee of the club. The IRS has a 20 point check list to help determine whether a person is an employee. Factors to be considered include:

- How important the coach’s services are to the success of the club
- The control the club has over the services the coach provides
- Whether the relationship between the club and the coach is ongoing or provided on a one time basis
- Where the service is provided
- Whether or not the coach is in a position to realize a financial gain or loss
- Whether or not the coach provides similar services to others as an independent contractor.

The IRS looks carefully at the subcontractor issue and the penalties are stiff if the IRS decides that a coach is really an employee. Every club should seek professional, competent advice on this issue and follow that advice.

USA Swimming 2012 Insurance Summary

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USA Swimming
1 Olympic Plaza
Colorado Springs, CO 80909-5770
Phone: 719/866-4578
FAX: 719/866-4050

The following is a narrative summary of coverage provided by the various policies and is not intended to change, modify or negate any policy terms, provisions, conditions and/or exclusions.

Membership Protection

USA Swimming's policy for membership protection is:

- To provide safety education for its membership;
- To provide excess accident medical protection for USA Swimming members who may suffer injuries while participating in insured activities;
- To provide evidence of financial responsibility so that USA Swimming clubs can conduct insured activities.

To implement this policy, USA Swimming has adopted two major programs:

- Excess Accident Medical Protection
- General Liability Insurance

These two programs are intended to provide reasonable protection for USA Swimming athletes, non-athlete members and clubs.

EXCESS ACCIDENT MEDICAL INSURANCE DESCRIPTION OF COVERAGE

Carrier:	Mutual of Omaha Insurance Company
Policy Number:	T5MP-SP-35054
Policy Term of Coverage:	January 1, 2012 to January 1, 2013
Insureds:	Members of USA Swimming

When Coverage Starts: Coverage is a benefit of membership in USA Swimming and begins upon receipt of the completed membership application form with appropriate fee and acceptance by the LSC Registration/Membership Chair or its designee.

When Coverage Is In Effect: USA Swimming members are covered while participating in a USA Swimming supervised, sponsored, sanctioned or approved event including:

- Competitions and meets;
- Organized practice sessions;
- Approved social and fund raising activities;
- Travel to and from competitions, meets, events, organized practice sessions, approved social and fundraising activities at the direction of a coach or club board of directors;
- OVC events for USA Swimming Officials only

Coverage Outline:

When covered Injuries result in treatment by a Legally Qualified Physician beginning within 90 days of the accident, the Medical Expense incurred in excess of the Medical Deductible, if any, will be paid. Benefits will not exceed a maximum of \$25,000.00. Benefits must be Medically Necessary and shall not exceed the Usual and Customary charges in the geographic area where treatment is performed. Only covered Medical Expenses incurred by the Insured within 52 weeks from the date of the accident are covered.

Benefits:

- \$25,000.00 maximum per occurrence for Accident Medical Expenses. Eligible Medical Expenses are: (a) Treatment by a Legally Qualified Physician; (b) Care or services from a Hospital or Ambulatory Surgical Center; (c) Services from a registered graduate nurse (RN or LPN) not related to the Insured by blood or marriage; (d) Professional ambulance service; (e) Orthopedic appliances; (f) Injuries to sound and natural teeth.
- **\$1,000.00 maximum per occurrence for Chiropractic or Physical Therapy treatment/expenses**

Deductible/Excess:

This program is excess to any other insurance in place through the member's employment, school or family. Benefits for Medical Expense will be paid only for such expense which is not recoverable from any other insurance policy, service contract or workers' compensation. The deductible amount is the total of all other collectible benefits from primary insurance sources applicable to the Injury or \$100.00 of medical expenses when there is no primary insurance available.

Exclusions and Limitations:

No coverage is provided for: (a) suicide while sane or intentionally self-inflicted injury while sane; (b) Injuries caused by an act of declared or undeclared war; (c) Injuries received while in the armed service (upon notice to us of entry into an armed service, the pro rata premium will be refunded); (d) Injuries received while acting as a pilot or crew member; (e) Injuries resulting from air travel, except while as a passenger for transportation only; (f) Injuries resulting from the Insured's engagement in or attempt to commit a felony or being engaged in an illegal occupation; (g) Injuries received while under the influence of any controlled substance, unless administered on the advice of a Legally Qualified Physician; (h) Injuries received while Intoxicated; (I) Injuries sustained while traveling, except as specifically provided; (j) the cost of eyeglasses, contact lenses or examinations for either; (k) the cost of dental treatment, except as specifically provided for Injuries to sound, natural teeth; (l) injuries covered by workers' compensation or employer's liability laws; or (m) any health related expenses; and (n) Elite Athletes.

How to File a Claim:

Claim forms are sent to the injured party upon USA Swimming National Headquarters receipt of a completed **Report of Occurrence** form and verification of the injured party's USA Swimming membership. All bills must first be submitted to any group hospital/medical and/or HMO coverage for which the member is eligible. Copies of any Explanation of Benefits (paid or denied) documents from an individual or group hospital/medical and/or HMO coverage must accompany all bills.

Completed claim forms should be submitted to Mutual of Omaha – Special Risk Services as directed on the claim form. Additional claim forms may be obtained by contacting USA Swimming National Headquarters.

This description of coverage summarizes the provisions of the Mutual of Omaha Insurance Company policy issued to USA Swimming. Should there be any discrepancy between the policy and this description, policy provisions will prevail.

LIABILITY INSURANCE PROGRAM

A. General Liability

Insurance Company: Lexington Insurance Company
Policy Number: 839-6547
Policy Term: January 1, 2012 to January 1, 2013
12:01 a.m. Mountain Standard Time

Who is Insured:

- **Named Insureds**
 - o USA Swimming, Inc. dba USA Swimming
 - o USA Swimming Local Swimming Committees
 - o USA Swimming Foundation
- **Other Insureds - Clubs or Group Members but only as respects liability arising from insured activities:**
USA Swimming, Inc. member clubs, in which all athletes or participants and coaches are members of USA Swimming, Inc., group members and "member coaches" as insureds solely as respects to "bodily injury" and "property damage" arising from "insured activities."

Coverage & Limits:

Coverages	Limits of Liability
Bodily Injury and Property Damage Combined	\$1,000,000 Each Occurrence *
Bodily Injury and Property Damage Combined	\$2,000,000 Annual Aggregate *
Personal Injury and Advertising Injury	\$Excluded
Damage to Rented Premises	\$100,000 Each Location *
Annual General Aggregate	\$2,000,000 *
Employee Benefits Liability	\$1,000,000

*Claims and Defense Costs are included within and subject to the Limits of Liability."
Higher limits are available upon receipt of written proof said limits are required by a facility.

Send to dwilliams@theriskpeople.com at Risk Management Services, Inc.

Exclusions-OTHER INSUREDS ONLY: (The following list is not inclusive)

This insurance does not apply to bodily injury and/or property damage, claims or suits arising out of or related to:

- The use of a diving board or diving platform regardless of when it occurs, how it occurs and/or whether it is related to **Insured Activities**. This exclusion does not apply to starting platforms as described by the technical rules of United States Swimming, Inc. in effect on the date of the **occurrence**.
- Racing starts in a water depth less than the minimum required in the USA Swimming Inc. (dba USA Swimming) Technical Rules or by any municipal, local, or state ordinance, regulation, code, or statute in effect at the date of the occurrence.
- Sexual Abuse or sexual misconduct of any kind, including but not limited to any suits or claims for sexual molestation, sexual involvement, sexual conduct, sexual contact, sexual harassment, regardless of consent, and/or age, of the person.
- Any occurrence arising out of or related to any sporting activity other than swimming. This exclusion does not apply to dryland training activities and intra club water polo.
- The ownership, entrustment, maintenance, operation, use, loading or unloading of any **automobile** or **aircraft** owned or operated by or rented or loaned to any insured, or any other **automobile** or **aircraft** operated by any person in the course of his employment by any Insured.
- Any obligation for which the Insured or any carrier as his insurer may be held liable under any workers' compensation, unemployment compensation or disability benefits law, or under any similar law.
- Damage to property owned or occupied by or rented to the insured, property used by the insured, or property in the care, custody.
- Employment-related practices including but not limited to wrongful termination, discrimination or sexual harassment.
- Any intentional acts.
- Personal Injury & Advertising Injury.

This description of coverage summarizes the provisions of the Lexington Insurance Company policy issued to USA Swimming. Should there be any discrepancy between the policy and this description, policy provisions will prevail.

