



Parent Governed Club

Included in this packet you will find information concerning the Club Recognition Program for a Parent Governed Club.

- **Level 1-4 Charts**

Pages 2-6 contain all of the items required in each of the four levels.

- **Markers Organized By Major Component Areas**

- **Business & Organizational Success**

Pages 7-8 contain all of the items for Levels 1-4 for the *Business & Organizational Success* component area categorized further into the following areas:

- Strategic Planning
- Legal
- USA Swimming
- Financial
- Safe Sport
- Employee Policies
- Volunteer Leadership
- Best Practices
- Swim Meets

- **Parent & Volunteer Development**

Pages 9-10 contain all of the items for Levels 1-4 for the *Parent & Volunteer Development* component area categorized further into the following areas:

- Administrative
- Parent Education
- Communication Tools
- Meetings
- Volunteer Development
- Officials
- Safe Sport
- Swim Meets

- **Coach Development & Education**

Pages 11-12 contain all of the items for Levels 1-4 for the *Coach Development & Education* component area categorized further into the following areas:

- Head Coach
- Best Practices
- Assistant Coach(es)
- USA Swimming
- Coach Education

- **Athlete Development & Education**

Pages 13-15 contain all of the items for Levels 1-4 for the *Athlete Development & Education* component area categorized further into the following areas:

- Participation in Meets/Practice
- Structure
- Athlete Development
- Training
- Competitive Excellence
- USA Swimming Programs

- **Detailed Level 1-4 Charts**

These pages contain all of the items listed in the *Level 1-4 Charts* above plus the actual description of what specifically is required to complete the marker with any appropriate web-links for further information.

- **Level 1.** Pages 16-21
- **Level 2.** Pages 22-28
- **Level 3.** Pages 29-34
- **Level 4.** Pages 35-40

Level	Business & Organizational Success	Parent & Volunteer Development	Coach Development & Education	Athlete Development & Performance
1	<p>Required (all 2 points- unless noted)</p> <ul style="list-style-type: none"> • Mission Statement • Vision Statement • Create and adopt bylaws • Develop Annual Budget • Conduct annual tax obligation review • Conduct annual Business Insurance Review • Provide Safety Action Plan(s) • Board reviews annual IRS 990 form • Establish Standard Operating Policies & Procedures for processing team registrations, meet entries & medical forms & information • Conduct Pre-Employment Screening • USA Swimming Code of Conduct Communicated to club Members • Adopt and Publicize a Club Policy Concerning Reporting of Misconduct • Travel Policies • Implement Electronic Communication Policy • Action Plan to Address Bullying <p>Additional</p> <ul style="list-style-type: none"> • Register Name with State • Articles of Incorporation • Acquire Business License • Establish Standard Operating Policies & Procedures. Examples might include: payment of dues, non-payment policies, communicating practice schedules, etc. (5) • Diversity Information Collected 	<p>Required (all 2 points unless noted)</p> <ul style="list-style-type: none"> • Club Policies & Procedures Communicated • Club Organizational Structure Communicated • Mission Statement Visible & Communicated To The Members • USA Swimming Parent Information Used (Or Comparable) • Parent/Club Roles Identified (1) • Newcomers Meeting Once A Season • Importance Of Volunteer Involvement Communicated <p>Additional</p> <ul style="list-style-type: none"> • Educational Topics for Parents. Give one point for each of the above educational seminars/topics: swimming language, Parent/Athlete roles, Parent/Coach roles, or Athlete/Coach roles. (1-4) • Officials' Certification. Automatically receive 1 point for each 1% of the athlete membership that is registered as an official (up to a maximum of 3 points). 	<p>Required</p> <ul style="list-style-type: none"> • Written agreement for Head Coach (Full or Part time) • Common Teaching Languages for Coaches • Racing Start Certification • Staff Orientation <p>Additional</p> <ul style="list-style-type: none"> • 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). (1-5) • Commitment to Professional Development. Receive points for dollars devoted to professional development (2-5) • Annual Education/Clinics/In-Service Training/ Professional Development. 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 pts. (1-3) • Head Coach Involvement/Contribution to the Sport. Receive up to 5 points for involvement of the Hd Coach in the following areas: (1-5) <ul style="list-style-type: none"> ○ Local swimming organizations (Y, high school, ASCA state associations, etc.)-1 point ○ USA-S LSC governance-2 points ○ USA-S National governance/committee-3 points ○ Local clinic speaker-1 point ○ National clinic speaker-2 points ○ Coach for LSC sponsored camp or team-1 point ○ USA-S Zone Select camp coach-1 point ○ Take your team to the Olympic Training Center to train (for at least two days)-2 point ○ National Select/Open Water Select/Diversity Select camp coach-2 points each ○ Published article-1 point ○ USA National Team staff-3 points ○ General Chair of LSC (3) ○ Head Coach of USA-S Camp (3) ○ LSC Age Group Chair (3) 	<ul style="list-style-type: none"> • Percentage of Registered Team Participates in 6 USA Swimming Competitions in the past 12 months. Receive 1 point for 10%, 2 pts for 20% up to 5 pts (50%). (1-5) • Identification of Program Structure and Progressions • Team Activities, Education and Character Development (2-5) <p>Additional</p> <ul style="list-style-type: none"> • Goal Setting Process for Athletes • 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. (5) • IM Ready Challenge Participation. Club will automatically earn points based on the number of athletes between the ages of 9 and 14 years old who receive a score in the IMR program as a percentage of the total number of 9-14 year olds on the team: <ul style="list-style-type: none"> • 10%-1 point • 20%-2 points • 30%-3 points • 40%-4 points • 50%-5 points • IM Xtreme Challenge Participation. Club will automatically earn points based on the number of athletes between the ages of 10 and 14 years old who receive a score in the IMX program as a percentage of the total number of 10-14 year olds on the team: <ul style="list-style-type: none"> • 5%-1 point • 10%-2 points • 15%-3 points • 20%-4 points • 25%-5 points • Virtual Club Championships Ranking. The club will automatically receive points based on the national ranking in the Virtual Club Championships: <ul style="list-style-type: none"> • 1 point for Top 1601-2400 • 2 points for Top 1201-1600 • 3 points for Top 801-1200 • 4 points for Top 401-800 • 5 points for Top 1-400 • Educate athletes on involvement in LSC and USA Swimming

In addition to the items in Level 1:

Level	Business & Organizational Success	Parent & Volunteer Development	Coach Development & Education	Athlete Development & Performance
2	<p>Required (all 2 points-unless noted)</p> <ul style="list-style-type: none"> Establish Strategic Objectives Establish Short-Term Goals Annual Evaluation of Head Coach Annual Evaluation of Staff Participate In a USA Swimming Club Leadership & Business Management School (CLBMS) within the Past 4 Years (2-4 points) Develop And Adopt Annual Budget Process & Calendar Submit calendar Regular Board Review of Financial Statements and Tax Obligations Send Representative to LSC Meetings Monitor and Track Club Membership Statistics Annual Review of Important Functions <p>Additional</p> <ul style="list-style-type: none"> Maintain a Club Website Have Facility Contracts Develop Job Descriptions for Coaching Staff Develop Job Descriptions for Volunteers and/or Board of Directors Develop Employee Policies Head Coach Member of Nominating Committee Financial assistance / scholarship for underrepresented youth Conduct a USA Swimming Foundation registered Swim-a-Thon Develop Locker room monitoring policy Develop Photography policy 	<p>Required (for all club types unless noted)</p> <ul style="list-style-type: none"> Parent Education Meetings. Receive one point for each parent education meeting in a year (4 points maximum). Enter the number of points. Examples of topics: Athlete growth & development, Nutrition & supplements, Training philosophies, Training progressions, Anatomy & physiology, Moving through the sport, or Dryland training (1-4) Regular Newsletter Structure of USA Swimming Communicated General Membership Meeting <p>Additional (for all club types unless noted)</p> <ul style="list-style-type: none"> Parent Education Section on Club Website (1) Electronic Communication Other Than Website (1) Other Communication Tools. List up to four additional communication tools that the club uses (1 point for each item up to 4 points maximum). Examples might include: Facebook, Twitter, calling tree, family mailboxes, “dumb question person”, training group liaisons, bulletin boards, coach-parent meetings, parent coffees, etc., other social media (1-4) Parent/Volunteer Development Program (1) Officials’ Workshops (1) Officials’ Certification. Automatically receive 1 point for each 1% of the athlete membership that is registered as an official (up to a maximum of 4 points). (1-4) Conduct in-person parent meeting to cover safe sport policies & procedures 	<p>Required</p> <p>Head Coach Attend Club Leadership & Business Management School</p> <p>Additional</p> <ul style="list-style-type: none"> Full-time Head Coach Head Coach Tenure with Team. Receive 1 point for each full year the Head Coach has been with the team-up to 5 pts. (1-5) Assistant Coach Tenure with Team. Receive 1 point for each full year an Assistant Coach (whoever has been with the team the longest) has been with the team-up to 3 pts. (1-3) Head Coach Experience (see Level 1) (1-7) Written Agreement for Assistant Coach (Full or Part Time) Commitment to Professional Development. Receive points for dollars devoted to professional development (2-5). Annual Education/Clinics/In-Service Training/Professional Development (1-5) Head Coach Involvement/ Contribution to the Sport (1-5) <ul style="list-style-type: none"> Local swimming organizations (Y, high school, ASCA state associations, etc.)-1 point USA-S LSC governance-2 points USA-S National governance/committee-3 points Local clinic speaker-1 point National clinic speaker-2 points Coach for LSC sponsored camp or team-1 point USA-S Zone Select camp coach-1 point Take your team to the OTC to train (for at least two days)-2 point National Select/Open Water Select/Diversity Select camp coach-2 points each Published article-1 point USA National Team staff-3 points General Chair of LSC (3) Head Coach of USA-S Camp (3) LSC Age Group Chair (3) Assistant Coach Involvement/ Contribution to the Sport (same as above) (1-3) Workout Planning Tool Use Video to Educate Coaching Staff (1) 	<p>Required (for all club types)</p> <ul style="list-style-type: none"> Swimmers at LSC Championships (5) Training Group Advancement Criteria (3) <p>Additional</p> <ul style="list-style-type: none"> Test Sets (5) Team Activities, Education and/or Character Development (1-5) Compile and Maintain Team Records Training Expectations for Each Practice Group Drill Progressions for Each Practice Group Skill Development for Each Practice Group Performance Criteria for Each Practice Group Dryland/Fitness Program (3) IM Xtreme Challenge Participation. Club will automatically earn points based on the number of athletes between 10-14 years old who receive an IMX score as a percentage of the total number of 10-14 year olds on the team: <ul style="list-style-type: none"> 10%-1 point 20%-2 points 30%-3 points IM Xtreme Challenge Performance. Club will automatically receive points based on the number of athletes between 10-14 years old who receive an IMX average score per event of 400 points as a percentage of the total number of 10-14 year olds on the team: <ul style="list-style-type: none"> 5%-1 point 10%-2 points 15%-3 points Virtual Club Championships. The club will automatically receive points based on the national ranking in the Virtual Club Championships: <ul style="list-style-type: none"> 1 point for Top 1401-1800 2 points for Top 1001-1400 3 points for Top 601-1000 4 points for Top 301-600 5 points for Top 1-300 Athlete Attends Zone Select Camps Athlete Attends Diversity Zone Select Camp Use Video to Educate Athletes (1) Disabled Athletes Train With Club Participate in Open Water Meet Designate an Athlete Liaison to the LSC

