



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
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 Screen (online at www.usaswimming.org)			
4. Coach Ed. Requirement: Foundations of Coaching (Online test at www.usaswimming.org/coaches)			
5. ASCA Level 2 Stroke School*			
6. 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 _____