Insured Activities-OTHER INSUREDS ONLY: (Inclusive)

The insurance afforded by this policy applies to any Other Insured for insured activities. Insured activities are defined as:

- Swimming meets that have been issued a written meet sanction or a meet approval;
- Swimming practices, dry-land activities and Learn-to-Swim programs where all swimmers are registered as athlete members of USA Swimming or USMS and which are conducted under the direct and active supervision of a USA Swimming member coach;
- United States Swimming, Inc. Swim-A-Thons®;
- Approved social events and approved fund raising activities;
- Swimming Tryouts;
- Office Premises;

Meet sanction is defined as a permit that has been issued by a **Local Swimming Committee** to a USA Swimming, Inc. group member to conduct a meet in conformance with all USA Swimming rules.

Meet approval is defined as a permit that has been issued by a **Local Swimming Committee** for meets conducted in conformance with USA Swimming rules in which both members and non-members compete.

Member coach is defined as a coach member of USA Swimming who has completed Safety Training, CPR and First Aid courses as well as completed a successful Background Check, and if applicable, Coaches Education as required by USA Swimming.

Approved social events and **approved fund raising activities** are events and activities that have been approved by Risk Management Services, Inc.

Swimming Tryouts are defined as swimming practices where Swimmer(s), who are not and who have never been members of USA Swimming, participate with a USA Swimming club or seasonal club, for a period not to exceed thirty consecutive days in any twelve month period, in order to determine the Swimmer(s) interest in registering as a member of USA Swimming.

Dryland Training Activities are defined as weight training, running, calisthenics, exercise machine training and any other activity for which as **Other Insured** has received approval from Risk Management Services, Inc.

Certificates(requesting):

- **Liability Certificates.** Verification of Coverage Certificates for clubs are automatically sent to each registered USA Swimming member club with the yearly club insurance packet. Additional certificates are available upon request from USA Swimming National Headquarters.
- **Additional Insured Endorsements and Certificates.** Additional Insured Certificates and Endorsements are available on the Internet, by going to the following website: www.certificatesnow.com. Instructions for issuing the certificates are attached (see page 11). The Additional Insured Endorsement Certificates **are not automatically renewed** each year. You may request Certificates be issued by Risk Management Services, Inc. at a cost of \$25.00 per certificate. EXCEPTION: If there are special requirements requested by the Additional Insured, please contact Risk Management Services, Inc. at 800-777-4930 x10 for assistance.

B. Sexual Misconduct

Insurance Company: Lexington Insurance Company

Policy Number: 839-6548

Policy Term: January 1, 2012 to January 1, 2013
12:01 a.m. Mountain Standard Time

Who is insured:

- **Named Insureds**
 - o USA Swimming, Inc. member clubs

Coverage:

Sexual Misconduct means:

1. Sexual molestation, sexual involvement, sexual conduct, sexual harassment regardless of consent of the person.
2. Inadequate, improper or otherwise deficient hiring, training, supervision or control of another resulting in the alleged sexual misconduct.

CLAIMS MADE POLICY

Coverage is provided for claims made during the policy term. There is no coverage for any occurrence prior to the policy inception date, January 1, 2009.

Exclusions: (not inclusive)

This insurance does not apply to:

- Liability of any insured or person who actually participates in any act of "sexual misconduct".
- The cost of defense of, or the cost of paying any fines for, any insured or person resulting from actual or alleged violation of a criminal or penal statute.
- Liability of others assumed by any insured under any contract or agreement, either oral or in writing, unless specifically endorsed hereon.
- Any obligation for which any insured or any carrier may be held liable under any workers' compensation, unemployment compensation or disability benefits law, or under any similar law.
- "Bodily injury" as a result of "sexual misconduct", sickness, disease or death sustained by any of your "employees" or "volunteer workers" arising out of, and in the course of employment by you or within the scope of their duties for you. However, this exclusion does not apply to "volunteer workers" under the age of 18.

Coverage & Limits:

Coverages	Limits of Liability
Each Insured Event:	\$100,000 *
Total Policy Period Limit:	\$500,000 *

*Claims and Defense Costs are included within and subject to the Limits of Liability.

C. Reporting Requirements: (All liability policies)

All claims or incidents must be reported immediately to the USA Swimming National Headquarters and Risk Management Services, Inc. To submit the USA Swimming Online Report of Occurrence Form go to this link on the website to complete the form: www.usaswimming.org/ROO. You will receive a confirmation email along with the submitted data which you can save or forward as directed by your LSC.

If for technical reasons, you cannot submit the Online Report of Occurrence form, you may download a paper copy from the USA Swimming website on the Insurance/Risk Management web page. Go to Member Resources/Programs and Services/Insurance & Risk Management.

It is imperative that no person admits liability or responsibility or discusses any aspect of an incident with anyone other than an authorized claims representative of USA Swimming, law enforcement authorities or emergency medical personnel.

D. Liability Provisions in Club Contracts:

Almost every USA Swimming Member Club is a party to a contract with an owner of a swimming pool, public or private. Almost all USA Swimming Members, including LSCs and the national organization itself, will, at one time or another, enter into contracts for the use of a swimming venue for a meet or other authorized aquatic activity.

Such contracts will include standard language as to time of use, compensation, maintenance and the like.

Such contracts will also contain language with regard to the tort liability of both parties during the use of the facility. The owner will usually include indemnification and hold-harmless clauses for itself on liability for bodily injury and property damage resulting from the negligence of the USA Swimming Member, its officers, agents and employees.

It will be impossible to avoid such releases or waivers couched in general language. The owners, or their attorneys, may insist on this.

However, it is extremely important that the USA Swimming Member Club, LSC, etc., does not sign a contract containing language which indemnifies or exculpates (clears from alleged fault or guilt) the owner

from liability for damages resulting from the **sole negligence of the owner, or its agents and employees**. Such language may or may not be valid in your particular state. If it is, it is usually subject to strict interpretation.

If you are in doubt on this, consult an attorney in your own state and at the same time refer him/her to the General Counsel for USA Swimming.

If you see the following language, or anything similar to it, consult legal counsel at once before signing the agreement:

Club (LSC) agrees to indemnify Owner against all liability loss, or other damage claims or obligations because of or arising out of personal injury or property damage, related to Club's (LSC) use and occupancy of the premises, including that caused by the negligence of the Owner or its agents or employees.

LIABILITY RELEASE AND INDEMNIFICATION FORM

I, the undersigned participant and parent, request voluntary participation for minor to participate in the _____ activity on _____ (date) which begins at _____ (time) and ends at _____ (time) sponsored by _____ all of which are hereinafter referred to as the "activity".

I consent to my/minor's participation in the activity and acknowledge that the minor and I fully understand my/minor's participation may involve risk of serious injury or death, including losses which may result not only from my/minor's own actions, inactions or negligence, but also from the actions, inactions, or negligence of others, the condition of the facilities, equipment, or areas where the event or activity is being conducted, and/or the rules of play of this type of event or activity. I understand that if I have any risk concerns, I should discuss the risks associated with my participation with the activity coordinators and event staff, before I sign this document and before the activity begins.

Release – Minor's Rights:

In consideration of allowing Minor Participant to participate in this USA Swimming event, I hereby release and hold harmless USA Swimming, members of its board of directors, and its officers, employees, members, volunteers, other participants, and agents (collectively, the "Released Parties"), of and from, and do discharge and waive, any and all claims, demands, losses, damages, and liabilities that Minor Participant may have or sustain with respect to any and all damage and/or injury, of any type, arising out of his or her participating in this USA Swimming event. I also agree that if any portion of this agreement is held to be invalid the balance, notwithstanding, shall continue in full force and effect.

(Print name of minor)

(Signature of minor)

(Date)

Release – Parents'/Guardians' Rights:

In consideration of allowing Minor Participant to participate in this USA Swimming event, I hereby release and hold harmless the Released Parties, of and from, and do discharge and waive, any and all claims, demands, losses, damages, and liabilities that I may have or sustain with respect to any and all damage and/or injury, of any type, arising from Minor Participant's participation in this USA Swimming event. I also agree that if any portion of this agreement is held to be invalid the balance, notwithstanding, shall continue in full force and effect.

I certify that my/minor is in good health and have no physical condition that would prevent participation in this activity. Furthermore, I agree to use my/minor's personal medical insurance as a primary medical coverage payment if accident or injury occurs. I consent to emergency medical treatment in the event such care is required.

(Print name of Parent/Guardian)

(Signature of parent)

(Date)

Indemnification by Parent/Guardian:

The undersigned parent/guardian further agrees to indemnify, save and hold harmless the Released Parties from any and all claims, demands, losses, damages and liabilities for indemnities, contribution or otherwise with respect to any damage and/or injury, of any type, arising from Minor Participant's participation in this USA Swimming event.