Level	Business & Organizational Success	Parent & Volunteer Development	Coach Development & Education	Athlete Development & Performance
3	<p>Required (2 points each)</p> <ul style="list-style-type: none"> Annual Evaluation of Club Relative to Mission/Plan Board Leadership Training & Succession Plan Annual Review & Update of Operating Procedures Publication of Financials to Membership Head Coach Participates in Budget Process <p>Additional (2 points each unless noted)</p> <ul style="list-style-type: none"> Annual Board Evaluation Multi-Year Budget Planning Employee Medical Benefits (3) Host Swim Meets. Receive 3 points if club hosts a prelims/finals swim meet. Receive 2 points for hosting a timed final meet. Receive 1 point for every two dual meets hosted. Max. 5 points. (1-5) Organize Community Service Efforts Create Club Handbook containing Safe Sport Policies 	<p>Additional</p> <ul style="list-style-type: none"> Parent Education Articles. Receive 1 point per month if the club develops parent education articles and distributes them to the membership via a monthly newsletter, website and/or blast emails. (1 point per month, maximum of 12 points) (1-12) Meet Management Training College Recruiting Education Additional Parent Education Meetings. Earn 1 point for each parent meeting held greater than the minimum of four meetings required in Level II. Maximum of 4 points. (1-4) Local Swim Committee (LSC) BOD Involvement. Earn 2 points for each person from the club elected or appointed to an LSC (Local Swim Committee) position(s). Earn a maximum of 6 points. (2-6) Implement Volunteer Recruitment Strategy Send Rep To USAS Convention (3) Officials' Certification. Automatically receive 1 point for each 1% of the athlete membership that is registered as an official (up to a maximum of 5 points). (1-5) Nationally Certified Meet Referee 	<p>Required</p> <ul style="list-style-type: none"> Written agreement for All Assistant Coaches (Full or Part time) <p>Additional</p> <ul style="list-style-type: none"> Multi-Year Contract Duration Head Coach Tenure with Team. Receive 1 point for each full year the Head Coach has been with the team-up to 8 pts. (1-8) Head Coach Experience. Receive credit for: <ul style="list-style-type: none"> 2-4 years 1 point 5-8 years 2 points 9-12 years 3 points 13-16 years 4 points 17+ years 5 points Head Coach Involvement/Contribution to the Sport. Receive up to 8 points for involvement of the Head Coach in the areas listed in Level 2. (1-8) Monthly Head Coaches Report Assistant Coach Tenure with Team. Receive 1 point for each full year an Assistant Coach (whoever has been with the team the longest) has been with the team (up to 8 points maximum). (1-8) Assistant Coach Involvement/Contribution to the Sport. Receive up to 5 points for involvement of an Assistant Coach (same areas as head coach list in Level 2) (1-5) Commitment to Professional Development. Receive points for dollars devoted to professional development (2-5). Annual Education/Clinics/In-Service Training/ Professional Development. (1-6) Season Planning Software/Tools 	<p>Required</p> <ul style="list-style-type: none"> Swimmer at LSC Championships-Scoring in Top 8 (5) Seasonal Plan For Training Groups (5) <p>Additional</p> <ul style="list-style-type: none"> Team Activities (1-5) Swimmer has National Age Group Top 10 Ranking Swimmer at Zones, Sectionals, or Juniors Meet Participation Team All-Time Top 10 Rankings National Select Camp Participation National Open Water Camp Participation National Diversity Select Camp Participation IM Xtreme Participation. Club will automatically earn points based on the number of athletes between 10-14 years old who receive an IMX score as a percentage of the total number of 10-14 year olds on the team: <ul style="list-style-type: none"> 12%-1 point 24%-2 points 36%-3 points IM Xtreme Performance. Club will automatically receive points based on the number of athletes between 10-14 years old who receive an IMX average score per event of 400 points as a percentage of the total number of 10-14 year olds on the team: <ul style="list-style-type: none"> 8%-1 point 16%-2 points 24%-3 points Virtual Club Championships. The club will automatically receive points based on the national ranking in the Virtual Club Championships: <ul style="list-style-type: none"> 1 point for Top 1001-1500 2 points for Top 701-1000 3 points for Top 401-700 4 points for Top 201-400 5 points for Top 1-200 Video Swimmers Once Per Season USA Swimming's Scholastic All-American Recognition Disabled Athlete(s) Participate in Swim Meets Athlete rep attends LSC meetings regularly

Level	Business & Organizational Success	Parent & Volunteer Development	Coach Development & Education	Athlete Development & Performance
4	<p>Required</p> <ul style="list-style-type: none"> • Conduct Annual Strategic Thinking Session (2) • Adopt Head Coach/CEO Model (3) • Annual Review of Bylaws (3) • Annual Board Leadership Orientation (2) • Implement Board Leadership Recruitment Strategy (2) <p>Additional</p> <ul style="list-style-type: none"> • Regular Audit/Review Conducted by Independent Accountant (2) • Develop Adequate Financial Reserve (2) • Employee Retirement Benefit (4) • Incentive Program for Coaching Staff (2) • Built and/or Operate Own Facility (5) • Conduct Learn-To-Swim Program (3) • Club Has a Team Administrator/Business Manager (1-3) • Host a Training for Club Membership From a Local Resource Addressing Safe Sport and/or Bullying (2) 	<p>Additional</p> <ul style="list-style-type: none"> • Alumni Program established (2) • Host an LSC Champs (Or Higher) (5) • Volunteer Reward & Recognition Program (2) • Officials' Certification. Automatically receive 1 point for each 1% of the athlete membership that is registered as an official (up to a maximum of 6 points). (1-6) 	<p>Additional</p> <ul style="list-style-type: none"> • Head Coach Tenure with Team <ul style="list-style-type: none"> ○ 2-4 years 1 point ○ 5-8 years 2 points ○ 9-12 years 3 points ○ 13-16 years 4 points ○ 17+ years 5 points • Head Coach Involvement/Contribution to the Sport. Receive up to 10 points for involvement of the Head Coach in the involvement areas listed in Level 2. (1-10) • Full-Time Assistant Coach (2) • Assistant Coach Tenure With Team. Receive 1 point for each full year an Assistant Coach (whoever has been with the team the longest) has been with the team (up to 15 points maximum) (1-15) • Assistant Coach(es) Experience (1-15) • Assistant Coach Involvement/Contribution to the Sport. Receive up to 10 points for involvement of an Assistant Coach in the areas listed for the Head Coach in Level 2. (1-10) • Commitment to Professional Development. Receive points for dollars devoted to professional development (2-5). • Annual Education/Clinics/In-Service Training/ Professional Development. (1-6) • Develop Local Sport Science Network 	<p>Required</p> <ul style="list-style-type: none"> • Swimmer at Zone, Sectionals, Juniors, US Open, or Nationals-Score in Top 8 (5) • Quadrennial Plan for Training Groups (5) <p>Additional</p> <ul style="list-style-type: none"> • Additional Swimmer at Zone, Sectionals, or Juniors, US Open, or Nationals-Score in Top 8 (5) • Team Activities 1-5) • USA Swimming Age Group Top-100 Listing • Swimmer at USA-S SC Juniors • Swimmer at USA-S SC Nationals • Swimmer at USA-S LC Juniors • Swimmer at National Championships (3) • Swimmer on National Junior Team (3) • Swimmer on International Trip (5) • IM Xtreme Challenge Participation. Club will automatically earn points based on the number of athletes between 10-14 years old who receive an IMX score as a percentage of the total number of 10-14 year olds on the team: <ul style="list-style-type: none"> ○ 15%-1 point ○ 30%-2 points ○ 45%-3 points • IM Xtreme Performance. Club will automatically receive points based on the number of athletes between 10-14 years old who receive an IMX average score per event of 400 points as a percentage of the total number of 10-14 year olds on the team: <ul style="list-style-type: none"> ○ 10%-1 point ○ 20%-2 points ○ 30%-3 points • Virtual Club Championship Ranking. The club will automatically receive points based on the national ranking in the Virtual Club Championships: <ul style="list-style-type: none"> ○ 1 point for Top 801-1200 ○ 2 points for Top 501-800 ○ 3 points for Top 301-500 ○ 4 points for Top 151-300 ○ 5 points for Top 1-150 • Video Swimmers at Swim Meets (1) • Utilize Stroke Analysis Software/App • Swimmer at Disabled Championships (3) • Athlete rep attends LSC HOD meeting

Level 1:

	Business	Volunteer	Coach	Performance	Total points needed to complete Level 1:
Required points for component	30	13	8	5-12	
Additional points possible for component	9-13	2-7	6-21	11-24	
Maximum possible for component	43	20	29	36	
Total points needed to complete component	35	16	15	24	

Level 2:

	Business	Volunteer	Coach	Performance	Total points needed to complete Level 2:
Required points for component	20-22	7-10	2	8	
Additional points possible for component	20	8-14	15-40	33-45	
Maximum possible for component	42	24	42	53	
Total points needed to complete component	30	15	20	27	

Level 3:

	Business	Volunteer	Coach	Performance	Total points needed to complete Level 3:
Required points for component	10	0	2	10	
Additional points possible for component	12-18	16-38	14-51	24-36	
Maximum possible for component	28	38	53	46	
Total points needed to complete component	18	10	20	28	

Level 4:

	Business	Volunteer	Coach	Performance	Total points needed to complete Level 4:
Required points for component	12	0	0	10	
Additional points possible for component	22-24	10-15	12-74	37-49	
Maximum possible for component	36	15	74	59	
Total points needed to complete component	18	3	22	36	

USA Swimming - Club Recognition Program

Business & Organizational Success

Strategic Planning

Required <ul style="list-style-type: none"> • Mission Statement (L1) • Vision Statement (L1) • Establish Strategic Objectives (L2) • Establish Short-Term Goals (L2) • Annual Evaluation of Club Relative to Mission/Plan (L3) • Board Leadership Training & Succession Plan (L3) • Conduct Annual Strategic Thinking Session (2) (L4) 	Additional <ul style="list-style-type: none"> • Annual Board Evaluation (L3)
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Legal

Required <ul style="list-style-type: none"> • Create and adopt bylaws (L1) • Board Reviews Annual IRS 990 Form (L1) • Annual Review of Bylaws (3) (L4) 	Additional <ul style="list-style-type: none"> • Register Name with State (L1) • Articles of Incorporation (L1) • Acquire Business License (L1) • Have Facility Contracts (L2)
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USA Swimming

Required <ul style="list-style-type: none"> • Provide Safety Action Plan(s) (L1) • Participate in a USA Swimming Club Leadership & Business Management School (CLBMS) Within the Past 4 Years (L2) • Send Representative to LSC Meetings (L2) 	Additional <ul style="list-style-type: none"> • Diversity Information Collected (L1)
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Financial

Required <ul style="list-style-type: none"> • Develop Annual Budget (L1) • Conduct Annual Tax Obligation Review (L1) • Conduct Annual Business Insurance Review (L1) • Develop And Adopt Annual Budget Process & Calendar (L2) • Regular Board Review of Financial Statements and Tax Obligations (L2) • Publication of Financials to Membership (L3) • Head Coach Participates in Budget Process (L3) 	Additional <ul style="list-style-type: none"> • Financial Assistance/Scholarship for Underrepresented Youth (L2) • Conduct a USA Swimming Foundation Registered Swim-a-Thon (L2) • Multi-Year Budget Planning (L3) • Regular Audit/Review Conducted by Independent Accountant (L4) • Develop Adequate Financial Reserve (L4) • Built and/or Operate Own Facility (5) (L4) • Organize Learn-To-Swim Program (3) (L4)
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Safe Sport

