

Common Questions

1. Do you have to join ASCA to take the coach qualification test or for any other reason?

Answer: No, this is a service ASCA has offered to provide. Current USA Swimming test is offered on line and verification of completion is returned via email.

2. How is the LSC registration chair involved in the new process?

Answer: All duties would remain as they are. The additional step of processing the application through the SDCs would be added after the local registration chair has verified receipt of all required club materials and verified individual registration of the new coach and athletes. The step of forwarding materials to the SDC gives the SDC first contact with the new club.

3. What is the time line for membership?

Answer: One to two weeks longer than the previous registration process. There would be no grace period where workouts could be conducted prior to receipt of final membership. The club becomes a member club once the SDC approves the final paperwork.

4. What is the ASCA equivalent of Level two and Level three?

Answer: The ASCA Level 2 "Stroke School" covers basic biomechanical skills. The ASCA Level 3 "Physiology School" covers basic physiology with an emphasis on planning and writing workouts. Both of these courses can be taken by correspondence and are available to any non-ASCA member. Tests would be available to retake as needed until passed and used as a teaching/learning device.

5. Will teams have to wait for a Tax ID # prior to being approved?

Answer: Yes, the process will require that potential new clubs plan on some lead time.

6. What is required as a contact for proof of water?

Answer: The contact information (name, phone number, and address of official who authorized use of the facility to be employed) will serve as a deterrent to new clubs who start programs without securing facilities or rely on facilities already committed to other programs.

7. Will a discount for the Club Leadership and Management School be offered to new programs composed primarily of Outreach athletes?

Answer: Yes

The Club Membership proposal is an effort to give new USA Swimming clubs a fundamentally sound start. It is a plan that will protect the first experience kids have in our sport, while protecting the quality image of existing USA Swimming clubs. The committee's proposal outlines basic requirements for becoming a new club. The proposal only applies to future, new club start-ups. The specific objectives of the legislation outlined in this brochure are as follows:

- Give new clubs access to resources such as management seminars, business models, paperwork templates, and expert sources of information.
- Guarantee experienced leadership as a requirement for start up.
- Help eliminate disruptive club start-ups. New clubs should be started to fill a real need.

Benefits to the New Club

Club Leadership and Business Management School Each new club will attend the USA Swimming Club Leadership and Business Management School. The education gained will give that new club the 'know how' needed to run a safe and sound team.

Templates and Models Included in the application packet would be templates for a first year budget, pool use agreements, emergency plans, and federal tax ID application forms.

Club Toolbox The existing club toolbox, an invaluable collection of resources and club management information.

Sports Development Coordinators: Professional counseling from experts in the business.

Club Membership Proposal



Standards and services
today
for better swimming
tomorrow !



Please direct any feedback by April 1 to:
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And co-chairs of the USA Swimming Club
Development Committee
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Requirements for New Club Membership

Kids, USA Swimming and coaches all win if new clubs start out right. Simply put, new clubs deal with new swimmers and new swimmers are the future of USA Swimming. We can increase the likelihood of a new swimmer's first experience being a positive one if we are willing to require that new clubs start with *essential business and programming skills*.

The proposed requirements for new Club Membership (in addition to the existing USA Swimming conditions (501.2, 501.3, 501.7) are:

- Application Form and Club Profile.
- Head Coach of new team meets the experience and/or education standards outlined below.
- Team Mission Statement.
- Safety Action Plan for all facilities
- Fiscal Plan or 1st year Budget.
- Contact information through which club has secured guarantee of water.
- Club must attend USA Swimming's Club Leadership & Business Management School (CLBMS) during their first year of operation.
- Federal Tax ID Number.



Head Coaches' Experience and Education

Working closely with ASCA as a transcript provider the following coach education and experience requirements would be required:

Completion of:

1. USA Swimming Coach Education Requirement
2. Completion (or equivalency) of ASCA Level 2 "Stroke School"
3. Three years experience working as an assistant in a USA Swimming member club

OR:

1. USA Swimming Coach Education Requirement
2. Completion (or equivalency) of ASCA Level 2 "Stroke School"
3. Completion (or equivalency) of ASCA Level 3 "Physiology School"

Process for Administration

The paperwork trail and administrative process proposed is as follows:

1. New club fills out application and club profile.
2. Club submits application to LSC Registration Chairman for consideration.
3. LSC registration chair verifies membership of proposed new club's head coach, membership of new club athletes and that all other required material are enclosed.
4. LSC Registration Chair forwards application to USA Swimming's Programs and Services Director for review of coaches' certification requirements, and the required club management materials.
5. Programs and Services Director assigns club, by geographic area, to the appropriate Sports Development Coordinator (SDC), who contacts new club representative to establish a time to attend a Club Leadership and Business Management School.
6. Sports Development Coordinator ships membership certificate and club toolbox to the new club representative with confirmation of reservation in Club Leadership and Business Management School.

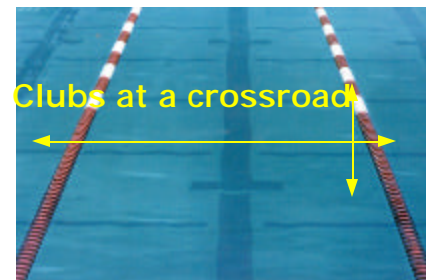
Fees

1. **Current club registration fee structure will remain unchanged.** Consequently, membership costs may vary by LSC depending on local fees.
2. The regular attendance fee for the Club Leadership and Business Management School cost of \$500.00 per team will be charged. This cost could be defrayed if a CLBMS is offered at a reduced rate by an LSC or is free if offered as part of an LSC Swimposium.
3. Special rates will be offered to Outreach qualified programs who have a majority of athletes registered in the outreach category.

Additional Information

Approximately 200 new clubs are formed each year, not including change of name clubs. Assuming a similar pattern continues each Sports Development Coordinator would have to service one new club per week, less if the new legislation reduces the number of start-ups, as is likely.

Existing program resources needed to implement the proposed Club Membership program (i.e. Sports Development coordinators, registration packets and forms, Club Toolbox, etc), although currently funded, may require some budget expansion.



Committee Views

- The value of all clubs, and the value of the coaches employed by all clubs, will increase as we set standards for our clubs and the quality of their coaches.
- The times we live in today require more caution and more 'due care' in the organization of youth activities.
- Facilities are a limited commodity in each LSC. The club membership proposal controls destructive forces created by competing demands on those facilities.
- The club membership requirements are equally fair to existing teams and aspiring new teams.
- USA Swimming should abandon the notion that we have to serve every type of aquatic interest. We should seek to do what we do better than other aquatic organizations—develop competitive athletes.
- The newly funded Club Excellence Proposal (2002 budget) is a very compatible program, that seeks to provide positive, ground shaking program changes from the top down, while our Club Membership proposal attempts to do the same from the bottom up. Together they are a start to a comprehensive overhaul of the club system.