(Print name of Parent/Guardian)

(Signature of parent)

(Date)

Send completed Liability Medical Release form to:
Risk Management Services, Inc.
P.O. Box 32712
Phoenix, AZ 85064-2712
or Fax to: (602) 274-9138

Certificates Online

Proof of Insurance for USA Swimming Member Clubs

A club's facility or pool might ask you to add them as "Additional Insured" to your policy. You are **responsible for processing these requests yourself** directly over the Internet 24 hours a day, 7 days a week. Please call 1-800-777-4930 x10 or x13 with any questions or for assistance. **Please note there is a \$25.00 charge for any certificates processed by Risk Management Services, Inc.**

As of 1/1/2011, USA Swimming will provide reduced limits of coverage for its member clubs. The limits were \$2,000,000 Occurrence/\$4,000,000 General Aggregate. The new limits are \$1,000,000 Occurrence/\$2,000,000 General Aggregate. If your facility requires limits greater than the \$1,000,000/\$2,000,000, please email written proof of the requirement from the facility to Risk Management Services, Inc. The proof should be emailed to either one of the following individuals via email – Kim Tate, ktate@theriskpeople.com, or Debbie Williams, dwilliams@theriskpeople.com. Upon receipt of the written proof, we will issue the certificate(s) requested with the appropriate limits up to \$5,000,000 per occurrence.

To get started:

1. Go to www.certificatesnow.com.
2. Enter YOUR CLUB'S User ID & Password in CAPITAL LETTERS: (*this will be your 2 digit LSC code and 4 digit Club code and are found in your USA Swimming membership renewal pack*) Example: see below....

USER ID: Example: CO-XXXX (all caps)

PASSWORD: SWIM (DO NOT CHANGE THIS PASSWORD)

3. Click on "Deliver Certificates" in the middle of your screen.
4. Select the "2012 USA Swimming Member Club Certificate" and hit **Continue**.

Do not add your own swim club name or any individual person as recipient.

It has to be the facility or facility owner that asked you for this Certificate and you always need the facility or facility owner's address, no matter which delivery method you choose.

5. Now you can either:
 - a) Select a **Recipient (Certificate Holder)** and hit "Continue". Add New Recipient if non showing.
 - b) Change a **Recipient (Certificate Holder)** by clicking on the blue name. The field will open and you can edit the information. Make sure to **save** the information, **select** the Holder and hit "Continue"
 - d) Add a new **Recipient (Certificate Holder)**. Click on "New Recipient", a window opens. Enter **Name, Address, City, State, ZIP, Country** of the location that asked you for this Certificate.

Next choose a delivery method. You have the option to e-mail, fax, US-Mail, or save only. Depending on the method you choose you need to enter the information in the appropriate field. e.g., if you choose e-mail you will need to enter the e-mail address.

Click "Save", Select the Recipient and hit "Continue"

6. Review Information and hit continue.
7. Review Delivery Method and hit continue.
8. This is the last screen. ➡ For a copy of the Certificates for your files, Check to send yourself an e-mail of this certificate. A copy will be sent to the main e-mail address that is registered with USA Swimming.
9. Hit "Deliver Now" and **You're done...**

You will be directed back to the beginning; this means that your certificate was sent out. The system may take up to 48 hours to deliver the certificate so plan ahead to allow for this delivery time.



Insurance Coverages

"Frequently Asked Questions"

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USA Swimming Insurance Programs

What Coverages Do I Have?

One of the most frequently asked questions by USA Swimming members is, "What coverages do I have under the USA Swimming Insurance Programs?" Hopefully, the following will clarify the matter of coverages provided for the various types of membership.

What Is Covered

General Liability Insurance- Provides coverage for **claims alleging** bodily injury and property damage occurring during an "Insured Activity."

THIS COVERAGE IS EXCESS TO ANY OTHER LIABILITY INSURANCE THAT MAY BE AVAILABLE TO ANY INSURED.

A. (1) **Named Insured** includes USA Swimming and USA Swimming Local Swimming Committees. (2) **Other Insured(s)** include USA Swimming member clubs whose athletes or participants and coaches are members of USA Swimming; members and volunteers of USA Swimming while acting at the direction of and within the scope of their duties for a **Named Insured** for "Insured Activities."

B. **Insured Activities** include USA Swimming sanctioned or approved meets, practices, tryouts, dryland training, USA Swimming contracted Swim-a-thons[®], approved social and fund raising activities.

C. Definitions:

"**Bodily Injury** means bodily injury, sickness, or disease sustained by any person which occurs during the policy period, including death at any time resulting therefrom."

"**Property Damage** means physical injury to tangible property not owned by the insured including all resulting loss of use of that property."

What Is Not Covered (Limited Listing)

- ♦ Sexual Misconduct
 - ♦ **Personal Injury-Other Insured(s)**
 - ♦ Intentional Acts
 - ♦ Diving from other than USA Swimming regulation starting platforms
 - ♦ Automobile Liability
 - ♦ Workers Compensation
 - ♦ Directors & Officers Liability (wrongful acts/decisions not resulting in bodily Injury or property damage)
 - ♦ Crime (employee or volunteer dishonesty)
 - ♦ Employment/Employer related activities
- (Refer to policy for complete listing of limitations and exclusions.)*

Sexual Misconduct Coverage is provided, under a separate policy with a limit of \$100,000 per occurrence, for member clubs.

Excess Accident Medical/Dental Coverage is provided for all USA Swimming members for insured activities including travel to and from practice, meets, etc., if at the direction of the club coach or member of the club's Board of Directors.

Coverage that members should consider purchasing to supplement the coverage provided by the USA Swimming Program:

Coach Members

- Workers Compensation
- Health Insurance
- Disability Insurance
- Automobile Liability

Non-Athlete Members

- Automobile Liability

Athlete Members

- Automobile Liability

Local Member Clubs

Same as recommended for coach members plus Directors & Officers Liability, Employment Practices Liability, Property Insurance if they have an office or own equipment, General Liability for offices and lesson programs or activities involving participants who are not members of USA Swimming.

Most of the coverage not provided by the USA Swimming program may be purchased from Risk Management Services, Inc. or a local agent.

Dryland Training – An Insured Activity

The USA Swimming insurance program does cover most dryland training activities. Dryland training may include general fitness types of exercises, such as calisthenics, weight training, running and biking, as long as the activity is under the direct supervision (direct line of sight) of a USA Swimming member coach. It can incorporate specialized equipment, such as surgical tubing, paddles, and the swim bench. **Running and biking are restricted to off road training only unless a specific event is granted approval by Risk Management Services, Inc.**

Is dryland training considered an insured activity under the USA Swimming Insurance program?

Article 502.6.4 of the 2012 USA Swimming rulebook states that "Anyone who coaches athletes at a USA Swimming practice or competition must be a coach member of USA Swimming and must have satisfactorily completed safety training and background screening required by USA Swimming."

Coaching by any other person who is not a registered coach member, including USA Swimming athlete members is not permitted.

There is now an exception for individuals who are not doing any coaching in the water but who are only providing dry land training activities. In those instances, if the person and the club for whom the individual is providing services want the benefit of USA Swimming's insurance coverage, then he or she must become a non-athlete member of USA Swimming and also complete USA Swimming's background screening. The insurance company is not requiring that the individual become a registered coach member because the person (is not coaching athletes at swim meets or practices but) is only doing dry land training.

What types of dryland training activities are not insured?

The USA Swimming insurance program does not provide coverage for participation in biathlons or triathlons, or similar types of activities. Why? The USA Swimming coach has no way of actively supervising a group of athletes who will, by necessity, spread throughout the field and may become mixed in with other competitors.

Fundraising and Social Activities

Did you know your club has coverage for **approved** fundraisers or social activities. Each fundraising or social activity is judged individually for approval. The following are examples of typical activities that would be approved:

Socials:

1. USA Swimming member club is having an outing at a water park.

Fundraisers:

1. USA Swimming member club is selling hot dogs and soft drinks at a fair booth to raise funds.

cont'd...Fundraising...

2. USA Swimming member club has a yard sale at the local flea market.

Activities that would **not** be considered "approved" would be, white water rafting; triathlons; ongoing bingo games; lesson programs for non USA Swimming members.

Club coaches and administrators should use common sense when considering a social or fund raising activity. "Is this an activity that I would consider normal to our operation? Does it present an unusual or unacceptable risk to our swimmers? To our chaperones?"

Approved social and fund raising events are activities which have received prior approval from Risk Management Services, Inc. Call (800) 777-4930.

Tryout Issues

The USA Swimming Insurance Program provides **General Liability** coverage for the club, coaches and USA Swimming members when a non USA Swimming member is swimming with a club during a tryout period. However, coverage is only valid if: (a) all the coaches on deck are USA Swimming members and; (b) the tryout period is limited to 30 consecutive days within a twelve month period for any one individual and clinics sponsored by a USA Swimming entity (such as LSC or USA Swimming club). **Tryout period only applies to individuals who have never been members of USA Swimming previously.**

Note: The non member is not provided any coverage under the USA Swimming program. If said individual was injured or caused an injury, he/she would have to look to his/her family medical and/or family liability insurance.