Required <ul style="list-style-type: none"> • Conduct Pre-Employment Screening (L1) • USA Swimming Code of Conduct communicated to club members (L1) • Adopt and Publicize a Club Policy Concerning Reporting of Misconduct (L1) • Travel policies (L1) • Implement Electronic Communication Policy (L1) • Action Plan to Address Bullying (L1) 	Additional <ul style="list-style-type: none"> • Develop Locker Room Monitoring Policy (L2) • Develop Photography Policy (L2) • Create Club Handbook Containing Safe Sport Policies including behavioral expectations for coaches, athletes and other club members (L3) • Host a Training for Club Membership From a Local Resource (i.e. Local advocacy center, law enforcement, crisis center) Addressing Safe Sport and/or Bullying (L4)
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USA Swimming - Club Recognition Program

Business & Organizational Success

Employee Policies

<p>Required</p> <ul style="list-style-type: none"> • Annual Evaluation of Head Coach (L2) • Annual Evaluation of Staff (L2) • Adopt Head Coach/CEO Model (3) (L4) 	<p>Additional</p> <ul style="list-style-type: none"> • Develop Job Descriptions For Coaching Staff (L2) • Develop Employee Policies and Procedures (L2) • Employee Medical Benefits (3) (L3) • Employee Retirement Benefit (4) (L4) • Incentive program for Coaching Staff (L4)
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Volunteer Leadership

<p>Required</p> <ul style="list-style-type: none"> • Annual Board Leadership Orientation (L4) • Implement Board Leadership Recruitment Strategy (L4) 	<p>Additional</p> <ul style="list-style-type: none"> • Develop Job Descriptions for Volunteers and/or Board of Directors (L2) • Head Coach Member of Nominating Committee (L2)
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Best Practices

<p>Required</p> <ul style="list-style-type: none"> • Standard Operating Policies & Procedures for processing team registrations, meet entries & medical forms & information (3) (L1) • Monitor and Track Club Membership Statistics (L2) • Annual Review of Important Functions (L2) • Annual Review & Update of Operating Procedures (L3) 	<p>Additional</p> <ul style="list-style-type: none"> • Establish Standard Operating Policies & Procedures. Examples might include: payment of dues, non-payment policies, communicating practice schedules, etc. (5) (L1) • Maintain a Club Website (L2) • Organize Community Service Efforts (L3) • Club Has a Team Administrator/Business Manager (L4)
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Swim Meets

<p>Required</p>	<p>Additional</p> <ul style="list-style-type: none"> • Host Swim Meets. Receive 3 points if club hosts a prelims/finals swim meet. Receive 2 points for hosting a timed final meet. Receive 1 point for every two dual meets hosted. Max. 5 points. (1-5) (L3)
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USA Swimming - Club Recognition Program

Parent & Volunteer Development

Administrative

<p>Required</p> <ul style="list-style-type: none"> • Club Policies & Procedures Communicated (L1) • Club Organizational Structure Communicated (L1) • Mission Statement Visible & Communicated To The Members (L1) 	<p>Additional</p>
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Parent Education

<p>Required</p> <ul style="list-style-type: none"> • USA Swimming Parent Information Used (or comparable) (L1) • Parent/Club Roles Identified (1) • Structure of USA Swimming Communicated (L2) 	<p>Additional</p> <ul style="list-style-type: none"> • Educational Topics for Parents. Give one point for each of the above educational seminars/topics: swimming language, Parent/Athlete roles, Parent/Coach roles, or Athlete/Coach roles. (1-4) (L1) • Parent Education Articles. Receive 1 point per month if the club develops parent education articles and distributes them to the membership via a monthly newsletter, website and/or blast emails. (1 point per month, maximum of 12 points) (1-12) (L3) • College Recruiting Education (L3)
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Communication Tools

<p>Required</p> <ul style="list-style-type: none"> • Regular Newsletter (L2) 	<p>Additional</p> <ul style="list-style-type: none"> • Parent Education Section on Club Website (1) (L2) • Electronic Communication Other Than Website (1) (L2) • Other Communication Tools. List up to four additional communication tools that the club uses (1 point for each item up to 4 points maximum). Examples might include: Facebook, twitter, calling tree, family mailboxes, “dumb question person”, training group liaisons, bulletin boards, coach-parent meetings, parent coffees, etc., other social media (1-4) (L2)
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Meetings

<p>Required</p> <ul style="list-style-type: none"> • Newcomers Meeting Once A Season (L1) • Parent Education Meetings. Receive one point for each parent education meeting in a year (4 points maximum). Enter the number of points. Examples of topics: Athlete growth & development, Nutrition & supplements, Training philosophies, Training progressions, Anatomy & physiology, Moving through the sport, or Dryland training (1-4) (L2) • General Membership Meeting (L2) 	<p>Additional</p> <ul style="list-style-type: none"> • Additional Parent Education Meetings. Earn 1 point for each parent meeting held greater than the minimum of four meetings required in Level II. Maximum of 4 points. (1-4) (L3)
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Volunteer Development

<p>Required</p> <ul style="list-style-type: none"> • Importance Of Volunteer Involvement Communicated (L1) 	<p>Additional</p> <ul style="list-style-type: none"> • Parent/Volunteer Development Program (1) (L2) • Local Swim Committee (LSC) BOD Involvement. Earn 2 points for each person from the club elected or appointed to an LSC (Local Swim Committee) position(s). Earn a maximum of 6 points. (2-6) (L3) • Implement Volunteer Recruitment Strategy (L3) • Send Rep To USA Swimming Annual Convention (3) (L3) • Alumni Program (L4) • Volunteer Reward & Recognition Program (L4)
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**USA Swimming - Club Recognition Program
Parent & Volunteer Development**

Officials

Required	<p>Additional</p> <ul style="list-style-type: none"> • Officials' Certification. Automatically receive 1 point for each 1% of the athlete membership that is registered as an official (up to a maximum of 3 points) (L1) • Officials' Workshops (1) (L2) • Officials' Certification. Automatically receive 1 point for each 1% of the athlete membership that is registered as an official (up to a maximum of 4 points). (1-4) (L2) • Officials' Certification. Automatically receive 1 point for each 1% of the athlete membership that is registered as an official (up to a maximum of 5 points). (1-5) (L3) • Nationally Certified Meet Referee (L3) • Officials' Certification. Automatically receive 1 point for each 1% of the athlete membership that is registered as an official (up to a maximum of 6 points). (1-6) (L4)
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Safe Sport

Required	<p>Additional</p> <ul style="list-style-type: none"> • Conduct In-Person Parent Meeting to Cover Safe Sport Policies & Procedures (L2)
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Swim Meets

Required	<p>Additional</p> <ul style="list-style-type: none"> • Meet Management Training (L3) • Host an LSC Champs (or Higher) Meet (5) (L4)
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USA Swimming - Club Recognition Program Coach Development & Education

Head Coach

<p>Required</p> <ul style="list-style-type: none"> • Written agreement for Head Coach (Full or Part time) (L1) • Head Coach Attend Club Leadership & Business Management School (L2) 	<p>Additional</p> <ul style="list-style-type: none"> • 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). (1-5) (L1) • Head Coach Tenure with Team. Receive 1 point for each full year the Head Coach has been with the team-up to 3 pts. (1-3) (L1) • Head Coach Involvement/Contribution to the Sport. Receive up to 5 points for involvement of the Head Coach in the following areas: (1-5) (L1) <ul style="list-style-type: none"> ○ Local swimming organizations (Y, high school, ASCA state associations, etc.)-1 point ○ USA-S LSC governance-2 points ○ USA-S National governance/committee-3 points ○ Local clinic speaker-1 point ○ National clinic speaker-2 points ○ Coach for LSC sponsored camp or team-1 point ○ USA-S Zone Select camp coach-1 point ○ Take your team to the Olympic Training Center to train (for at least two days)-2 point ○ National Select/Open Water Select/Diversity Select camp coach-2 points each ○ Published article-1 point ○ USA National Team staff-3 points ○ General Chair of LSC (3) ○ Head Coach of USA-S Camp (3) ○ LSC Age Group Chair (3) • Full-time Head Coach (L2) • Repeat: Head Coach Tenure with Team. Receive 1 point for each full year the Head Coach has been with the team-up to 5 pts. (1-5) (L2) • Repeat: Head Coach Experience (see Level 1) (1-7) (L2) • Repeat: Head Coach Involvement/Contribution to the Sport (1-5) (L2) (Same as Level 1) • Multi-year Contract Duration (1) (L3) • Repeat: Head Coach Tenure with Team. Receive 1 point for each full year the Head Coach has been with the team-up to 8 pts. (1-8) (L3) • Repeat (Change of scale): Head Coach Experience. Receive credit for: 2-4 yr (1); 5-8 yr (2); 9-12 yr (3); 13-16 (4); 17+ (5) (L3) • Repeat: Head Coach Involvement/Contribution to the Sport. Receive up to 8 points for involvement of the Head Coach in the areas listed in Level 2. (8) (L3) • Monthly Head Coaches Report (L3) • Repeat: (Change of scale): Head Coach Tenure. Receive credit for: 2-4 yr (1); 5-8 yr (2); 9-12 yr (3); 13-16 (4); 17+ (5) (L4) • Repeat: Head Coach Involvement/Contribution to the Sport. Receive up to 10 points for involvement of the Head Coach in the areas listed in Level 2. (10)
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Assistant Coach(es)

<p>Required</p> <ul style="list-style-type: none"> • Written agreement for All Assistant Coaches (Full or Part time) (L3) 	<p>Additional</p> <ul style="list-style-type: none"> • Assistant Coach Tenure with Team. Receive 1 point for each full year an Assistant Coach (whoever has been with the team the longest) has been with the team-up to 3 pts. (1-3) (L2) • Written Agreement for Assistant Coach (Full or Part Time)
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USA Swimming - Club Recognition Program Coach Development & Education

	<p>(L2)</p> <ul style="list-style-type: none"> • Assistant Coach Involvement/ Contribution to the Sport (same choices as HC) (1-3) (L2) • Repeat: Assistant Coach Tenure with Team. Receive 1 point for each full year an Assistant Coach (whoever has been with the team the longest) has been with the team (up to 8 points maximum). (1-8) (L3) • Repeat: Assistant Coach Involvement/Contribution to the Sport. Receive up to 5 points for involvement of an Assistant Coach (1-5) (L3) • Full-Time Assistant Coach (1) (L4) • Repeat (Change of scale): Assistant Coach Experience. Receive credit for: 2-4 yr (1); 5-8 yr (2); 9-12 yr (3); 13-16 (4); 17+ (5) (L4) • Repeat: Assistant Coach Tenure with Team. Receive 1 point for each full year an Assistant Coach (whoever has been with the team the longest) has been with the team (up to 15 points maximum). (1-15) (L4) • Repeat: Assistant Coach Involvement/Contribution to the Sport. Receive up to 5 points for involvement of an Assistant Coach (1-10) (L4)
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Best Practices

<p>Required</p> <ul style="list-style-type: none"> • Common Teaching Languages for Coaches (L1) 	<p>Additional</p> <ul style="list-style-type: none"> • Workout Planning Tool (L2) • Season Planning Software/Tools (L3) • Develop Local Sport Science Network (L4)
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USA Swimming

<p>Required</p> <ul style="list-style-type: none"> • Racing Start Certification (L1) 	<p>Additional</p>
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Coach Education

<p>Required</p> <ul style="list-style-type: none"> • Staff Orientation (L1) 	<p>Additional</p> <ul style="list-style-type: none"> • Commitment to Professional Development. Receive points for dollars devoted to professional development (2-5) (L1) • Annual Education/Clinics/In-Service Training/ Professional Development. Give the club 1 point for each experience up to a maximum of 3 points. (1-3) (L1) • Repeat: Commitment to Professional Development. Receive points for dollars devoted to professional development (2-5) (L2) (Increased dollars) • Repeat: Annual Education/Clinics/In-Service Training/Professional Development (1-5) (L2) • Use Video to Educate Coaching Staff (1) (L2) • Repeat: Commitment to Professional Development. Receive points for dollars devoted to professional development (2-5) (L3) (Increased dollars) • Repeat: Annual Education/Clinics/In-Service Training/Professional Development (1-6) (L3) • Repeat: Commitment to Professional Development. Receive points for dollars devoted to professional development (2-5) (L4) (Increased dollars) • Repeat: Annual Education/Clinics/In-Service Training/Professional Development (1-10) (L4)
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USA Swimming - Club Recognition Program Athlete Development & Performance

