

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).