USA Swimming Insurance Coverage for the Club

Question: What must a club do to have the benefit of USA Swimming's insurance coverage?

Answer: A club's USA Swimming insurance coverage is in effect when all three of the following conditions are met:

1. The club is a member in good standing of USA Swimming.
2. All participants swimming for the club are athlete members of USA Swimming (*exception: Tryouts*)
3. All coaches, whether they are full-time or part-time, are coach members of USA Swimming with current certifications, education and background checks as required by USA Swimming.

If all three of these conditions are met, the USA Swimming club has the benefit of USA Swimming's liability coverage for insured activities.

Assisting a Coach

The USA Swimming rulebook states that "Anyone who coaches athletes at a USA Swimming practice or competition must be a coach member of USA Swimming and must have satisfactorily completed safety training and background screening required by USA Swimming."

Coaching by any other person who is not a registered coach member, including USA Swimming athlete members is not permitted.

In order for someone other than a coach member to assist with coaching activities, that person must be under the "direct supervision" of the USA Swimming coach and must be a USA Swimming member (i.e. athlete or non-athlete, non-coach member). This would mean the coach must be on deck at all times and must be directly involved in whatever activity with which the non-coach member is assisting. For instance, an athlete could demonstrate strokes to younger swimmers and the athlete would not have to be a coach member in that instance. However, a good example of what is not allowed would be an athlete who is working with a group of swimmers while the coach is working separately with a second group of swimmers. This would not be classified as "direct supervision" and the athlete would have to be a coach member in order to work with the separate group.

Children on Deck

Children, for safety reasons, should not be on deck. Most places of employment will not allow you to take your child to work, why would a swim coach think they should be able to do so? Professionalism on the part of a coach includes insuring that the athlete members will be recipients of the coach's undivided attention. Obviously, this is impossible if a coach's child is running around on deck. This also applies to team members who are not participating in the meet.

For USA Swimming insurance to be in effect for the coach and the club (including its board members), the coach must maintain direct line of sight and supervision AT ALL TIMES. Having a child running around a pool deck certainly discourages direct line of sight and supervision. If there is any type of accident and the injured athlete's parents sue, there will be an investigation. If the insurance company finds out that the coach's child was on deck and possibly interfered with the coach's ability to run a safe practice (or safe meet), then the coach might not be covered by the insurance. If it is further determined that the club's board knew that the coach brought the child onto the pool deck on a regular basis, the entire board could be denied coverage as well. If the athlete wins the lawsuit, it could mean the coach and the club's own, as well as its board members', personal assets could be at stake. By the coach allowing the child (or infant in some instances) on deck at ANY time seriously jeopardizes the safety of the athlete and, potentially, the assets of the coach, club and board members.

USA Swimming Coach Members and Insurance

Coach membership requires completion of Safety Training, CPR and First Aid Courses as well as completion of a successful background screen, Athlete Protection Test and, if applicable, coaches education requirement. Failure by a coach member to keep the required certifications current results in no liability coverage for the coach or potentially for the club.

“Unattached” Coaches and Insurance

Occasionally a current coach member, not attached to a USA Swimming club, who is coaching member athletes will ask, “Will I have the benefit of USA Swimming’s insurance coverage? Can I provide the facility an insurance certificate as proof that I am covered?” USA Swimming’s insurance coverage is a benefit of membership and both the USA Swimming coach and the member athletes would be covered under USA Swimming’s General Liability insurance. However, insurance certificates are only issued on behalf of a USA Swimming member club. Therefore, the coach would be unable to get an insurance certificate on behalf of himself/herself (the individual) nor would the coach be able to request an Additional Insured Endorsement for the facility.

Insurance Coverage for Independent Contractors or Vendors

USA Swimming Headquarters has received questions regarding independent contractors that perform services on a fee for service basis, e.g. an individual or entity that provides dryland training programs. USA Swimming provides no insurance coverage for an individual or entity that provides services on a fee for service basis. The individual or entity should provide liability and property insurance for their business operations and should provide evidence of such insurance to the USA Swimming organization that is utilizing the services of the independent contractor. The fact that an individual is a member of USA Swimming does not alter the no insurance coverage situation.

Other examples of “independent contractor” exposure would be a swim coach who, during meets when he/she was not coaching, sells merchandise at the venue for his/her personal financial benefit or outside vendors who sell swimming apparel or food. Again, the USA Swimming insurance will not provide any insurance coverage for the swim coach for his/her business pursuits.

Membership and Insurance - The Link

“Can we become a member club of USA Swimming if only a portion of our athletes or participants are members of USA Swimming? If so, does the club have insurance coverage in this situation?”

The Club may become a member, but there is no liability insurance if non-USA Swimming members are allowed to participate in USA Swimming activities other than tryouts. Non-member athlete participation is an insured activity only in a “tryouts” situation which is subject to certain time and supervisory conditions. In the event of a claim, the insurance company will verify that all in the water at the time the claim occurred were USA Swimming members and that all the coaches are USA Swimming members.

What about the situation where, because of duplicate coverage, the club does not care about USA Swimming insurance protection? Perhaps the club and its athletes are insured by a YMCA or municipality.

As a general rule of thumb: “When participating in a ‘USA Swimming insured activity’, a club must meet the definition of a USA Swimming member Club for insurance purposes.” Let’s look at an example involving a dual YMCA-USA Swimming club member.

cont’d.....

1. When the YMCA/USA Swimming member club swims in a USA Swimming sanctioned meet, all swimmers and all coaches must be USA Swimming members. The YMCA may have 100 swimmers, but when it goes to a USA Swimming sanctioned event with 75 of its swimmers, all coaches and all 75 swimmers must be USA Swimming members.
2. When swimming as a YMCA team in YMCA competition, there is no USA Swimming insurance coverage.
3. In a non-hosted "approved" meet, where all the team members are USA Swimming members, all coaches are USA Swimming members, the USA Swimming insurance is excess coverage to that provided by the "Y" or other non USA Swimming organization. If the USA Swimming team hosts the "approved" meet, the USA Swimming coverage will apply **subject to specific terms, conditions and exclusions.**

Coverage for Summer Leagues

During the summer months many USA Swimming member clubs recruit new athletes who want to join the team for a four-month season only. Other USA Swimming clubs operate only during the three or four month summer season so this is their only opportunity to perform.

Insurance requirements for seasonal member clubs are the same as those for year-round teams. For a seasonal club to be covered by USA Swimming General Liability coverage, the following conditions must be met:

1. The club must be a USA Swimming member in good standing.
2. All coaches must be USA Swimming coach members.
3. All athletes must be USA Swimming members.

Frequently, year-round USA Swimming member clubs ask about holding a meet for a non-USA Swimming summer league. The club may wish to use the meet as a fundraiser and as a means to introduce new athletes to year-round competitive swimming. USA Swimming member clubs in this situation have three options for running the meet:

1. **Conduct as sanctioned meet.** This requires that all league swimmers purchase USA Swimming memberships, either year-round or seasonal.
2. **Conduct as an approved meet.** Have the summer league or USA Swimming club request an approval for the event. USA Swimming members participating in the meet are covered if USA Swimming coaches are supervising. Non USA Swimming members do not have the benefit of USA Swimming excess accident or liability insurance.
3. **Obtain insurance outside of the USA Swimming program.** If your club wants to run an event not covered by one of the above definitions, you may purchase separate event coverage for your particular situation.

If the USA Swimming member club wishes to participate in dual meets or championship meets that they are not hosting, both general liability and excess accident coverage is provided for this activity as long as all of the athletes are USA Swimming members and USA Swimming member coach accompanies them to the meet.

Open Water Swimming

The same requirements apply for open water swimming practices and sanctioned meets as apply for pool practices and sanctioned meets.

Practices must be under the direct supervision of a USA Swimming coach or coaches and those in the water must be USA Swimming or USMS members, unless a tryout situation exists.

Meets-Sanctioned. All participants must be USA Swimming or USMS members. In order for insurance to be in place for both organizations, sanctions must be obtained from both organizations.

Facilities

Where does the USA Swimming insurance begin/end versus the facility's insurance beginning/ending?

The USA Swimming program provides coverage for USA Swimming activities, primarily in the water activities. The program does not provide coverage for facility maintenance issues (i.e. over- chlorination, potholes on the premises, failure to salt icy walkways, etc). When a facility is added to the USA Swimming General Liability policy as an Additional Insured, coverage is provided for the facility for claims resulting from the USA Swimming entity's negligence. In other words, including a facility as Additional Insured on the USA Swimming policy does not include coverage for premises issues (sole negligence). We urge you to review the contracts you have with the facilities you use to be sure that you are not agreeing to provide coverage for premises/ maintenance claims. There is no coverage for these claims.