Participation in Meets/Practice

Required <ul style="list-style-type: none"> Percentage of Registered Team Participates in 6 USA Swimming Competitions in the past 12 months. Receive 1 point for 10%, 2 pts for 20% up to 5 pts (50%). (1-5) (L1) 	Additional <ul style="list-style-type: none"> Disabled Athletes Train With Club (L2) Participate in Open Water Meet (L2) Disabled Athlete(s) Participate in Swim Meets (L3)
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Structure

Required <ul style="list-style-type: none"> Identification of Program Structure and Progressions (L1) Training Group Advancement Criteria (3) (L2) Seasonal Plan For Training Groups (5) (L3) Quadrennial Plan for Training Groups (5) (L4) 	Additional <ul style="list-style-type: none"> Training Expectations for Each Practice Group (L2) Drill Progressions for Each Practice Group (L2) Skill Development for Each Practice Group (L2) Minimum Performance Criteria for Each Practice Group (L2)
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Athlete Development

Required <ul style="list-style-type: none"> Team Building, Educational, & and Character Development (2-5) (L1) (5 activities) 	Additional <ul style="list-style-type: none"> Goal Setting Process for Athletes (L1) Educate athletes on involvement in LSC and USA Swimming (L1) Repeat: Team Activities, Education and Character Development (1-5) (10 activities) (L2) Repeat: Team Activities, Education and Character Development (1-5) (15 activities) (L3) Repeat: Team Activities, Education and Character Development (1-5) (20 activities) (L4)
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Training

Required	Additional <ul style="list-style-type: none"> 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. (5) (L1) Repeat: Test Sets (upload 4 test sets) (5) (L2) Dryland/Fitness Program (3) (L2) Use Video to Educate Athletes (1) (L2) Video Swimmers Once Per Season (L3) Video Swimmers at Swim Meets (L4) Utilize Stroke Analysis Software/App (L4)
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Competitive Excellence

Required <ul style="list-style-type: none"> LSC Championship Participation (5) (L2) LSC Championships-Scoring in Top 8 (5) (L3) Zone, Sectionals, Junior Championships, US Open, or Nationals-Score in Top 8 (5) (L4) 	Additional <ul style="list-style-type: none"> Compile and Maintain Team Records (L2) National Age Group Top 10 Ranking (L3) Zones, Sectionals, or Juniors Meet Participation (L3) Team All-Time Top 10 Rankings (L3) Additional Swimmer at Zone, Sectionals, or Juniors, US Open, or Nationals-Score in Top 8 (5) (L4) USA Swimming Age Group Top-100 Listing (L4) USA Swimming SC Juniors (L4) USA Swimming SC Nationals (L4) USA Swimming LC Junior Nationals (L4) USA Swimming National Championships (3) (L4) National Junior Team (3) (L4) International Trip (not on the Junior Team) (5) (L4) Disability Championship Meet (3) (L4)
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USA Swimming - Club Recognition Program Athlete Development & Performance

USA Swimming Programs

<p>Required</p>	<p>Additional</p> <ul style="list-style-type: none"> • IM Ready Challenge Participation. Club will automatically earn points based on the number of athletes between the ages of 9 and 14 years old who receive a score in the IMR program as a percentage of the total number of 9-14 year olds on the team: (L1) <ul style="list-style-type: none"> • 10%-1 point • 20%-2 points • 30%-3 points • 40%-4 points • 50%-5 points • IM Xtreme Challenge Participation. Club will automatically earn points based on the number of athletes between the ages of 10 and 14 years old who receive a score in the IMX program as a percentage of the total number of 10-14 year olds on the team: (L1) <ul style="list-style-type: none"> ○ 5%-1 point ○ 10%-2 points ○ 15%-3 points ○ 20%-4 points ○ 25%-5 points • Virtual Club Championships Ranking. The club will automatically receive points based on the national ranking in the Virtual Club Championships: (L1) <ul style="list-style-type: none"> ○ 1 point for Top 1601-2400 ○ 2 points for Top 1201-1600 ○ 3 points for Top 801-1200 ○ 4 points for Top 401-800 ○ 5 points for Top 1-400 • Repeat (change of scale): IM Xtreme Challenge Participation. Club will automatically earn points based on the number of athletes between 10-14 years old who receive an IMX score as a percentage of the total number of 10-14 year olds on the team: (L2) <ul style="list-style-type: none"> ○ 10%-1 point ○ 20%-2 points ○ 30%-3 points • IM Xtreme Challenge Performance. Club will automatically receive points based on the number of athletes 10-14 years old) who receive an IMX average score per event of 400 points as a percentage of the total number of 10-14 year olds on the team: (L2) <ul style="list-style-type: none"> ○ 5%-1 point ○ 10%-2 points ○ 15%-3 points • Repeat (change of scale): Virtual Club Championships. The club will automatically receive points based on the national ranking in the Toyota Virtual Club Championships: (L2) <ul style="list-style-type: none"> ○ 1 point for Top 1401-1800 ○ 2 points for Top 1001-1400 ○ 3 points for Top 601-1000 ○ 4 points for Top 301-600 ○ 5 points for Top 1-300 • Zone Select Camps (L2) • Diversity Zone Select Camp (L2) • Designate an Athlete Liaison to the LSC (L2) • National Select Camp (L3) • National Open Water Select Camp (L3) • National Diversity Select Camp (L3)
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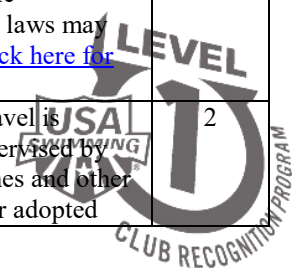
**USA Swimming - Club Recognition Program
Athlete Development & Performance**

	<ul style="list-style-type: none"> • Repeat (change of scale): IM Xtreme Challenge Participation Club will automatically earn points based on the number of athletes between 10-14 years old who receive an IMX score as a percentage of the total number of 10-14 year olds on the team: (L3) <ul style="list-style-type: none"> ○ 12%-1 point ○ 24%-2 points ○ 36%-3 points • Repeat (change of scale): IM Xtreme Challenge Performance. Club will automatically receive points based on the number of athletes 10-14 years old) who receive an IMX average score per event of 400 points as a percentage of the total number of 10-14 year olds on the team: (L3) <ul style="list-style-type: none"> ○ 8%-1 point ○ 16%-2 points ○ 24%-3 points • Repeat (change of scale): Virtual Club Championships. The club will automatically receive points based on the national ranking in the Toyota Virtual Club Championships: (L2) <ul style="list-style-type: none"> ○ 1 point for Top 1001-1500 ○ 2 points for Top 701-1000 ○ 3 points for Top 401-700 ○ 4 points for Top 201-400 ○ 5 points for Top 1-200 • USA Swimming's Scholastic All-American Recognition (L3) • Athlete Rep Attends LSC Meetings (L3) • Repeat (change of scale): IM Xtreme Challenge Participation Club will automatically earn points based on the number of athletes between 10-14 years old who receive an IMX score as a percentage of the total number of 10-14 year olds on the team: (L4) <ul style="list-style-type: none"> ○ 15%-1 point ○ 30%-2 points ○ 45%-3 points • Repeat (change of scale): IM Xtreme Challenge Performance. Club will automatically receive points based on the number of athletes 10-14 years old) who receive an IMX average score per event of 400 points as a percentage of the total number of 10-14 year olds on the team: (L4) <ul style="list-style-type: none"> ○ 10%-1 point ○ 20%-2 points ○ 30%-3 points • Repeat (change of scale): Virtual Club Championships. The club will automatically receive points based on the national ranking in the Toyota Virtual Club Championships: (L4) <ul style="list-style-type: none"> ○ 1 point for Top 801-1200 ○ 2 points for Top 501-800 ○ 3 points for Top 301-500 ○ 4 points for Top 151-300 ○ 5 points for Top 1-150 • Athlete rep attends LSC HOD meeting (L4)
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Club Recognition Program - Level 1 for a Parent Owned Program

Business & Organizational Success

Required	Description	Points
Mission Statement	Enter your Mission Statement in the box below. Defines the fundamental purpose for the team succinctly describing why it exists and what it does to achieve its vision. Click here for more information about developing Mission Statements.	2
Vision Statement	Enter your Vision Statement in the box below. Defines the way a club will look in the future. Vision is a long-term view, sometimes describing how the organization would like the world to be in which it operates. Click here for more information about developing Mission Statements	2
Create and adopt bylaws	Bylaws govern the operation of an organization. Upload your bylaws. Click here for more information about bylaws.	2
Develop Annual Budget	Each team should have an annual operating budget. Upload a copy of your budget. Click here for more information about budgets. <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 Annual 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 click here to go to the IRS website for non-profits.	2
Conduct Annual 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. Click here to go to the USA Swimming Insurance information page.	2
Provide Safety Action Plan(s)	Provide a Safety Action Plan specific to your location for ALL facilities where you hold meets and practices. This should cover a number of various scenarios. Upload document. Click here to go to the USA Swimming Safety information page to see the <i>Safety/Loss Control Manual</i> and Safety Action Plan information.	2
Board Reviews Annual IRS 990 Form	IRS Form 990 is a required form that must be filed annually for all tax-exempt and non-profit organizations to provide the Internal Revenue Service with annual financial information. Form 990 is the IRS primary tool for gathering information about tax-exempt organizations, for educating organizations about tax law requirements and ensuring their compliance. Organizations use it to inform the public about their programs. In addition, most states rely on Form 990 to perform charitable and other regulatory oversight, and to satisfy state income tax requirements for organizations claiming exemption from state income tax. One of the fiduciary responsibilities of a Board of Director's is to annually review the team's 990 before it is filed with the IRS for accuracy. Click here for the IRS Form 990 Resources and Tools for Exempt Organizations.	2
Standard Operating Policies & Procedures	In one document upload the standard operating policies and procedures for the following areas: <ul style="list-style-type: none"> • Process for registering team members • Processing meet entries • Medical forms & information 	2
Conduct Pre-Employment Screening	As a condition of membership in USA Swimming, member clubs are required to conduct pre-employment screens on their new employees who are required to be USA Swimming members by USA Swimming rules. Click here for more information on Pre-Employment Screening.	2
USA Swimming Code of Conduct Communicated to Club Members	Club has documented that it has distributed the USA Swimming Code of Conduct to all members and that they have received it. Click here for information on USA Swimming's Safe Sport program.	2
Adopt And Publicize A Club Policy Concerning Reporting Of Misconduct	Adopt and publicize a club policy concerning reporting of misconduct: USA Swimming Rule 306.1 states that "It is every member's responsibility to promptly report any incident regarding sexual misconduct by a member as described in Article 304.3.8 to USA Swimming. Reporting must occur when an individual has firsthand knowledge of misconduct or where specific and credible information has been received from a victim or knowledgeable third party. Various state laws may also require reporting to law enforcement or to a designated child protection agency. Click here for information on USA Swimming's Safe Sport program.	2
Travel Policies	USA Swimming rules require clubs to have published policies for team travel. Team Travel is defined as overnight travel to a swim meet or other team activity that is planned and supervised by the club. Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club. Click on the "Save" button below when the club has either adopted	2



