

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 • Complete Club Profile and Facilities Information through the Club Portal • Develop Annual Budget • Conduct tax obligation review • Conduct Business Insurance Review • Develop Safety Action Plan(s) <p>Additional</p> <ul style="list-style-type: none"> • Create & Adopt bylaws • Register Name with State • Articles of Incorporation • Acquire Business License • Establish Standard Operating Policies & Procedures (1-8) • 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>Additional</p> <ul style="list-style-type: none"> • Written Agreement for Head Coach (Full or Part time) (2:) • 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) • 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, state ASCA, etc.)-1 point ○ USA-S LSC governance-2 points ○ USA-S National governance/committee-3 points ○ Local or National clinic speaker-1 point ○ Coach for LSC sponsored camp or team-1 point ○ USA-S Zone camp coach-1 point ○ Take your team to the Olympic Training Center to train (for at least two days)-1 point ○ National camp coach-2 points ○ Published article-1 point ○ USA National Team staff-3 points 	<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) • Common Teaching Languages for Coaches (2) • Identification of Program Structure and Progressions (2) • Team Activities, Education and Character Development (2-5) <p>Additional</p> <ul style="list-style-type: none"> • Goal Setting Process for Athletes (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. (5) • IM Xtreme Challenge Participation. Club will automatically earn points based on the number of athletes who receive a score in the IMX program as a percentage of the total number of 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 • Toyota Virtual Club Championships Ranking. The club will automatically receive points based on the national ranking in the Toyota Virtual Club Championships: <ul style="list-style-type: none"> • 1 point for Top 1601-2000 • 2 points for Top 1201-1600 • 3 points for Top 801-1200 • 4 points for Top 401-800 • 5 points for Top 1-400



	Business	Volunteer	Coach	Performance	Total points needed to complete Level 1:
Required points for component	14	13	0	7-14	85
Additional points possible for component	11-18	2-7	8-23	9-17	
Maximum possible for component	32	20	23	33	
Total points needed to complete component	23	16	9	23	

In addition to the items in Level 1:

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2	<p>Required (all 2 points-for all club types 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 5 Years Develop And Adopt Annual Budget Process & Calendar Regular Review of Financial Statements Send Representative to LSC Meetings Track Club Membership Statistics <p>Additional (all 2 points-for all club types unless noted)</p> <ul style="list-style-type: none"> Develop a Club Generated Website Have Facility Contracts Develop Job Descriptions For Coaching Staff & Volunteers Develop Employee Policies Compile and Maintain Team Records Financial assistance / scholarship for underrepresented youth Conduct a USA Swimming registered Swim-a-Thon 	<p>Required</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 (2) Structure of USA Swimming (2) <p>Additional</p> <ul style="list-style-type: none"> Parent Education Section on Club Generated Website (1) Blast Emails (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: calling tree, family mailboxes, "dumb question person", training group liaisons, bulletin boards, coach-parent meetings, parent coffees, etc. (1-4) Parent/Volunteer Development Program (1) General Membership Meeting (2) 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) 	<p>Additional</p> <ul style="list-style-type: none"> Written agreement for Head Coach (Full or Part time) (2: I) Full-time Head Coach (2) 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 has been with the team-up to 3 pts. (1-3) Head Coach Experience (see Level 1) (1-7) Education/Clinics/In-service Training/Professional Development. Receive points for dollars devoted to professional development (2-5). Head Coach Involvement/ Contribution to the Sport (1-5) <ul style="list-style-type: none"> Local swimming organizations (Y, high school, state ASCA, etc.)-1 point USA-S LSC governance-2 points USA-S National governance/committee-3 points Local or National clinic speaker-1 point Coach for LSC sponsored camp or team-1 point USA-S Zone camp coach-1 point Take your team to the Olympic Training Center to train (for at least two days)-1 point National camp coach-2 points Published article-1 point USA National Team staff-3 points Assistant Coach Involvement/ Contribution to the Sport (same items as above) (1-3) Workout Planning Tool (2) 	<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) IM Xtreme Challenge Participation. Club will automatically earn points based on the number of athletes who receive an IMX score as a percentage of the total number of athletes on the team: <ul style="list-style-type: none"> 15%-1 point 30%-2 points 45%-3 points IM Xtreme Challenge Performance. Club will automatically receive points based on the number of athletes who receive an IMX average score per event of 400 points as a percentage of the total number of athletes on the team: <ul style="list-style-type: none"> 5%-1 point 10%-2 points 15%-3 points Toyota Virtual Club Championships. The club will automatically receive points based on the national ranking in the Toyota Virtual Club Championships: <ul style="list-style-type: none"> 1 point for Top 1201-1600 2 points for Top 801-1200 3 points for Top 401-800 4 points for Top 201-400 5 points for Top 1-200 Training Progressions (2) Drill Progressions (2) Skill Development (2) Performance Criteria (2) Dryland/Fitness Program (3) Own Instructional Video (1) Use Video to Educate Coaching Staff (1) Use Video to Educate Athletes (1) Disabled Athletes Train With Club (2) Participate in Open Water Meet or Internet Distance Challenge Mt (2)