Example: Mary Smith, a non-member parent of USA Swimming, comes to watch her son, Bobby, swim at a practice. When she is leaving the pool area, she steps in a gopher hole breaking her ankle. A claim is submitted to USA Swimming and is denied. The facility is responsible for the maintenance of the area around the pool.

Directors and Officers Liability Coverage

There appears to be confusion between what coverage USA Swimming provides for Directors & Officers of local member clubs under the General Liability insurance and what coverage is provided by Directors & Officers Liability insurance. (Directors and Officers is an optional coverage that may be purchased from a local agent or Risk Management Services, Inc.)

The Directors & Officers insurance provides coverage for wrongful acts or decisions not resulting in a bodily injury or property claim. e.g. wrongful termination of an employee; not filing a report of occurrence on a timely basis causing additional expense to a swimmer's family; mismanagement of investments; or disciplinary action against an athlete whose parents allege the action prevented the athlete from making a "Q" time or elite team.

Hired, Non-Owned Auto Liability Explained

Did you know...There is **no** coverage provided under the USA Swimming insurance program for any type of automobile liability exposure.

The primary purpose of the USA Swimming insurance program is to "get the swimmers in the water while maintaining reasonable costs." Therefore, the coverage provided by the program centers around the water activities.

When a coach, parent, or swimmer provides transportation for others to a club function, any accidents and resulting claims would be the responsibility of owner and/or operator of the vehicle. (*see "Most Frequently Asked Questions" section regarding Team Traveling.*)

When a team is out of town for a meet or function and they rent a vehicle for transporting team members or others, the same situation would exist. The individual renting and/or operating will be the responsible party.

The only coverage provided for claims resulting from an automobile accident is the Excess Medical Accident coverage. The transportation must be authorized by a club coach or club official in order for the coverage to be valid.

There are three ways for a member club to address the automobile liability exposure. (1) To purchase a Hired and Non-Owned Automobile Liability policy from a local agent; or (2) To be sure that anyone providing transportation for others carry adequate limits of liability on their auto policy. (Discuss with your local agent); (3) To have athletes' parents transport only their own children.

Report of Occurrence/Online Reporting

How are USA Swimming and Risk Management Services, Inc. notified when an accident occurs? The Online Report of Occurrence form, available on the USA Swimming website at this link: www.usaswimming.org/ROO, is used for this purpose. Reporting all incidents, no matter how minor, is important to put both USA Swimming and its insurer on notice of accidents and potential claims.

A Report of Occurrence form should be submitted any time an injury occurs at a USA Swimming function, whether or not it involves a USA Swimming member. To summarize, injuries involving spectators should also be reported. The form should be filled out by a meet director or by any club personnel responsible at the time of the incident; the parents of the injured athlete should not be asked to complete the report form.

Once USA Swimming National Headquarters receives the report, information about the incident is entered into the USA Swimming database for future safety education and insurance references. When a Report of Occurrence form indicating an athlete or non-athlete participant is a USA Swimming registered athlete, information about the Excess Accident Medical Insurance Policy and claim forms are sent to the injured party('s) family. This program is excess to other primary insurance in place through the member's employment, school or family. The deductible is the greater of the total of other collectible benefits from primary insurance sources applicable to the injury or \$100 when there is no primary insurance.

Cont'd Reporting.....

*If, through technical reasons, a form cannot be submitted online, a downloadable copy of the Report of Occurrence form can be found on the USA Swimming website by going to www.usaswimming.org and clicking on Member Resources/Programs & Services/Insurance & Risk Management. Copies of the completed report should be sent to the following:

USA Swimming
Attn: Risk Management
1 Olympic Plaza
Colorado Springs, CO 80909
Fax: (719) 866-4050
<mailto:millich@usaswimming.org>

Risk Management Services, Inc.
PO Box 32712
Phoenix, AZ 85064-2712
Fax: (602) 274-9138
<mailto:sblumit@theriskpeople.com>

and to *your* LSC Safety Coordinator

The Report of Occurrence forms keep Risk Management Services, Inc. informed of potential claims or liability situations. If the accident is of a serious nature, USA Swimming National Headquarters confers with Risk Management Services and an investigation of the incident is initiated.

Worker's Compensation - Do We Need It?

Worker's Compensation Insurance is the policy that pays for medical and rehabilitation expenses when an employee is injured on the job. The USA Swimming Insurance program does not provide any type of Worker's Compensation coverage for USA Swimming Clubs or their coaches.

In part, to avoid paying Worker's Compensation premiums or taxes, many USA Swimming Member Clubs consider their coaches to be "independent contractors" rather than employees. This strategy can backfire on the club, however, should a coach who is really an employee of the club become injured or disgruntled.

If a club is found to have "misabeled" a coach as an independent contractor, the club (and therefore its Board of Directors) may become liable for medical and rehabilitative expenses in case of an injury and substantial penalties for failure to pay premiums as required by law. In addition to Worker's Compensation implications, the IRS is closely monitoring independent contractor versus employee situations to ensure that taxes are being filed and paid as required. The relationship between the club and its coaches should be carefully examined to ensure the club is not in violation of state and federal law.

The following test, devised by the Social Security Administration, may be used to assist USA Swimming member clubs in determining whether their club's coach is an employee or independent contractor. This test is also by various Worker's Compensation administration agencies as well as the Internal Revenue Service.

Factors that support employee status...

- ◆ Does the employer have the power to hire or fire the individual?
- ◆ Does the employer furnish tools, equipment and a place to work?
- ◆ Does the employer train the individual in question?

cont'd...

- ◆ Is the individual required to follow the employer's instructions?
- ◆ Does the employer require the individual to personally perform the assigned work?
- ◆ Does the employer set the hours and conditions of work?
- ◆ Does the employer pay business and travel expense?
- ◆ Does the employer pay the individual by the hour, week or month?
- ◆ Does the individual have the authority to hire, supervise or pay an assistant?

Factors that support independent contractor status...

- ◆ Does the individual make a profit or suffer a loss as a result of this work?
- ◆ Does the individual agree to do a specific job and is that individual subject to penalty for failure to do so?

- ◆ Does the individual work for a number of different entities/people at the same time (e.g., high school coach, swim club coach, "Y" coach)?
- ◆ Does the individual advertise to the general public?
- ◆ Does the individual pay his own business expenses, provide his own equipment or allocate work space?

If the club answers "yes" to several of the first set of factor questions, the coach is likely to be an employee and should be accounted for as such. A local employment specialist or tax attorney can best advise the club.

Even if Worker's Compensation coverage is not required by the state due to a "minimum number of employees" clause or other condition, USA Swimming member clubs may wish to purchase it on behalf of their coaches. Consider how a coach might pay for employment-related injuries. Is he covered by another medical insurance program? If not, a Worker's Compensation policy may be in order even if it's not mandatory.

MOST FREQUENTLY ASKED QUESTIONS AND ANSWERS

Automobile Liability Coverage

Question: *Does a USA Swimming club have automobile liability coverage under the USA Swimming program?*

Answer: No. If a parent or coach uses their car to transport athletes or other club members to/from a practice or meet, the club has coverage under the car owner's policy. This is also true when the club rents a vehicle. Whoever signs for the rental vehicle is the individual whose insurance would respond for the club if an accident occurred and people in the vehicle were injured.

In the first example, the parent's or coach's insurance is the primary coverage. In the second example, the rental agency's insurance would be the primary coverage with the parent's/coach's insurance coming into play on an excess basis. Suggestion: Contact a local agent regarding the purchase of "Hired and Non-Owned Automobile Liability Insurance" for your club.

Team Traveling and Insurance Coverage

Question: *My team is planning to travel to Hawaii for a very important swim meet. I would like to know what insurance coverage the team has while traveling, while at the meet, and while sightseeing under USA Swimming. Every member of our team is a USA member.*

Answer: Coverage is same no matter where/how far traveling. All participants must be USA Swimming members and coach or parent must be supervising. Parent volunteers are covered while in an official capacity with team. The travel itself is not covered. We do not provide any auto coverage at any time. Drivers of cars/vans would have to look to their own insurance company for coverage in event of an accident or the team can purchase the additional insurance when renting the car/van.

The general liability coverage and excess accident coverage is in effect for the USA Swimming members.

Sightseeing is covered. Please use common sense and caution.

Accidental damage to hotel/dorms may be insured by the liability insurance program.

Starting Block

Question: *Does a USA Swimming club have liability coverage if they design and build their own starting blocks or make changes to existing blocks?*

Answer: Yes. The club may build or alter starting blocks to suit their needs. The blocks must comply with standards as stated in USA Swimming Rules and Regulations. The club is not covered for alterations performed on blocks for other clubs or facilities.