Club Recognition Program - Level 1 for a Parent Owned Program

	USA Swimming's model travel policy or has developed their own. Click here to see USA Swimming's Model Travel Policy	
Implement Electronic Communication Policy	USA Swimming clubs are required to implement an electronic communication policy. The policy must be reviewed with and agreed to by all athletes, parents, coaches and other adults affiliated with the club. An example model policy that becomes the default electronic communication policy if a club chooses not to create their own is available on the USA Swimming website . Upload your electronic communication policy. A model policy can be found on the Safe Sport webpage .	2
Action Plan to Address Bullying	USA Swimming clubs are required to have an action plan to address bullying and the plan must be reviewed with and agreed to by all athletes, parents, coaches, and other adults at the club. An example action plan that becomes the default if a club chooses not to create their own is available on the USA Swimming website . Upload your electronic communication policy. A model policy can be found on the Safe Sport webpage .	2
Total Points for Required Items		30

Additional	Description	Points
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"> • payment of dues • consequences of non-payment of dues • communicating practice schedules • planning travel • hours worked for payroll Upload in one document the relevant policies/procedures (you may load more than 5 in a single document). Give yourself 1 point for each, up to a maximum of 5 points.	1-5
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		9-13

35 Total Points Required To Complete Business & Organizational Success



Club Recognition Program - Level 1 for a Parent 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. In the box below, please explain how you communicate the Club's Organizational Structure.	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 purchased . Additional parent education information can be found in the parents section of the USA Swimming website . 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. In the box below, list or give examples of how you communicate with and involve volunteers. Click here for more information about dealing with volunteers .	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"> • Swimming language/terms • Parent/Athlete roles • Parent/Coach roles • Athlete/Coach roles <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



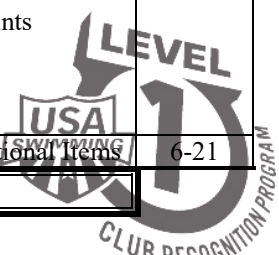
Club Recognition Program - Level 1 for a Parent Owned Program

Coach Development & Education

Required	Description	Points
Written Agreement For Head Coach (Full or Part Time)	Coaches and clubs should have a written agreement specifying the coach's duties and responsibilities, preferably a legal contract to protect both the organization and the coach. Please upload the agreement or contract. The club may delete any sensitive information.	2
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
Racing Start Certification	Racing starts should only be taught under the direct supervision of a USA Swimming member coach. The certification process is described on the <i>Racing Start Certification Checklist</i> . The required certification is based on the coach's professional judgment and must be recorded in writing for each swimmer regardless of age or experience. Click on the "Save" button below if this is done appropriately for each swimmer. Click here for information on the Racing Start Certification.	2
Staff Orientation	The Head Coach conducts a staff orientation/meeting at least once per year	2
Total Points for Required Items		8

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	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): <ul style="list-style-type: none"> • 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. • Then determine the <i>PDQ</i> which is the annual club expenditure for professional development divided by the club's <i>Coach Factor</i>. <p>Earn:</p> <ul style="list-style-type: none"> • 2 points if the <i>Professional Development Quotient</i> (PDQ) equals 50-99 • 3 points if the PDQ equals 100-149 • 4 points if the PDQ equals 150-199 • 5 points if the PDQ is 200+ <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
Annual 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. (does not include coach member safety certifications)	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	Receive up to 5 points for involvement of the Head Coach in the following areas: <ul style="list-style-type: none"> • Local swimming organizations (YMCA, high school, ASCA state associations, etc.)-1 point • USA-S LSC governance (not including Age Group or General Chair)-2 points • LSC Age Group Chair-3 points • General Chair of LSC-3 points • USA-S National governance/committee-3 points • Local clinic speaker-1 point • National clinic speaker-2 points • Coach for LSC Sponsored camp or team-1 pt • USA-S Zone Select camp coach-1 point • Take your team to the Olympic Training Center to train (for at least two days)-2 points • National Select camp coach-2 points • Open Water Select camp coach-2 points • Diversity Select Camp coach-2 points • Head Coach of USA-S Camp-3 points • USA National Team staff-3 points • Published article-1 point <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

15 Total Points Required To Complete Coach Development & Education



Club Recognition Program - Level 1 for a Parent 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
Identification of Program Structure and Progressions	Upload a document that identifies separate training groups and how athletes progress through the program. Click here for information on training group structure	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		5-12

Additional	Description	Points
Goal Setting Process for Athletes	In the box below, please list ways you develop and use goal setting for your athletes. Click here to learn more info about goal setting from the Mental Toolbox.	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 Ready Challenge Participation	Club will automatically earn points based on the number of athletes between 9 and 14 years old who receive a score in the IM Ready Challenge as a percentage of the total number of 9-14 year old athletes on the team: <ul style="list-style-type: none"> • 10%-1 point • 20%-2 points • 30%-3 points • 40%-4 points • 50%-5 points (i.e. If a team has 50 members between 9 and 14 years old and 12 swimmers have an IMR score for the current season the team will receive 2 points)	1/5
IM Xtreme Challenge Participation	Club will automatically earn points based on the number of athletes between 10 and 14 years old who receive a score in the IM Xtreme Challenge as a percentage of the total number of 10-14 year old athletes on the team: <ul style="list-style-type: none"> • 5%-1 point • 10%-2 points • 15%-3 points • 20%-4 points • 25%-5 points (i.e. If a team has 50 members between 10 and 14 years old and 9 swimmers have an IMX score for the current season the team will receive 3 points)	1/5
Virtual Club Championships Ranking	The club will automatically receive points based on the national ranking in the Virtual Club Championships: <ul style="list-style-type: none"> • 1 point for a finish in the Top 1601-2400 • 2 points for a finish in the Top 1201-1600 • 3 points for a finish in the Top 801-1200 • 4 points for a finish in the Top 401-800 • 5 points for a finish in the Top 1-400 	1/5
Educate Athletes On Involvement in LSC and USA Swimming	To encourage giving back to the sport, LSC's and USA Swimming need the involvement of older athlete's in governance at the LSC and National level. In the box below, please list how you educate your older athlete's on how they can get involved at the LSC and National level.	2
Total Points for Additional Items		11-24

24 Total Points Required To Complete Athlete Development & Performance



Club Recognition Program - Level 1 for a Parent Owned Program

	Business	Volunteer	Coach	Performance
Required points for component	30	13	8	5-12
Additional points possible for component	9-13	2-7	6-21	11-24
Maximum possible for component	43	20	29	36
Total points needed to complete component	35	16	15	24

Total points needed to complete Level	103
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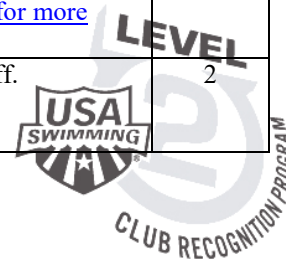


Club Recognition Program - Level 2 for a Parent Owned Program

Business & Organizational Success

Required	Description	Points
Establish Strategic Objectives	Strategic objectives (to be accomplished in three to five years) help position the program for future success. Upload your strategic objectives. Click here for more information about strategic thinking.	2
Establish Short-Term Goals	Indicate the short term (within one or two years) goals for the program. Upload a document outlining the short term goals.	2
Annual Evaluation of Head Coach	In the box below, describe your annual evaluation process for the Head Coach (i.e. time of year, basis for evaluation, who does the evaluation, etc.) Click here for information on assessment and evaluation. For further help on the evaluation process contact Guy Edson at the American Swimming Coaches Association.	2
Annual Evaluation of Staff	In the box below, describe your annual evaluation processes for the Assistant Coach(es) (i.e. time of year, basis for evaluation, etc.) A Head Coach should always be the one to evaluate his/her coaching staff because he/she is responsible for the “wet side” oversight and development of the program. (Note: If the team only has one coach click on the save button below.) Click here for a sample staff evaluation form.	2
Participate In a USA Swimming Club Leadership & Business Management School (CLBMS) Within the Past 4 Years	In the box below enter who has attended a USA Swimming Club Leadership & Business Management School (CLBMS) within the past four years. Please also indicate the location of the course and the approximate date. In a BOD governed program the recommended participants should include at least the: Head Coach, President and Treasurer. Club should consider sending new board members at least once every two years. Head Coach or BOD chair would receive 2 points then receive one additional point for each additional attendee up to 4 points total. (Example: Head Coach receives 2 points + BOD Chair 1 point + Treasurer 1 point=4 points)	2-4
Develop and Adopt Annual Budget Process & Calendar	Click on the “Save” button below if you develop and adopt an annual budget process and calendar. This is more than just having a budget: it is setting up a process to develop the budget and putting check points in the development and approval of the budget on a calendar. Click here for information on budgets.	2
Regular Review of Financial Statements & Tax Obligations	Financial statements should be reviewed at least quarterly by the club leadership. In a BOD governed club the entire BOD should see the statements. Likewise, any tax obligations need to be placed on a calendar and reviewed by club leadership. Click for information on financial statements.	2
Send Representative to LSC Meetings	Most Local Swim Committees (LSCs) operate and depend on volunteers within the swimming community. If you send a representative to an LSC meeting at least once per year click on the “Save” button below.	2
Monitor Club Membership Statistics	Monitor membership statistics. Suggested items to track: <ul style="list-style-type: none"> • Numbers of swimmers in each age group both male and female • Training group size from year to year • Percentage of swimmers who achieve best times • Retention from year to year by age group and male/female Upload general team’s statistics for the past two years. For a club less than two years old, upload current statistics. See the <i>Reports</i> tab in your USA Swimming Club Portal to view reports that include some of the statistics above.	2
Annual Review of Important Functions	Clubs need to review important functions and/or documents on an annual basis. Some of the items to be reviewed annually include: mission & vision, budget, program review, insurance, etc... Upload your club’s annual review schedule. Click for a sample of items to be reviewed on an annual basis.	2
Total Points for Required Items		20-22

Additional	Description	Points
Maintain a Club Website	Click on the “Save” button below if the club has its’ own website.	2
Have Facility Contracts	Facilities contracts/agreements help insure that a club has guaranteed water time. Click on the “Save” button below if the team has a written facility contract or agreement. Click here for more information about facility contracts.	2
Develop Job Descriptions For Coaching Staff	Upload written job descriptions that detail roles and responsibilities for the coaching staff.	2



Club Recognition Program - Level 2 for a Parent Owned Program

Develop Job Descriptions For Volunteers and/or BOD	Upload written job descriptions that detail roles and responsibilities for volunteers and/or board of directors.	2
Develop Employee Policies and Procedures	Upload your employee policy manual for the coaching staff. (ie. travel reimbursement, dress, vacation, sick day, attending staff meetings, board meetings, etc.)	2
Head Coach Member of Nominating Committee	Click on the “Save” button below if the Head Coach is a member of the nominating committee that presents a slate of candidates for board positions.	2
Financial Assistance / Scholarship for Underrepresented Youth	Upload a document that describes any financial assistance and/or scholarship aid for underrepresented youth on the club.	2
Conduct a USA Swimming Foundation Registered Swim-a-Thon	Click on the “Save” button below if the club conducts a USA Swimming Foundation registered Swim A Thon. Swim-a-Thon is a fundraiser in which participants earn money for their team by swimming lengths of the pool Click here for more information about Swim-a-Thon.	2
Develop Locker Room Monitoring Policy	Locker rooms are a high risk area for abuse to happen. Locker room policies are not required by USA Swimming’s Safe Sport Program, but clubs who wish to implement one for the additional safety of their athletes may use USA Swimming’s model policy as a resource. This policy can be found on page 39 of the Safe Sport Handbook .	2
Develop Photography Policy	A photography policy is another way to enhance the protection of athlete members. A photography policy could include no picture taking from behind the blocks and could require anyone taking pictures to do so from a certain blocked off location of the pool deck.	2
Total Points for Additional Items		20

