



## INSTRUCTIONS FOR ENTERING INFORMATION INTO THE CLUB RECOGNITION PROGRAM

A club will enter its information through the administrative login section of its club portal. Click [here](#) to get to the 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.) Make sure that you have turned off your pop-up blocker. Once logged in, the portal defaults to the Reports tab-you will need to click on the Home tab to get to the administrative section in the Club Portal area.

The screenshot shows the Club Portal administrative interface. At the top, there is a navigation bar with tabs for Home, Announcements, Practice Schedules, Upcoming Meets, Meet Results, Facilities, and Reports. Below this, the 'CLUB INFO' section is visible. It includes a 'CLUB PORTAL ADMINISTRATION' section with instructions on how to use the portal in edit mode. A 'CLUB RECOGNITION PROGRAM' section follows, describing the program's goals and benefits. Below this is a blue button labeled 'GO TO CLUB RECOGNITION'. The 'CLUB PROFILE & FACILITY ADMINISTRATION' section is also visible, with instructions on how to update the club's profile. A black arrow points from the text below to the 'GO TO CLUB RECOGNITION' button.

Begin the Club Recognition Program by clicking on [Go to Club Recognition](#) located below 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.

**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 a minimum of 5 points are needed to meet the *Required* items while 24 points are needed to complete the component. In this area a club needs to complete each of the three required items, but depending on particulars may score more than the minimum 5 points. In the example shown below, the club earned 12 points in the *Required* section which means the club needs to score a minimum of 10 points in the *Additional* items.

ATHLETE DEVELOPMENT / PERFORMANCE

TOTAL CATEGORY POINTS: 24  
Minimum Points Needed: 24

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Required (5pts)

- Percentage of Registered Team Participates in 6 USA Swimming Competitions (1-5)
- Team Building, Educational, & Character Development (2-5)
- Identification of Program Structures and Progressions (2)

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Required points earned: 11

Additional

- Goal Setting Process for Athletes (2)
- Test sets (5)
- IM Ready Challenge Participation (1-5)
- IM Xtreme Challenge Participation (1-5)
- Virtual Club Championships Ranking (1-5)
- Educate Athletes On Involvement in LSC and USA Swimming (2)

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Additional points earned: 13

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CURRENT SCORE: 04 POINTS

Back to Club Portal

Request Level Certification

Certification Requirements: 80% = 102.40 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.

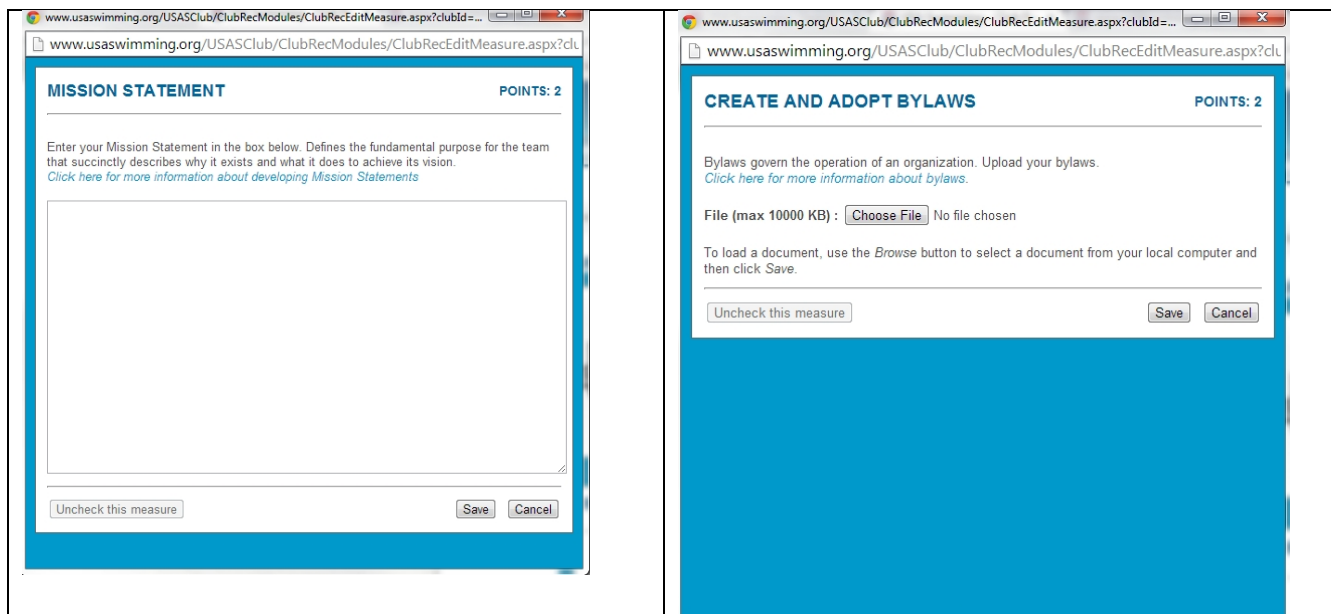
To view a specific marker click on the marker itself. A pop up will appear with instructions on how to complete the specific marker (*Note: make sure to turn off the pop-up blocker on the computer while completing this area*). Once you have completed the required action, click on *Save*. If you can not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



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 can take up to one to two weeks. 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.

After you have received approval from USA Swimming you may click on *Print Certificate*.

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