Supervision

Question: *What level of supervision is required for the liability insurance to apply in the event of a claim?*

Answer: There must be direct supervision for in water or out of water activities for coverage to be in place. Direct supervision has been defined as meaning "line of sight" between the supervising coach and the athletes involved in the activities.

Question: *What if the coach is in the water swimming with the athletes?*

Answer: If the coach were in the water swimming, there is no way the athletes are under his/her "direct supervision or direct line of sight." Therefore the insurance would be void.

THE SITUATION: An athlete has joined a USA Swimming club many miles away from where he lives. The coach faxes/e-mails workouts to this swimmer.

QUESTION: *Does the swim club have an exposure if the member gets hurt while doing the prescribed workouts?*

ANSWER: Yes, the club would have an exposure if the club is aware that the coach is sending workouts to the swimmer. The swimmer would have NO liability coverage as he/she is not under the supervision (direct line of sight) of a USA Swimming member coach.

Non-Member

Question: *What happens to my club's insurance if non USA Swimming members are in the water at the same time as USA Swimming members. e.g., at a USA Swimming practice?*

Answer: This is not an insured activity **unless:**

- a. There is a distinct lane separation (USA Swimming members are in lanes 1-3 and non USA Swimming members are in lanes 4-6). *One coach cannot supervise both groups at the same time.*
- b. An individual(s) is involved in a USA Swimming tryout.
- c. The non USA Swimming members are USMS members.

In order for the General Liability coverage to be in place for a USA Swimming Local Member Club, *see page 6 for the requirements.*

Parents Working Out Same Time as Team

Question: *Some parents want to workout (laps) while their children are at swim team practice.*

Answer: Two different situations. If they want to swim with their kids in the same lanes while the kids are practicing, they have to join USA Swimming as an athlete member. If they are swimming in separate lanes and are not being coached by the USA Swimming club coach, they don't have to join. However, this activity is not an insured activity.

Assisting a Coach

Question: *Can a non-athlete member assist a coach?*

Answer: Any type of coaching including, but not limited to, swimming and dry land training, must be provided by a registered USA Swimming member coach. Coaching by any other person who is not a registered coach member, is not permitted. In order for someone other than a coach member to assist the coach in coaching activities, that person must be under the "direct supervision" of the USA Swimming coach and must be a USA Swimming member (i.e. athlete or non-athlete, non-coach member). This would mean the coach must be on deck at all times and must be directly involved in whatever activity with which the non-coach member is assisting.

Question: *Can an athlete member assist a coach?*

Answer: Any type of coaching including, but not limited to, swimming and dry land training, must be provided by a registered USA Swimming member coach. Coaching by any other person who is not a registered coach member, including USA Swimming athlete members, is not permitted. In order for someone other than a coach member to assist the coach in coaching activities, that person must be under the "direct supervision" of the USA Swimming coach and must be a USA Swimming member (i.e. athlete or non-athlete, non-coach member). This would mean the coach must be on deck at all times and must be directly involved in whatever activity with which the non-coach member is assisting. For instance, an athlete could demonstrate strokes to younger swimmers and the athlete would not have to be a coach member in that instance. However, a good example of what is not allowed would be an athlete who is working with a group of swimmers while the coach is separately working with a second group of swimmers. This would not be classified as "direct supervision" and the athlete would have to be a coach member in order to work with the separate group.

Masters Swimmers at Practice

Question: *A member of the United States Masters Swimming, Inc. practices with a USA Swimming team. What is the status of the liability insurance for the USA Swimming member club and its members?*

Answer: This would be an insured activity. There is an agreement between USA Swimming and USMS allowing their members to practice with either organization as long as a USA Swimming member coach is on deck.

Officiating at Masters Meet

Question: *A USA Swimming member acts as an official or in a volunteer capacity at a USMS event. How is the USA Swimming member insured for this USMS activity?*

Answer: USA Swimming coverage does not apply. Coverage for a USMS activity would be provided by the USMS insurance program.

Case Illustrations

There is no simple answer to the question, "Do we have insurance coverage?" It depends solely on the facts of each particular incident. One must also distinguish between accident coverage and liability coverage, although both are present in most cases.

1. A USA Swimming club is allowing non-member swimmers to practice and train with the club swimmers who are all USA Swimming members. Do they have insurance?

This is not an insured activity. Non-member athlete participation is an insured activity only for **"tryouts"** under certain time and supervisory conditions. If a non-USA Swimming member athlete were injured, he would not be entitled to accident medical coverage. The insurance company would either reserve its rights to deny or deny coverage to the member club.

2. A YMCA club or high school team wishes to host a swim meet in which one or more USA Swimming member clubs will also be participating.

This meet can only be "approved." USA Swimming insurance will follow the participating USA Swimming athlete members if USA Swimming member club coaches are present and supervising them. USA Swimming insurance will also cover those USA Swimming officials designated to be present to attest to conformation to USA Swimming rules. USA Swimming will not insure the non-USA Swimming clubs or swimmers. The primary insurance coverage must be that of the YMCA or whomever is sponsoring the meet.

3. USA Swimming swimmer is member of USA Swimming Club A. He is also member of non-USA Swimming Club B (e.g., High School Team). Each club has different coaches. Club B enters non-USA Swimming meet (e.g., YMCA meet). LSC approves the meet. There is no insurance coverage for the USA Swimming swimmer.

4. USA Swimming athlete individually enters a meet, not sanctioned but approved. His USA Swimming coach is not present. No insurance coverage, either accident or liability. The USA Swimming athlete must be under direct supervision at any meet by a USA Swimming Coach.

5. Same as No. 4, but the swimmer's USA Swimming coach is present during the approved meet and supervises him. Both accident and liability would be applicable.

6. A swimmer on a college team wants to participate in USA Swimming-sanctioned competition. His college team has purchased a club membership in USA Swimming; however, not all of the team members are registered USA Swimming. Therefore the college team is not a club member of USA Swimming for insurance purposes. What, if any, insurance coverage does the college team/USA Swimming club have?

This particular situation requires a very careful answer, because it involves not only schools (including colleges) but also YMCAs and other allied members.

As a general rule of thumb: "When participating in an 'insured activity', a club must meet the definition of a USA Swimming Member Club for insurance purposes."

- a. When the college team, as a USA Swimming club, swims in a USA Swimming sanctioned meet, all swimmers and all coaches must be USA Swimming members to even have the right to participate at all; insurance coverage follows. The college

team may have 100 swimmers, but when it goes to a USA Swimming sanctioned event with 75 of its swimmers, all coaches and all 75 swimmers must be USA Swimming members.

- b. When swimming as a College Team in college competition, there is no USA Swimming insurance coverage (because not all are USA Swimming members).

These answers apply also to the YMCA and other organizations with USA Swimming members.

- 7. USA Swimming club holds an **approved** fund-raising event, supervised by club officials. Liability and excess accident insurance are applicable. (Approval from Risk Management Services, Inc. required).
- 8. Socials or fund-raising activities where alcoholic beverages are **sold are not approved** and are not an insured activity.
- 9. USA Swimming club owns its own pool facility. It must carry independent insurance at its own expense to cover premises liability. No coverage under USA Swimming program.
- 10. Dryland Training. The USA Swimming insurance covers member swimmers and member coaches during supervised dry-land exercises. The key word is "supervised." The same requirements of supervision must be observed whether the swimmers are in or out of the pool during training periods.
- 11. When does coverage begin and end?

Coverage begins and ends when it can reasonably be said that the coach or authorized club official has taken control or should have taken control of the swimmers and when they are no longer under his control. This will vary always with particular cases. It will extend into the locker room/bleacher area as well as the pool. The situation we are trying to avoid is the gathering (and perhaps gratuitous and unilateral commencement of practice) of swimmers without supervisory control, and the abandonment of swimmers by coaches or authorized club personnel when practice or training is over.

- 12. Do personal assistants for swimmers with a disability need to be members of USA Swimming to be on deck?

No, but personal assistants should be on deck only when their services are actually needed by the swimmer, and with permission from the meet director or meet referee.

In summary:

The key is USA Swimming controlled supervision and organization in a USA Swimming activity.

There are going to be situations in which the dividing line is extremely difficult to draw, particularly in liability situations. Complete the Report of Occurrence form or contact the USA Swimming National Headquarters at once whenever an accident occurs, no matter how minor you might think it is.