30 Total Points Required To Complete Business & Organizational Success



Club Recognition Program - Level 2 for a Parent Owned Program

Parent & Volunteer Development

Required	Description	Points
Parent Education Meetings	Receive one point for each parent education meeting in a year (4 points maximum). Enter the number of points. Examples of topics: <ul style="list-style-type: none"> • Athlete growth & development • Nutrition & supplements • Training philosophies • Training progressions • Anatomy & physiology • Moving through the sport • Dryland training 	1-4
Regular Newsletter	Click on the “Save” button below if the club distributes a regular newsletter at least four times per year. <i>(Note: the newsletter may be web based.)</i>	2
Structure of USA Swimming Communicated	Swim clubs are all members of USA Swimming. Click on the “Save” button below if the club educates athletes and parents on the structure of USA Swimming. Click here to find educational materials on the USA Swimming website.	2
General Membership Meeting	Click on the “Save” button below if the club holds a general membership meeting at least once per year.	2
Total Points for Required Items		7-10

Additional	Description	Points
Parent Education Section on Club Website	Click on the “Save” button below if the club has a parent education section on the club’s website.	1
Electronic Communication other than website	List the ways that the club communicates electronically (i.e. blast email, text messages, Facebook, Twitter, etc.)	1
Other Communication Tools	List up to four additional communication tools that the club uses (1 point for each item up to 4 points maximum). Examples might include: <ul style="list-style-type: none"> • calling tree • Facebook • Twitter • family mailboxes • “dumb question person” • training group liaisons • bulletin boards • coach-parent meetings • parent coffees, etc. • Other social media 	1-4
Parent/Volunteer Development Program	Most swim clubs require the help of parents and volunteers. In the box below, describe your clubs parent and/or volunteer development program. An example of this would be a mentoring program or a volunteer policy.	1
Officials’ Workshops	Click on the “Save” button below if the club runs or hosts its own Official’s workshops.	1
Officials’ Certification	Automatically receive 1 point for each 1% of the athlete membership that is registered as a certified Official (up to a maximum of 4 points).	1-4
Conduct In-Person Parent Meeting to Cover Safe Sport Policies & Procedures	Parents play an important part in USA Swimming’s Safe Sport efforts. It is encouraged that parents understand their role in how they can help their children have a lifetime of wonderful swimming memories. Use the USA Swimming athlete protection parent training to conduct a meaningful discussion of abuse prevention in sport. Find the training here .	2
Total Points for Additional Items		8-14

15 Total Points Required To Complete Parent & Volunteer Development



Club Recognition Program - Level 2 for a Parent Owned Program

Coach Development & Education

Required	Description	Points
Head Coach Attends Club Leadership & Business Management School	Head Coach has attended the USA Swimming Club Leadership & Business Management School (CLBMS) within the past four years. Enter location and approximate date.	2
Total Points for Required Items		2
Additional	Description	Points
Full-time Head Coach	Click on the "Save" button below if the club has a full-time Head Coach. Full-time is defined as a person who receives their primary source of income from coaching.	2
Head Coach Tenure With Team	Receive 1 point for each full year the Head Coach has been with the team (up to 5 points maximum)	1-5
Assistant Coach Tenure With Team	Receive 1 point for each full year an Assistant Coach has been with the team (up to 3 points maximum)	1-3
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 7 points). Enter the points and list the coaching experience in the box below.	1-7
Written Agreement For Assistant Coach (Full or Part Time)	Coaches and clubs should have a written agreement specifying the assistant coach's duties and responsibilities, preferably a legal contract to protect both the organization and the coach. Please upload the agreement or contract. The club may delete any sensitive information.	2
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"> • 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. • Then determine the <i>PDQ</i> which is the annual club expenditure for professional development divided by the club's <i>Coach Factor</i>. <p>Earn:</p> <ul style="list-style-type: none"> • 2 points if the <i>Professional Development Quotient</i> (PDQ) equals 100-199 • 3 points if the PDQ equals 200-299 • 4 points if the PDQ equals 300-399 • 5 points if the PDQ is 400+ <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 \$2000. The PDQ for this club is \$2000 divided by 8=250. Therefore the club would earn 3 points. Enter the amount budgeted.</p>	2-5
Annual 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 5 points. (does not include coach member safety certifications) If team has more than one coach, reporting must include more than one coach.	1-5
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"> • Local swimming organizations (YMCA, high school, ASCA state associations, etc.)-1 point • USA-S LSC governance (not including Age Group or General Chair)-2 points • LSC Age Group Chair-3 points • General Chair of LSC-3 points • USA-S National governance/committee-3 points • Local clinic speaker-1 point • National clinic speaker-2 points • Coach for LSC sponsored camp or team-1 point • USA-S Zone Select camp coach-1 point • Take your team to the Olympic Training Center to train (for at least two days)-2 points • National Select camp coach-2 points • Open Water Select camp coach-2 points 	1-5



Club Recognition Program - Level 2 for a Parent Owned Program

	<ul style="list-style-type: none"> • Diversity Select Camp coach-2 points • Head Coach of USA-S Camp-3 points • USA National Team staff-3 points • Published article-1 point <p>Enter 1 to 5 points and enter in the text area the qualifying items.</p>	
Assistant Coach Involvement/Contribution to the Sport	<p>Receive up to 3 points for involvement of an Assistant Coach in the following areas:</p> <ul style="list-style-type: none"> • Local swimming organizations (YMCA, high school, ASCA state associations, etc.)-1 point • USA-S LSC governance (not including Age Group or General Chair)-2 points • LSC Age Group Chair-3 points • General Chair of LSC-3 points • USA-S National governance/committee-3 points • Local clinic speaker-1 point • National clinic speaker-2 points • Coach for LSC sponsored camp or team-1 point • USA-S Zone Select camp coach-1 point • Take your team to the Olympic Training Center to train (for at least two days)-2 points • National Select camp coach-2 points • Open Water Select camp coach-2 points • Diversity Select Camp coach-2 points • Head Coach of USA-S Camp-3 points • USA National Team staff-3 points • Published article-1 point <p>Enter 1 to 3 points and enter in the text area the qualifying items.</p>	1-3
Workout Planning Tool	Click on the "Save" button below if the coach utilizes some type of workout planning tool/software/app.	2
Use Video to Educate Coaching Staff	Click on the "Save" button below if the club uses video to educate the coaching staff.	1
Total Points for Additional Items		15-40

20 Total Points Required To Complete Coach Development & Education



Club Recognition Program - Level 2 for a Parent Owned Program

Athlete Development & Performance

Required	Description	Points
LSC Championships	In the box below, enter the name of at least two swimmers who have qualified and competed at the highest level of an LSC sponsored championship (i.e. LSC Age Group Championships for age group swimmers or an LSC Senior Championship)	5
Training Group Advancement Criteria	Upload the specific advancement criteria for the club's training groups.	3
Total Points for Required Items		8
Additional	Description	Points
Test Sets	Team incorporates at least four 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
Compile and Maintain Team Records	Upload a document that contains the team records for all events and age groups.	2
Team Activities, Education, & Character Development	Upload descriptions of team activities that may include: team building, education opportunities for athletes, social activities and/or character development. For every 2 team activities the club earns 1 point-up to a maximum of 5 points (10 activities total)	1-5
Training Expectations for Each Practice Group	Upload a document that explains training progressions for each practice group. Items to include: lengths & kinds of sets, length of intervals, etc. Example: advanced age-group team must be able to train SCY 10x100 freestyle on 1:20.	2
Drill Progressions for Each Practice Group	Upload a document that explains drill progressions for each practice group. Give examples of specific stroke drills used at each level of the program.	2
Skill Development for Each Practice Group	Upload a document that explains skill development for each practice group. What are the particular skills that the club is teaching at each level? Examples might include: <ul style="list-style-type: none"> • pace clock reading • breathing patterns • pacing • underwater dolphin • relay starts • where to come up after a turn Are there skills taught to 13&14 yr olds that are not taught to 11-12's or 10-Unders? What skills are introduced in the senior team? What skills do 9&10 yr olds learn that new novice swimmers don't learn?	2
Minimum Performance Criteria for Each Practice Group	Upload a document that explains minimum performance criteria for each practice group. Examples might include: BB, A, AA, etc., IMX score, JO/LSC Championship cuts, Sectionals or Nationals.	2
Dryland/Fitness Program	Upload a document that outlines the club's dryland and/or fitness program	3
IM Xtreme Challenge Participation	Club will automatically earn points based on the number of athletes between 10-14 years old who receive an IMX score as a percentage of the total number of 10-14 year olds on the team: <ul style="list-style-type: none"> • 10%-1 point • 20%-2 points • 30%-3 points (i.e. If a team has 12 swimmers between 10-14 years old, out of a total of 50 who are between 10 and 14 years old, who have an IMX score for the current season, the team will receive 2 points)	1-3
IM Xtreme Challenge Performance	Club will automatically receive points based on the number of athletes between 10-14 years old who receive an IMX average score per event of 400 points as a percentage of the total number of 10-14 year olds on the team: <ul style="list-style-type: none"> • 5%-1 point • 10%-2 points • 15%-3 points (i.e. The team will receive one point if 3 swimmers between 10-14 years old, out of a total 50 swimmers between 10-14 years old, have an IMX individual event average score of 400 points. This means a 9-12 yr old would need an IMX total score of at least 2,000 points and a 13-14 yr old would need an IMX total of 2,400 points to achieve a 400 point average.)	1-3



Club Recognition Program - Level 2 for a Parent Owned Program

Virtual Club Championships	The club will automatically receive points based on the national ranking in the Virtual Club Championships: <ul style="list-style-type: none"> • 1 point for a finish in the Top 1401-1800 • 2 points for a finish in the Top 1001-1400 • 3 points for a finish in the Top 601-1000 • 4 points for a finish in the Top 301-600 • 5 points for a finish in the Top 1-300 	1-5
Zone Select Camp	In the box below, enter the name of an athlete who has attended one of USA Swimming's Zone Select Camps within the past two years.	2
Diversity Zone Select Camp	In the box below, enter the name of an athlete who has attended one of the Diversity Zone Select Camps within the past two years.	2
Use Video to Educate Athletes	Click on the "Save" button below if the club uses video to educate athletes.	1
Disabled Athletes Train With Club	Click on the "Save" button below if the club has disabled athletes that train with the program.	2
Participate in Open Water Meet	Click the "Save" button below if swimmers participate in an Open Water Meet. Click here for information on open water swimming.	2
Designate An Athlete Liaison to the LSC	In order to help athlete understand the governance of the sport a club should appoint an athlete liaison (rep) to the Local Swim Committee (LSC). The athlete should attend LSC meetings whenever possible. Click on the "Save" button if the club has an appointed athlete to the LSC.	2
Total Points for Additional Items		33-45

27 Total Points Required To Complete Athlete Development & Performance

	Business	Volunteer	Coach	Performance
Required points for component	20-22	7-10	2	8
Additional points possible for component	20	8-14	15-40	33-45
Maximum possible for component	42	24	42	53
Total points needed to complete component	30	15	20	27

Total points needed to complete Level	119
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Club Recognition Program - Level 3 for a Parent Owned Program

Business & Organizational Success

Required	Description	Points
Annual Evaluation of Club Relative to Mission/Plan	Upload document of club evaluation relative to the stated mission and strategic plan. Click here for information about assessment and evaluation.	2
Board Leadership Training & Succession Plan	Upload document for the board's leadership training and succession plan. Describe in detail-upload agenda or handouts that were used, etc. Click for information about leadership training.	2
Annual Review & Update of Operating Procedures	Click on the "Save" button below if the club does an annual review and update of the club's operating procedures.	2
Publication of Financials to Membership	Click on the "Save" button below if club publishes, at least annually, the club's financial information to the membership	2
Head Coach Participates in Budget Process	Click on the "Save" button below if the Head Coach actively participates in the annual budget process.	2
Total Points for Required Items		10

