

## Club Recognition Program - Level I for a Coach Owned Program

### Business & Organizational Success

Required	Description	Points
Mission Statement	Enter your Mission Statement in the box below. <a href="#">Click here for more information about developing Mission Statements.</a>	2
Vision Statement	Enter your Vision Statement in the box below.	2
Complete Club Profile and Facilities Information through the Club Portal	USA Swimming is gathering comprehensive data about clubs on an annual basis. The club's profile is accessed through the USA Swimming Club Portal found on this website. <a href="#">Click here for directions.</a> Head Coaches were given the password to access this area. The Head Coach can <a href="#">contact USA Swimming</a> to obtain the club's password. Click on the "Save" button below when the club has finished updating the profile.	2
Develop Annual Budget	Each team should have an annual operating budget. Upload a copy of your budget. <a href="#">Click here for more information about budgets.</a> <i>(Note: this information will remain confidential. You may group items together. For example, USA Swimming does not need to see individual salaries of coaches, but would like to see a single line item for salaries)</i>	2
Conduct tax obligation review	Conduct a tax obligation review (i.e.: payroll, unemployment, workmen's compensation, sales tax, etc.) Consult a local tax expert for specifics that apply to your club. Click on the "Save" button below when the club has finished a tax obligation review. For general information <a href="#">click here to go to the IRS website for non-profits.</a>	2
Conduct Business Insurance Review	Click on the "Save" button below when the club has conducted a business insurance review. Examples of insurance considerations include: Worker's Compensation (in most states this is mandatory), excess liability, general liability, Director's & Officer's (known as D&O), business interruption, vehicle (includes hired and non-owned coverage), etc. <a href="#">Click here to go to the USA Swimming Insurance information page.</a>	2
Develop Safety Action Plan(s)	Develop a Safety Action Plan for <b>ALL facilities</b> where you hold meets <b>and</b> practices. This should cover a number of various scenarios. Upload document. <a href="#">Click here to go to the USA Swimming Safety information page</a> to see the <i>Safety/Loss Control Manual</i> and Safety Action Plan information.	2
Total Points for Required Items		14

Additional	Description	Points
Create & Adopt bylaws	Bylaws govern the organizational structure. In a coach or institution owned operation they are optional. However, if you have a booster organization it may be incorporated as a separate organization and should have bylaws. Upload a copy of your bylaws. <a href="#">Click here for more information about bylaws.</a>	2
Register Name with State	Register your club name with the state. This is normally done with the Secretary of State. Click on the "Save" button below if you have registered your club name.	2
Articles of Incorporation	Many states require <i>Articles of Incorporation</i> plus bylaws to register your club/team. Upload your <i>Articles of Incorporation</i> .	2
Acquire Business License	Specific requirements will vary according to state law and the type of business entity. Click on the "Save" button below if you have acquired a business license.	2
Establish Standard Operating Policies & Procedures	Establish standard operating policies and procedures. Examples include: <ul style="list-style-type: none"> <li>• process for registering team members</li> <li>• processing meet entries</li> <li>• communicating practice schedules</li> <li>• payment of dues</li> <li>• consequences of non-payment of dues</li> <li>• planning travel</li> </ul> Upload in one document the relevant policies/procedures (you may load more than 8 in a single document). Give yourself 1 point for each, up to a maximum of 8 points.	1-8
Diversity Information Collected	Click on the "Save" button below if 90% of the club fills out the optional ethnicity section on the USA Swimming registration form.	2
Total Points for Additional Items		11-18

**23 Total Points Required To Complete Business & Organizational Success**



## Club Recognition Program - Level I for a Coach Owned Program

### Parent & Volunteer Development

Required	Description	Points
Club Policies & Procedures Communicated	It is important that parents understand the club's policies & procedures. In the box below, please explain how you communicate Club Policies and Procedures.	2
Club Organizational Structure Communicated	Like club policies & procedures, the club organizational structure also needs to be communicated. Click on the "Save" button below if club organizational structure is regularly explained.	2
Mission Statement Visible & Communicated To The Members	It is important that everyone in the program understand the mission of the club. In the box below, explain how your mission is communicated to the members. For example, some clubs put the mission on every piece of communication that gets disseminated.	2
USA Swimming Parent Information Used (Or Comparable)	USA Swimming has developed a <i>Successful Sports Parenting</i> CD that can be <a href="#">purchased</a> . Additional parent education information can be found in the <a href="#">parents section of the USA Swimming website</a> . In the box below, please describe the resources used and how you use them. If USA Swimming resources are not used please indicate comparable parent information resources.	2
Parent/Club Roles Identified	Conflicts between parents and club/coach/boards can often be avoided if clear roles for parents are communicated. In the box below, describe how this is accomplished.	1
Newcomers Meeting Once A Season	It is important to explain the workings of your club to new parents/members in a face to face meeting. Click on the "Save" button below if this is done at least once a season.	2
Importance Of Volunteer Involvement Communicated	Most swim clubs could not operate without volunteers for swim meets, officials, booster organizations, boards, etc. Click on the "Save" button below if the importance of volunteerism is communicated on your club. <a href="#">Click here for more information about dealing with volunteers</a> .	2
Total Points for Required Items		13