Optional Insurance Coverage Available for Clubs

The following optional insurance coverages may be obtained on an individual basis by LSCs or USA Swimming clubs. For further information, contact:

Risk Management Services, Inc.	Phone: (800) 777-4930 toll free
P.O. Box 32712	or (602) 840-3234
Phoenix, AZ 85064-2712	Fax: (602) 274-9138
Website: www.theriskpeople.com	

Directors and Officers & Employment Practices Liability Insurance for USA Swimming Member Clubs

Definition. Provides coverage for defense costs and liabilities incurred by insured directors and officers arising out of claims alleging that an insured has committed "wrongful acts," which means any error, misstatement, misleading statement, act, or omission, neglect or breach of duty by policy definition. This coverage specifically excludes bodily injury or property damage claims which would likely be covered by the general liability policy. Also provides coverage for wrongful termination(s), harassment and other employment related situations.

Limit of Liability. \$1,000,000

Deductible. \$1,000 for the organization.

Premium. Minimum \$375

Requirements. Submission of a signed application; prepaid premium.

Crime Coverage for USA Swimming Member Clubs

Provides coverage for dishonest acts of employees or volunteers

Limit of coverage. \$25,000

Deductible. \$250

Cost. \$175 or \$275 depending on number of employees

Special Activities

Provides liability insurance for some activities not insured under the USA Swimming program (e.g., learn to swim programs for non-members). Contact Risk Management Services, Inc. regarding specific coverage and premium information.

We strongly recommend the Member Clubs consider purchasing Property Insurance for equipment, Workers Compensation, and a Business Owners Package Policy if the club has an office premises. Contact a local agent to purchase these coverages.



USA Swimming Report of Occurrence

PERSONAL INFORMATION

First Name (legal) *

Last Name (legal) *

Address *

City *

State: *

Zip *

Contact Phone (include area code) *

E-mail

Gender * Male Female

Date of Birth (mm/dd/yyyy) *

Age at Time of Accident *

USA Swimming Member * Yes No

LSC

Name of Club (enter UN if unattached)

USA Swimming ID (if known)

ACCIDENT INFORMATION

Date of Accident *



Activity *

- Meet / Competition Meet / Warm-up Meet / Warm Down
 Practice / Water Practice / Dry-Land
 Other

Where Accident Occurred *

- In Water Deck On Blocks
 Locker Room Bleachers Hallway
 Stairs Gym Outside Venue
 Other

Description of Accident *

ACCIDENT LOCATION INFORMATION

Facility Name *

Address

City*

State:

ZIP

Type* Indoor Outdoor

INJURY INFORMATION

Affected Body Part* Head / Neck Ears / Nose / Mouth / Teeth
 Left Shoulder Right Shoulder
 Torso Internal
 Left Hand / Arm Right Hand / Arm
 Left Knee Right Knee
 Left Leg / Ankle / Foot Right Leg / Ankle / Foot
 Other

Description of Injury* 

FIRST AID INFORMATION

On-site Care Given* Yes No

Care Refused by Injured* Yes No

Parent / Guardian Notified* Yes No

Comment

Taken to Hospital / Clinic* Yes No Unknown

CONTACT INFORMATION FOR TWO WITNESSES

Name (witness one)

Address

City

State

ZIP

Phone

Name (witness two)

Address

City

State:

ZIP

Phone

Activity/Meet Supervisor

Contact Phone

REPORT SUBMITTED BY

Name (submitted by)*

Contact Phone*

E-mail Address*



Click the **SUBMIT** button when you have completed the form

Submit

Page 1 of 1

How to Submit the Online Report of Occurrence Form

How are USA Swimming and Risk Management Services, Inc. notified when an accident occurs? The Online Report of Occurrence form, available on the USA Swimming website at this link: www.usaswimming.org/ROO, is used for this purpose. Reporting all incidents, no matter how minor, is important to put both USA Swimming and its insurer on notice of accidents and potential claims.

A Report of Occurrence form should be submitted any time an injury occurs at a USA Swimming function, whether or not it involves a USA Swimming member. To summarize, injuries involving spectators should also be reported. The form should be filled out by a meet director or by any club personnel responsible at the time of the incident; the parents of the injured athlete should not be asked to complete the report form.

Once USA Swimming National Headquarters receives the report, information about the incident is entered into the USA Swimming database for future safety education and insurance references. When a Report of Occurrence form indicating an athlete or non-athlete participant is a USA Swimming registered athlete, information about the Excess Accident Medical Insurance Policy and claim forms are sent to the injured party('s) family. This program is excess to other primary insurance in place through the member's employment, school or family. The deductible is the greater of the total of other collectible benefits from primary insurance sources applicable to the injury or \$100 when there is no primary insurance.

*If, through technical reasons, a form cannot be submitted online, the attached Report of Occurrence form may be used. Copies of the completed report should be sent to the following:

USA Swimming
Attn: Risk Management
1 Olympic Plaza
Colorado Springs, CO 80909
Fax: (719) 866-4050
E-mail: millich@usaswimming.org

Risk Management Services, Inc.
PO Box 32712
Phoenix, AZ 85064-2712
Fax: (602) 274-9138
E-mail: sblumit@theriskpeople.com

and to *your* LSC Safety Coordinator

* Submitting the form by fax or email will delay processing as the information will be hand entered into the online database. This might also delay the injured party receiving the necessary insurance information they may need to file a claim with the insurance company.

The Report of Occurrence forms keep Risk Management Services, Inc. informed of potential claims or liability situations. If the accident is of a serious nature, USA Swimming National Headquarters confers with Risk Management Services and an investigation of the incident is initiated.

**For use only if submitting online is not available: USA SWIMMING
Report of Occurrence**

(Circle one) Personal Injury/Property Damage/Other

(Please Print Clearly)

Date of Incident: _____ Time of Incident: _____ LSC: _____ Name of Club: _____

Injured: Athlete Coach Official Member/other: _____ Guest/Spectator Other: _____

Name (Legal): _____ USA Swimming ID#: _____

Address: _____ City/State/Zip: _____

Date of Birth: _____ Age: _____ Sex: M F Phone: (____) _____

Where did the incident occur?: In Water Deck On Blocks Locker Room Bleachers Hallway Stairs
 Gym Outside Venue (List) _____ Other _____

Activity: Meet/Competition Meet/Warm-up Meet/Warm down
 Practice/Water Practice/Dry-land Other: _____

Facility Name: _____ City/State: _____

Facility Type: Indoor Outdoor

Describe the incident: _____

Affected Body Part (Specify R or L): Head/Neck Leg/Foot Ears/Nose/Mouth/Teeth Hand/Arm Knees
 Shoulder Torso Internal Other: _____

Describe the Injury: _____

On Site Care Given by: Coach Parent EMT/Paramedic Facility Staff: _____
name of person giving care

Care Given on Site: Ice Immobilized Bandage Cleaned Other: _____

Care Refused by Injured: Yes No

If yes, Signature of Injured or of Guardian/Parents if under 18 yrs of age: _____

Parent/Guardian notified: No Yes Comment? _____

Taken to Clinic/Hospital: No Yes If yes, location: _____

Please include names and phone numbers of two (2) witnesses: (If others, list on reverse)

Name Address Phone
(____)

Name Address Phone
(____)

Activity Supervisor: _____ (____) _____ (____) _____
Please print Daytime Phone Evening Phone

Report Submitted By: _____ (____) _____ (____) _____
Please print Daytime Phone Evening Phone

Date Report was submitted: _____

Club Personnel/Club Safety Coordinator is responsible for returning completed form immediately following incident to:

USA Swimming
Risk Management Department
1 Olympic Plaza
Colorado Springs, CO 80909
FAX: (719) 866-4050s
millich@usaswimming.org

and: Risk Management Services, Inc. and: LSC Safety Chairman
P. O. Box 32712
Phoenix, AZ 85064-2712
FAX: (602) 274-9138
sblumit@theriskpeople.com

Please attach any additional reports (facility reports, newspaper articles, witness statements).

Certificates Online

Proof of Insurance for USA Swimming Member Clubs

A club's facility or pool might ask you to add them as "Additional Insured" to your policy. You are responsible for processing these requests yourself directly over the Internet 24 hours a day, 7 days a week. Please call 1-800-777-4930 x10 or x13 with any questions or for assistance. Please note there is a \$25.00 charge for any certificates processed by Risk Management Services, Inc.

As of 1/1/2011, USA Swimming will provide reduced limits of coverage for its member clubs. The limits were \$2,000,000 Occurrence/\$4,000,000 General Aggregate. The new limits are \$1,000,000 Occurrence/\$2,000,000 General Aggregate. If your facility requires limits greater than the \$1,000,000/\$2,000,000, please email written proof of the requirement from the facility to Risk Management Services, Inc. The proof should be emailed to either one of the following individuals via email – Kim Tate, ktate@theriskpeople.com, or Debbie Williams, dwilliams@theriskpeople.com. Upon receipt of the written proof, we will issue the certificate(s) requested with the appropriate limits up to \$5,000,000 per occurrence.