Additional	Description	Points
Annual Board Evaluation	Upload document for the board's annual evaluation of itself. Click here for more information about board self-evaluation and to see a sample BOD self-evaluation form.	2
Multi-Year Budget Planning	Upload the club's multi-year budget. Thriving businesses need to think and budget for long-term growth and success.	2
Employee Medical Benefits	In the box below, describe the club's medical benefits coverage for employees If the club does not have any benefits coverage do not enter any points and click on "cancel".	3
Host Swim Meets	Receive 3 points if club hosts a prelim/finals swim meet. Receive 2 points for hosting a timed final. Receive 1 point for every two dual meets hosted. Maximum 5 points (meets should be hosted within one year time frame)	1-5
Organize Community Service Efforts	Briefly describe any community service efforts that the club undertakes.	2
Create Club Handbook Containing Safe Sport Policies	Upload Club Handbook containing Safe Sport Policies including behavioral expectations for coaches, athletes and other club members. Policies and behavioral expectations help foster healthy boundaries and identify potentially inappropriate situations. Having agreed upon rules for all people involved with the team (1) lets everyone know what is acceptable and not acceptable and (2) what will happen if the rules are broken.	2
Total Points for Additional Items		12-18

18 Total Points Required To Complete Business & Organizational Success



Club Recognition Program - Level 3 for a Parent Owned Program

Parent & Volunteer Development

Additional	Description	Points
Parent Education Articles	Parent education is an ongoing process. Receive 1 point per each article if the club develops parent education articles and distributes them to the membership via a newsletter, website and/or blast emails. (1 point for each article, maximum of 12 points) In one document upload two examples of articles (upload a link for each or the actual articles)	1-12
Meet Management Training	Successful meets provide a better atmosphere for both the athlete and the parent. Click on the "Save" button below if the club offers some type of meet management training.	2
College Recruiting Education	One of the most valuable services a club can provide is to help athletes and parents with and through the college recruiting process. Upload documentation on how this is done with supporting evidence	2
Additional Parent Education Meetings	For holding five or more parent meetings earn 1 point for each (maximum of 4 points). These meetings could be group/training group meetings. This means you are holding at least 5-8 parent meetings per year.	1-4
Local Swim Committee (LSC) BOD Involvement	Earn 2 points for each person from the club elected or appointed to an LSC (Local Swim Committee) position(s). Earn a maximum of 6 points. List people, role and when term expires	2-6
Implement Volunteer Recruitment Strategy	Describe the club's volunteer recruitment strategy/plan. How are you strategically planning for the future? i.e. Do you have a certified meet referee? Click here for more information about dealing with volunteers.	2
Send Rep To USAS Convention	USA Swimming holds its' annual business convention in September. Click on the "Save" button below if club sends a representative to the convention (volunteer or coach). Also click on "Save" if club has someone attend as a representative of an LSC or a USA Swimming National position.	3
Official's Certification	Automatically receive 1 point for each 1% of the athlete membership that is registered as an official (up to a maximum of 5 points).	1-5
Nationally Certified Meet Referee	Earn 2 points if you have a Nationally Certified Meet Referee	2
Total Points for Additional Items		16-38

10 Total Points Required To Complete Parent & Volunteer Development



Club Recognition Program - Level 3 for a Parent Owned Program

Coach Development & Education

Required	Description	Points
Written Agreement For All Assistant Coaches (Full or Part Time)	Coaches and clubs should have a written agreement specifying the assistant coach's duties and responsibilities, preferably a legal contract to protect both the organization and the coach. Please upload the agreement(s) or contract(s). The club may delete any sensitive information.	2
Total Points for Required Items		2
Additional	Description	Points
Multi-Year Contract Duration	Click on the "Save" button below if the Head Coach has a multi-year contract.	2
Head Coach Tenure With Team	Receive 1 point for each full year the Head Coach has been with the team (up to 8 points maximum)	1-8
Head Coach Experience	Receive points below for each full-year that the Head Coach has been a Head Coach (could be Head Coach with another program): 2-4 years 1 point 5-8 years 2 points 9-12 years 3 points 13-16 years 4 points 17+ 5 points	1-5
Head Coach Involvement/Contribution to the Sport	Receive up to 8 points for involvement of the Head Coach in the following areas: <ul style="list-style-type: none"> Local swimming organizations (YMCA, high school, ASCA state associations, etc.)- 1 point USA-S LSC governance (not including Age Group or General Chair)-2 points LSC Age Group Chair-3 points General Chair of LSC-3 points USA-S National governance/committee-3 points Local clinic speaker-1 point National clinic speaker-2 points Coach for LSC sponsored camp or team-1 point USA-S Zone Select camp coach-1 point Take your team to the Olympic Training Center to train (for at least two days)-2 points National Select camp coach-2 points Open Water Select camp coach-2 points Diversity Select Camp coach-2 points Head Coach of USA-S Camp-3 points USA National Team staff-3 points Published article-1 point Enter 1 to 8 points and enter in the text area the qualifying items.	1-8
Monthly Head Coaches Report	Upload the Head Coach's Monthly Report that is distributed to the BOD or a supervisor and to the coaching staff. Click here for more information and an example of a Monthly Coach Report.	2
Assistant Coach Tenure With Team	Receive 1 point for each full year an Assistant Coach (whoever has been with the team the longest) has been with the team (up to 8 points maximum). This refers to a single assistant coach-please do not add up years for multiple coaches.	1-8
Assistant Coach Involvement/Contribution to the Sport	Receive up to 5 points for involvement of an Assistant Coach in the following areas: <ul style="list-style-type: none"> Local swimming organizations (YMCA, high school, ASCA state associations, etc.)- 1 point USA-S LSC governance (not including Age Group or General Chair)-2 points LSC Age Group Chair-3 points General Chair of LSC-3 points USA-S National governance/committee-3 points Local clinic speaker-1 point National clinic speaker-2 points Coach for LSC sponsored camp or team-1 point USA-S Zone Select camp coach-1 point 	1-5



Club Recognition Program - Level 3 for a Parent Owned Program

	<ul style="list-style-type: none"> • Take your team to the Olympic Training Center to train (for at least two days)-2 points • National Select camp coach-2 points • Open Water Select camp coach-2 points • Diversity Select Camp coach-2 points • Head Coach of USA-S Camp-3 points • USA National Team staff-3 points • Published article-1 point <p>Enter 1 to 5 points and enter in the text area the qualifying items.</p>	
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"> • 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. • Then determine the <i>PDQ</i> which is the annual club expenditure for professional development divided by the club's <i>Coach Factor</i>. <p>Earn:</p> <ul style="list-style-type: none"> • 2 points if the <i>Professional Development Quotient</i> (PDQ) equals 150-299 • 3 points if the PDQ equals 300-449 • 4 points if the PDQ equals 450-599 • 5 points if the PDQ is 600+ <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 \$3000. The PDQ for this club is \$3000 divided by 8=375. Therefore the club would earn 3 points. Enter the amount budgeted for professional development.</p>	2-5
Annual 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 6 points. (does not include coach member safety certifications) If team has more than one coach, reporting must include more than one coach.	1-6
Season Planning Software/Tools	In the box below, list the name of the software program utilized to prepare a season plan or plans, then click on the "Save" button below.	2
Total Points for Additional Items		14-51

20 Total Points Required To Complete Coach Development & Education



Club Recognition Program - Level 3 for a Parent Owned Program

Athlete Development & Performance

Required	Description	Points
LSC Championships-Scoring in Top 8	Enter the name of at least one swimmer who has scored in Top 8 at the highest level of a LSC sponsored championship (i.e. LSC Age Group Championships for age group swimmers or an LSC Senior Championship)	5
Seasonal Plan For Training Groups	Upload the seasonal plans for the following training groups (or equivalents): senior, advanced age group, age group and novice. Click here for more information on Season Planning.	5
Total Points for Required Items		10
Additional	Description	Points
Team Activities	Upload descriptions of team activities that may include: team building, education opportunities for athletes, social activities, and/or character development. For every 3 team activities your club earns 1 point-up to a maximum of 5 points (15 activities total)	1-5
National Age Group Top-10	Enter the name in the box below of at least one swimmer who is at least 11 years old who has a USA Swimming National Age Group Top-10 ranking within the past 2 years.	2
Zone, Sectionals, or Juniors Meet Participation	Enter the name in the box below of at least one swimmer who has participated in a Zone Championship, Speedo Championship Series or USA Swimming Junior Championship.	2
Team All-Time Top 10 Rankings	Upload a document that contains the team's all-time Top-10 times for all events and age groups (both short course and long course).	2
National Select Camp	Fill in the name of at least one swimmer who has participated in USA Swimming's National Select Camp within the past two years.	2
National Open Water Select Camp	Fill in the name of at least one swimmer who has participated in USA Swimming's National Open Water Select Camp within the past two years.	2
National Diversity Select Camp	Fill in the name of at least one swimmer who has participated in USA Swimming's National Diversity Select Camp within the past two years.	2
IM Xtreme Participation	Club will automatically earn points based on the number of athletes between 10-14 years old who receive an IMX score as a percentage of the total number of 10-14 year olds on the team: <ul style="list-style-type: none"> • 12%-1 point • 24%-2 points • 36%-3 points (i.e. If a team has 13 swimmers between 10-14 years old, out of a total of 50 swimmers who are between 10 and 14 years old, who have an IMX score for the current season, the team will receive 2 points)	1-3
IM Xtreme Performance	Club will automatically receive points based on the number of athletes between 10-14 years old who receive an IMX average score per event of 400 points as a percentage of the total number of 10-14 year olds on the team: <ul style="list-style-type: none"> • 8%-1 point • 16%-2 points • 24%-3 points (i.e. The team will receive one point if 5 swimmers between 10-14 years old, out of a total 50 swimmers between 10-14 years old, have an IMX individual event average score of 400 points. This means a 9-12 yr old would need an IMX total score of at least 2,000 points and a 13-14 yr old would need an IMX total of 2,400 points to achieve a 400 point average.)	1-3
Virtual Club Championships	The club will automatically receive points based on the national ranking in the Virtual Club Championships: <ul style="list-style-type: none"> • 1 point for a finish in the Top 1001-1500 • 2 points for a finish in the Top 701-1000 • 3 points for a finish in the Top 401-700 • 4 points for a finish in the Top 201-400 • 5 points for a finish in the Top 1-200 	1-5
USA Swimming's Scholastic All-American Recognition	Fill in the name of at least one swimmer who earned USA Swimming's Scholastic All-American Recognition within the past two years then click on the "Save" button below.	2



Club Recognition Program - Level 3 for a Parent Owned Program

Disabled Athlete(s) Participate in Swim Meets	Click on the "Save" button below if the club has disabled athletes who participate in swim meets.	2
Video Swimmers Once Per Season	Click on the "Save" button below if the club video tapes swimmers at least once per season.	2
Athlete rep attends LSC meetings	Click on the "Save" button if the club regularly has an athlete rep attend Local Swim Committee LSC meetings.	2
Total Points for Additional Items		24-36

28 Total Points Required To Complete Athlete Development & Performance

	Business	Volunteer	Coach	Performance
Required points for component	10	0	2	10
Additional points possible for component	12-18	16-38	14-51	24-36
Maximum possible for component	28	38	53	46
Total points needed to complete component	18	10	20	28

Total points needed to complete Level	124
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Club Recognition Program - Level 4 for a Parent Owned Program