Additional	Description	Points
Educational Topics for Parents	<p>The following topics are very important to discuss with parents from the beginning of their involvement with the club.</p> <ul style="list-style-type: none"> <li>• Swimming language/terms</li> <li>• Parent/Athlete roles</li> <li>• Parent/Coach roles</li> <li>• Athlete/Coach roles</li> </ul> <p>Give one point for each of the above educational seminars/topics. Please upload one document detailing how communication takes place and what is communicated in each of the above areas.</p>	1-4
Officials' Certification	It is important to cultivate officials within a club. The club will automatically receive +1 point for each % of membership that is registered as a USA Swimming official, up to 3% or a maximum of 3 points. For example, if the club has 100 registered swimmers and has 2 certified officials, the club will receive 2 points after clicking the "Save" button.	1-3
Total Points for Additional Items		2-7

**16 Total Points Required To Complete Parent & Volunteer Development**



## Club Recognition Program - Level I for a Coach Owned Program

### Coach Development & Education

Additional	Description	Points
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). Enter the points and list the coaching experience in the box below.	1-5
Commitment to Professional Development	<p>It is important for clubs to value professional development for their staffs. Use the following computations to determine the club's <i>Professional Development Quotient</i> (PDQ):</p> <ul style="list-style-type: none"> <li>• First determine the <i>Coach Factor</i> which is the number of swimmers on the club divided by 25. Round the answer down to the nearest whole number.</li> <li>• Then determine the <i>PDQ</i> which is the annual club expenditure for professional development divided by the club's <i>Coach Factor</i>.</li> </ul> <p>Earn:</p> <ul style="list-style-type: none"> <li>• 2 points if the <i>Professional Development Quotient</i> (PDQ) equals 50-99</li> <li>• 3 points if the PDQ equals 100-149</li> <li>• 4 points if the PDQ equals 150-199</li> <li>• 5 points if the PDQ is 200+</li> </ul> <p>Example: To determine the <i>Coach Factor</i> for a club of 215 swimmers divide 215 by 25. The result is 8.6 which is then rounded down to 8. The club has an annual professional development expenditure of \$1200. The PDQ for this club is \$1200 divided by 8=150. Therefore the club would earn 4 points.</p>	2-5
Education/Clinics/ In-Service Training/ Professional Development	Enter attendance/completion at clinics, courses, in-service training, etc. 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 points maximum)	1-3
Head Coach Involvement/ Contribution to the Sport	<p>Receive up to 5 points for involvement of the Head Coach in the following areas:</p> <ul style="list-style-type: none"> <li>• Local swimming organizations (Y, high school, state ASCA, etc.)-1 point</li> <li>• USA-S LSC governance-2 points</li> <li>• USA-S National governance/committee-3 points</li> <li>• Local or National clinic speaker-1 point</li> <li>• Coach for LSC sponsored camp or team-1 point</li> <li>• USA-S Zone camp coach-1 point</li> <li>• Take your team to the Olympic Training Center to train (for at least two days)-1 point</li> <li>• National camp coach-2 points</li> <li>• Published article-1 point</li> <li>• USA National Team staff-3 points</li> </ul> <p>Enter 1 to 5 points and enter in the text area the qualifying items.</p>	1-5
Total Points for Additional Items		6-21

**7 Total Points Required To Complete Coach Development & Education**



## Club Recognition Program - Level I for a Coach Owned Program

### Athlete Development & Performance

Required	Description	Points
Percentage of Registered Team Participates in 6 USA Swimming Competitions	Club will automatically receive 1 point for each 10% of the team that participates in at least 6 USA Swimming meets within the past 12 months up to a maximum of 5 points (or 50% of team).	1-5
Common Teaching Languages for Coaches	Upload a document that describes a common teaching language that the coaching staff uses across all training groups. It is important that swimmers learn the same terms for the same drills used in other training groups.	2
Identification of Program Structure and Progressions	Upload a document that identifies separate training groups and how athletes progress through the program. <a href="#">Click here to go to the Club Profile Section</a> on the USA Swimming website for examples of training group structures.	2
Team Activities, Education and Character Development	For every team activity including team building, education opportunities for athletes, social activities and/or character development receive one point (need at least two) up to a maximum of 5 points. In the box below, enter the activities used to earn the points.	2-5
Total Points for Required Items		7-14

Additional	Description	Points
Goal Setting Process for Athletes	Click on the "Save" button below if the team incorporates a goal setting process for athletes. <a href="#">Click here to learn more info about goal setting from the Mental Toolbox.</a>	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. Upload a document that contains the type of test sets used. Indicate which training groups use the test sets.	5
IM Xtreme Challenge Participation	Club will automatically earn points based on the number of athletes who receive a score in the <a href="#">IM Xtreme Challenge</a> as a percentage of the total number of athletes on the team: <ul style="list-style-type: none"> <li>• 10%-1 point                      20%-2 points</li> <li>• 30%-3 points                      40%-4 points</li> <li>• 50%-5 points</li> </ul> (i.e. If a team has 100 total members and 35 swimmers have an IMX score for the current season the team will receive 3 points)	1-5
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"> <li>• 1 point for a finish in the Top 1601-2000</li> <li>• 2 points for a finish in the Top 1201-1600</li> <li>• 3 points for a finish in the Top 801-1200</li> <li>• 4 points for a finish in the Top 401-800</li> <li>• 5 points for a finish in the Top 1-400</li> </ul>	1-5
Total Points for Additional Items		9-17

**23 Total Points Required To Complete Athlete Development & Performance**

	Business	Volunteer	Coach	Performance
Required points for component	14	13	0	7-14
Additional points possible for component	11-18	2-7	6-21	9-17
Maximum possible for component	32	20	21	33
<b>Total points needed to complete component</b>	<b>23</b>	<b>16</b>	<b>7</b>	<b>23</b>

<b>Total points needed to complete Level</b>	<b>84</b>
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