To get started:

1. Go to www.certificatesnow.com.
2. Enter YOUR CLUB'S User ID & Password in CAPITAL LETTERS: *(this will be your 2 digit LSC code and 4 digit Club code and are found in your USA Swimming membership renewal pack) Example: see below....*

USER ID: Example: CO-XXXX (all caps)

PASSWORD: SWIM (DO NOT CHANGE THIS PASSWORD)

3. Click on "Deliver Certificates" in the middle of your screen.
4. Select the "2012 USA Swimming Member Club Certificate" and hit Continue.

Do not add your own swim club name or any individual person as recipient.

It has to be the facility or facility owner that asked you for this Certificate and you always need the facility or facility owner's address, no matter which delivery method you choose.

5. Now you can either:
 - a) Select a Recipient (Certificate Holder) and hit "Continue". Add New Recipient if non showing.
 - b) Change a Recipient (Certificate Holder) by clicking on the blue name. The field will open and you can edit the information. Make sure to save the information, select the Holder and hit "Continue"
 - d) Add a new Recipient (Certificate Holder). Click on "New Recipient", a window opens. Enter Name, Address, City, State, ZIP, Country of the location that asked you for this Certificate.

Next choose a delivery method. You have the option to e-mail, fax, US-Mail, or save only. Depending on the method you choose you need to enter the information in the appropriate field. e.g., if you choose e-mail you will need to enter the e-mail address.

Click "Save", Select the Recipient and hit "Continue"

6. Review Information and hit continue.
7. Review Delivery Method and hit continue.
8. This is the last screen. ➡ For a copy of the Certificates for your files, Check to send yourself an e-mail of this certificate. A copy will be sent to the main e-mail address that is registered with USA Swimming.
9. Hit "Deliver Now" and **You're done...**

You will be directed back to the beginning; this means that your certificate was sent out. The system may take up to 48 hours to deliver the certificate so plan ahead to allow for this delivery time.

IMPORTANT LEGAL ISSUES FOR USA SWIMMING CLUBS

The following bulletin is published for all USA Swimming member clubs. Dissemination and reinforcement of this information at all levels is encouraged.

Clubs have certain legal obligations and duties when joining USA Swimming to protect themselves, their members and USA Swimming from financial losses. Listed below are a number of items the Club must be aware of.

1. Facility Contracts. All member Clubs that enter into contracts for the use of facilities owned by others must be careful with regard to the indemnity and hold harmless language that is used. In the insurance packet, there is a section on facility's contracts. The highlighted language is the important language to review.
2. Club Organization. Each Club is an autonomous body organized and operated under the laws of its state. The officers should be sure that they are in total compliance with the laws of their state for their operation. This review would be valuable for protection of the officers and board members as well as the employees of the Club.
3. Compliance with USA Swimming Rules. Each Club has a legal obligation that, if it desires to remain in good standing within USA Swimming, it must comply with the rules and regulations of USA Swimming. These rules relate to sanction of meets, proper registration of coaches, implementation of safety programs, compliance with membership requirements and other obligations as set forth in the rules and regulations of USA Swimming. In particular, note that all athletes and all coaches must be USA Swimming members.

LIABILITY PROVISIONS IN CLUB CONTRACTS

Almost every USA Swimming member club is a party to a contract with an owner of a swimming pool, public or private. Almost all USA Swimming members, including LSCs and the national organization itself, will, at one time or another, enter into contracts for the use of a swimming venue for a meet or other authorized aquatic activity.

Such contracts will also contain language with regard to the tort liability of both parties during the use of the facility. The owner will usually include indemnification and hold-harmless clauses on liability for bodily injury and property damage resulting from the negligence of the USA Swimming member, its officers, agents and employees.

It will be impossible to avoid such releases or waivers couched in general language. The owners, or their attorneys, will insist on this.

However, it is extremely important that the USA Swimming member does not sign a contract containing language which indemnifies or exculpates (clears from alleged fault or guilt), the owner from liability for damages resulting from the negligence of the owner or its agents and employees. Such language may or may not be valid in your particular state. If it is, it is usually subject to strict construction.

If you are in doubt on this, consult an attorney in your own state and at the same time refer him/her to USA Swimming's General Counsel.

If you see the following language or anything similar to it, consult legal counsel at once before signing the agreement:

Club (LSC) agrees to indemnify Owner against all liability loss, or other damage claims or obligations because of or arising out of personal injury or property damage, related to Club's use and occupancy of the premises, including that caused by the negligence of the Owner or its agents or employees.

Assisting a Coach

Article 502.4.3 of the USA Swimming rulebook states that “Anyone who coaches athletes at a USA Swimming practice or competition must be a coach member of USA Swimming and must have satisfactorily completed safety training and background screening required by USA Swimming.”

The above article was passed by the 2008 USA Swimming House of Delegates. Coaching by any other person who is not a registered coach member, including USA Swimming athlete members is not permitted.

In order for someone other than a coach member to assist with coaching activities, that person must be under the “direct supervision” of the USA Swimming coach and must be a USA Swimming member (i.e. athlete or non-athlete, non-coach member). This would mean the coach must be on deck at all times and must be directly involved in whatever activity with which the non-coach member is assisting. For instance, an athlete could demonstrate strokes to younger swimmers and the athlete would not have to be a coach member in that instance. However, a good example of what is not allowed would be an athlete who is working with a group of swimmers while the coach is working separately with a second group of swimmers. This would not be classified as “direct supervision” and the athlete would have to be a coach member in order to work with the separate group.

There is now an exception for individuals who are not doing any coaching in the water but who are only providing dry land training activities. In those instances, if the person and the club for whom the individual is providing services want the benefit of USA Swimming’s insurance coverage, then he or she must become a non-athlete member of USA Swimming and also complete USA Swimming’s background screening. The insurance company is not requiring that the individual become a registered coach member because the person (is not coaching athletes at swim meets or practices but) is only doing dry land training.

Worker's Compensation - Do We Need It?

Worker's Compensation Insurance is the policy that pays for medical and rehabilitation expenses when an employee is injured on the job. The USA Swimming Insurance program does not provide any type of Worker's Compensation coverage for USA Swimming Clubs or their coaches.

In part, to avoid paying Worker's compensation premiums or taxes, many USA Swimming Member Clubs consider their coaches to be "independent contractors" rather than employees. This strategy can backfire on the club, however, should a coach who is really an employee of the club become injured or disgruntled.

If a club is found to have "misclassified" a coach as an independent contractor, the club (and therefore its Board of Directors) may become liable for medical and rehabilitative expenses in case of an injury and substantial penalties for failure to pay premiums as required by law. In addition to Worker's Compensation implications, the

IRS is closely monitoring independent contractor versus employee situations to ensure that taxes are being filed and paid as required. The relationship between the club and its coaches should be carefully examined to ensure the club is not in violation of state and federal law.

The following test, devised by the Social Security Administration, may be used to assist USA Swimming member clubs in determining whether their club's coach is an employee or independent contractor. This test is also by various Worker's Compensation administration agencies as well as the Internal Revenue Service.

Factors that support employee status...

- ◆ Does the employer have the power to hire or fire the individual?
- ◆ Does the employer furnish tools, equipment and a place to work?
- ◆ Does the employer train the individual in question?
- ◆ Is the individual required to follow the employer's instructions?
- ◆ Does the employer require the individual to personally perform the assigned work?
- ◆ Does the employer set the hours and conditions of work?
- ◆ Does the employer pay business and travel expense?
- ◆ Does the employer pay the individual by the hour, week or month?
- ◆ Does the individual have the authority to hire, supervise or pay an assistant?

Factors that support independent contractor status...

- ◆ Does the individual make a profit or suffer a loss as a result of this work?
- ◆ Does the individual agree to do a specific job and is that individual subject to penalty for failure to do so?
- ◆ Does the individual work for a number of different entities/people at the same time (e.g., high school coach, swim club coach, "Y" coach)?
- ◆ Does the individual advertise to the general public?
- ◆ Does the individual pay his own business expenses, provide his own equipment or allocate work space?

If the club answers "yes" to several of the first set of factor questions, the coach is likely to be an employee and should be accounted for as such. A local employment specialist or tax attorney can best advise the club.

Should the club discover that Worker's Compensation coverage is required, it may do well to band together with other clubs in the city or throughout the LSC to form a "buying group." Generally, all Worker's Compensation policies contain a minimum premium. It is less expensive to spread that minimum charge over several clubs covering a total of 10 coaches rather than to purchase a policy to cover a club's one or two employees.

Even if Worker's Compensation coverage is not required by the state due to a "minimum number of employees" clause or other condition, USA Swimming member clubs may wish to purchase it on behalf of their coaches. Consider how a coach might pay for employment-related injuries. Is he covered by another medical insurance program? If not, a Worker's Compensation policy may be in order even if it's not mandatory.