Business & Organizational Success

Required	Description	Points
Conduct Annual Strategic Thinking Session	A club needs to evaluate itself annually relative to the stated mission and strategic plan. Upload your most recent strategic thinking report. Click here for information about strategic thinking/planning.	2
Adopt Head Coach/CEO Model	Click on the "Save" button below if the Head Coach is the CEO of the club. . Click here for information about the Board and Head Coach partnership.	3
Annual Review of Bylaws	Enter the last date of review (within the past two years) when the club reviewed the bylaws. Click here for information on bylaws.	3
Annual Board Leadership Orientation	Orient board members to the club-program, history, bylaws, pressing issues, finances, facilities, club chart-and to the board-recent minutes, committees, board member responsibilities, lists of board members and key staff members. This is a KEY step that is oftentimes ignored by most swim clubs. If more clubs did this step, let alone did it correctly, many board problems would be solved (or at least greatly reduced). Click on the "Save" button below if the club holds an annual board leadership orientation. Click for information about an orientation process.	2
Implement Board Leadership Recruitment Strategy	Upload the Board's strategy and plan for cultivating and recruiting new board members. Click for information about cultivating members. Click for recruiting strategies.	2
Total Points for Required Items		12

Additional	Description	Points
Regular Audit /Review Conducted by Independent Accountant	Click on the "Save" button below if the club conducts a regular independent financial audit or review. Click for 10 Questions To Ask Your Auditor.	3
Develop Adequate Financial Reserve	Click on the "Save" button below if the club has at least three months financial reserves to deal with unexpected emergencies. Most governance literature suggests a minimum reserve amount of 6 months' salary and pool rental expenses.	2
Employee Retirement Benefits	In the box below, indicate the type of employee retirement benefit program the club has established and provides then click on the "Save" button. If it is entirely employee funded the club can not earn points for this item so click the "Cancel" button below.	4
Incentive Program for Coaching Staff	Club has an incentive program for coaching staff. Items could include: athlete performance, team growth, retention, or club financial performance. Upload a document describing the incentive program.	2
Built and/or Operate Own Facility	Click on the "Save" button below if the club has built or operates its own facility rather than renting pool time.	5
Conduct Learn-To-Swim Program	Click on the "Save" button below if club runs a Learn To Swim program for additional revenue, membership growth or community service. Click for more information about aquatic programming.	3
Club Has a Team Administrator/ Business Manager	Club has a team administrator/business manager. Upload a written job description. Earn 1 point if this is a volunteer position, earn 2 points if this is a paid part-time position or earn 3 points if this is a paid full-time position.	1-3
Host a Training For Club Membership From a Local Resource Addressing Safe Sport and/or Bullying	There are many local resources that are willing to come out and conduct a training or presentation free of charge. These resources could include your local law enforcement Special Victim's Unit, Child Advocacy Center, Sexual Assault Crisis Center or local therapist. Enter in the box the date and topic(s) covered.	2
Total Points for Additional Items		22-24

18 Total Points Required To Complete Business & Organizational Success



Club Recognition Program - Level 4 for a Parent Owned Program

Parent & Volunteer Development

Additional	Description	Points
Alumni Program	Click on the "Save" button below if club has an alumni program. An alumni program can be a source of continual support.	2
Host an LSC Champs (Or Higher)	List the meet name and date where the club has hosted an LSC championship or higher level meet (examples: Zones, Speedo Championship Series, Juniors, Nationals, etc.) within the past three years.	5
Volunteer Reward & Recognition Program	Upload a description of your volunteer reward or recognition program that rewards the positive contribution of volunteers.	2
Official's Certification	Automatically receive 1 point for each 1% of the athlete membership that is registered as an official (up to a maximum of 6 points).	1-6
Total Points for Additional Items		10-15

3 Total Points Required To Complete Parent & Volunteer Development



Club Recognition Program - Level 4 for a Parent Owned Program

Coach Development & Education

Additional	Description	Points
Head Coach Tenure With Team	Receive points below for each full year that the Head Coach has been with the team: <ul style="list-style-type: none"> • 1-4 years 1 point • 5-8 years 2 points • 9-12 years 3 points • 13-16 years 4 points • 17+ years 5 points 	1-5
Head Coach Involvement/Contribution to the Sport	Receive up to 10 points for involvement of the Head Coach in the following areas: <ul style="list-style-type: none"> • Local swimming organizations (YMCA, high school, ASCA state associations, etc.)- 1 point • USA-S LSC governance (not including Age Group or General Chair)-2 points • LSC Age Group Chair-3 points • General Chair of LSC-3 points • USA-S National governance/committee-3 points • Local clinic speaker-1 point • National clinic speaker-2 points • Coach for LSC sponsored camp or team-1 point • USA-S Zone Select camp coach-1 point • Take your team to the Olympic Training Center to train (for at least two days)-2 points • National Select camp coach-2 points • Open Water Select camp coach-2 points • Diversity Select Camp coach-2 points • Head Coach of USA-S Camp-3 points • USA National Team staff-3 points • Published article-1 point Enter 1 to 10 points and enter in the text area the qualifying items.	1-10
Full-Time Assistant Coach	Click on the "Save" button below if the club has a full-time assistant coach.	2
Assistant Coach Tenure With Team	Receive 1 point for each full year an Assistant Coach has been with the team (up to 15 points maximum)	1-15
Assistant Coach(es) 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 15 points). Enter the points and list the coaching experience in the box below.	1-15
Assistant Coach Involvement/Contribution to the Sport	Receive up to 10 points for involvement of an Assistant Coach in the following areas: <ul style="list-style-type: none"> • Local swimming organizations (YMCA, high school, ASCA state associations, etc.)- 1 point • USA-S LSC governance (not including Age Group or General Chair)-2 points • LSC Age Group Chair-3 points • General Chair of LSC-3 points • USA-S National governance/committee-3 points • Local clinic speaker-1 point • National clinic speaker-2 points • Coach for LSC sponsored camp or team-1 point • USA-S Zone Select camp coach-1 point • Take your team to the Olympic Training Center to train (for at least two days)-2 points • National Select camp coach-2 points • Open Water Select camp coach-2 points • Diversity Select Camp coach-2 points • Head Coach of USA-S Camp-3 points • USA National Team staff-3 points • Published article-1 point Enter 1 to 10 points and enter in the text area the qualifying items.	1-10



Club Recognition Program - Level 4 for a Parent Owned Program

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"> • 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. • Then determine the <i>PDQ</i> which is the annual club expenditure for professional development divided by the club's <i>Coach Factor</i>. <p>Earn:</p> <ul style="list-style-type: none"> • 2 points if the <i>Professional Development Quotient</i> (PDQ) equals 200-399 • 3 points if the PDQ equals 400-599 • 4 points if the PDQ equals 600-799 • 5 points if the PDQ is 800+ <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 \$6000. The PDQ for this club is \$6000 divided by 8=750. Therefore the club would earn 4 points.</p>	2-5
Annual 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 10 points. (does not include coach member safety certifications) If team has more than one coach, reporting must include more than one coach.	1-10
Develop Local Sport Science Network	Click on the "Save" button below if coach utilizes an additional support network of local/regional sport science/medicine professionals.	2
Total Points for Additional Items		12-74

22 Total Points Required To Complete Coach Development & Education

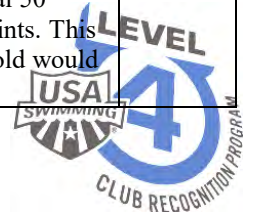


Club Recognition Program - Level 4 for a Parent Owned Program

Athlete Development & Performance

Required	Description	Points
Zone, Sectionals, Juniors, US Open, or Nationals-Score in Top 8	Enter the name in the box below of at least one swimmer who has scored in Top 8 at the Speedo Championship Series, Zone Championships, USA Swimming Junior Nationals, US Open or National Championships.	5
Quadrennial Plan for Training Groups	Upload the quadrennial plans for the following training groups (or equivalents): senior, advanced age group, age group and novice.	5
Total Points for Required Items		10

Additional	Description	Points
Additional Swimmer at Zone, Sectionals, or Juniors, US Open, or Nationals-Score in Top 8	Enter the name in the box below of another swimmer (can not be the same swimmer from the required section) who has scored in Top 8 at the Speedo Championship Series, Zone Championships, USA Swimming Junior Nationals, US Open or National Championships. Receive 5 points.	5
Team Activities	Upload descriptions of team activities that may include: team building, education opportunities for athletes, social activities, and/or character development. For every 5 team activities your club earns 1 point-up to a maximum of 5 points (25 activities total)	1-5
USA Swimming Age Group Top-100 Listing	Enter the name in the box below of at least one swimmer from the team who is listed on the current USA Swimming Age Group All-Time Top-100 times listing (could be either short course or long course)	2
USA Swimming SC Juniors	Enter the name in the box below of at least one swimmer who has competed at the USA Swimming Short Course Junior Nationals within the past 2 years.	2
USA Swimming SC Nationals	Enter the name in the box below of at least one swimmer who has competed at the USA Swimming Short Course Nationals within the past 2 years.	2
USA Swimming LC Junior Nationals	Enter the name in the box below of at least one swimmer who has competed at the USA Swimming Long Course Junior Nationals within the past 2 years.	2
USA Swimming National Championships	Enter the name in the box below of at least one swimmer who has competed at the USA Swimming Summer National Championships within the past 2 years.	3
National Junior Team	Enter the name in the box below of at least one swimmer who has been named to the National Junior Team within the past 2 years.	3
International Trip (not on the Junior Team)	Enter the name in the box below of at least one swimmer who has competed for the USA at an International Level within the past two years (does not include National Junior Team).	5
IM Xtreme Challenge Participation	Club will automatically earn points based on the number of athletes between 10-14 years old who receive an IMX score as a percentage of the total number of 10-14 year olds on the team: <ul style="list-style-type: none"> • 15%-1 point • 30%-2 points • 45%-3 points (i.e. If a team has 18 swimmers between 10-14 years old, out of a total of 50 swimmers who are between 10 and 14 years old, who have an IMX score for the current season, the team will receive 2 points)	1-3
IM Xtreme Performance	Club will automatically receive points based on the number of athletes between 10-14 years old who receive an IMX average score per event of 400 points as a percentage of the total number of 10-14 year olds on the team: <ul style="list-style-type: none"> • 10%-1 point • 20%-2 points • 30%-3 points (i.e. The team will receive two points if 12 swimmers between 10-14 years old, out of a total 50 swimmers between 10-14 years old, have an IMX individual event average score of 400 points. This means a 9-12 yr old would need an IMX total score of at least 2,000 points and a 13-14 yr old would need an IMX total of 2,400 points to achieve a 400 point average.)	1-3



Club Recognition Program - Level 4 for a Parent Owned Program

Virtual Club Championship Ranking	The club will automatically receive points based on the national ranking in the Virtual Club Championships: <ul style="list-style-type: none"> • 1 point for a finish in the Top 801-1200 • 2 points for a finish in the Top 501-800 • 3 points for a finish in the Top 301-500 • 4 points for a finish in the Top 151-300 • 5 points for a finish in the Top 1-150 	1-5
Video Swimmers at Swim Meets	Click on the "Save" button below if the club takes video of swimmers at swim meets.	2
Utilize Stroke Analysis Software/App	Click on the "Save" button below if the club utilizes stroke analysis software or app.	2
Disability Championships	Enter the name of at least one swimmer who has competed at the designated <i>US Paralympics National Swimming Championships</i> within the past 2 years.	3
Athlete rep attends LSC HOD	An athlete rep from the team attends the annual LSC House of Delegates (HOD) meeting.	2
Total Points for Additional Items		37-49

36 Total Points Required To Complete Athlete Development & Performance

	Business	Volunteer	Coach	Performance
Required points for component	12	0	0	10
Additional points possible for component	22-24	8-15	12-74	37-49
Maximum possible for component	36	15	74	59
Total points needed to complete component	18	3	22	36

Total points needed to complete Level	137
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