	Business	Volunteer	Coach	Performance	Total points needed to complete Level 2:
Required points for component	18	5-8	0	8	108
Additional points possible for component	14	8-14	13-34	27-39	
Maximum possible for component	32	22	34	47	
Total points needed to complete component	24	15	16	33	

Club Recognition Program – Institutional Owned Program

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3	<p>Required (2 points each)</p> <ul style="list-style-type: none"> Annual Evaluation of Club Relative to Mission/Plan Annual Review & Update of Operating Procedures <p>Additional (2 points each unless noted)</p> <ul style="list-style-type: none"> Booster Club Leadership Training Annual Booster Evaluation Develop Staff Handbook 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 	<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 (2) College Recruiting Education (2) 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) 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 (2) 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) 	<p>Additional</p> <ul style="list-style-type: none"> Written agreement for Head Coach (Full or Part time) (2:) Full-time Head Coach (2) Multi-Year Contract Duration (1) 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 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). (1-7) 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) Monthly Head Coaches Report (2: I, P)) Written Agreement for Assistant Coach (Full or Part Time) (2) Assistant Coach Tenure with Team. Receive 1 point for each full year an Assistant Coach 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) Education/Clinics/In-Service Training/ Professional Development. Receive points for dollars devoted to professional development (2-5). Season Planning Software/Tools (2) 	<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"> Test Sets (5) Team Activities (1-5) Swimmer has Top 16 Ranking (2) Swimmer at Zones, Sectionals, or Juniors Meet Participation (2) IM Xtreme Participation. Club will automatically earn points based on the number of athletes who receive an IMX score as a percentage of the total number of athletes on the team: <ul style="list-style-type: none"> 20%-1 point 40%-2 points 60%-3 points IM Xtreme Performance. Club will automatically receive points based on the number of athletes who receive an IMX average score per event of 400 points as a percentage of the total number of athletes on the team: <ul style="list-style-type: none"> 10%-1 point 20%-2 points 30%-3 points Toyota Virtual Club Championships. The club will automatically receive points based on the national ranking in the Toyota Virtual Club Championships: <ul style="list-style-type: none"> 1 point for Top 801-1200 2 points for Top 401-800 3 points for Top 201-400 4 points for Top 101-200 5 points for Top 1-100 Video Swimmers Once Per Season (2) USA Swimming's Scholastic All-American Recognition (2) Disabled Athlete(s) Participate in Swim Meets (2)



	Business	Volunteer	Coach	Performance	Total points needed to complete Level 3:
Required points for component	4	0	0	10	121
Additional points possible for component	14-18	14-36	18-52	19-31	
Maximum possible for component	22	36	52	41	
Total points needed to complete component	12	24	22	28	

In addition to the items in Level 1, Level 2 & Level 3:

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) <p>Additional</p> <ul style="list-style-type: none"> Attend CLBMS Once Every 5 Years (3) Annual Booster Club Leadership Orientation (2) Implement Booster Leadership Recruitment Strategy (2) Regular Audit/Review Conducted by Independent Accountant (2) Develop Adequate Financial Reserve (2) Employee Retirement Benefit (4) Built and/or Operate Own Facility (5) Organize Learn-To-Swim Program (3) 	<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>Required</p> <ul style="list-style-type: none"> Written Agreement For Assistant Coach (Full or Part Time) (2) <p>Additional</p> <ul style="list-style-type: none"> Written Agreement For Head Coach (Full or Part Time) (2) Full-Time Head Coach (2) Multi-Year Contract Duration (1) Head Coach Tenure with Team. Receive 1 point for each full year the Head Coach has been with the team (up to 10 points max. 1-10) 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 10 points). (1-10) 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 (1) 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). (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) Education/Clinics/In-Service Training/ Professional Development. Receive points for dollars devoted to professional development (2-5). Develop Local Sport Science Network (2) 	<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) Test Sets (5) Team Activities 1-5) Swimmer at US Open (2) Swimmer at USA-S Junior Champs (2) 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 who receive an IMX score as a percentage of the total number of athletes on the team: <ul style="list-style-type: none"> 25%-1 point 50%-2 points 75%-3 points IM Xtreme Performance. Club will automatically receive points based on the number of athletes who receive an IMX average score per event of 400 points as a percentage of the total number of athletes on the team: <ul style="list-style-type: none"> 15%-1 point 30%-2 points 45%-3 points Toyota Virtual Club Championship Ranking. The club will automatically receive points based on the national ranking in the Toyota Virtual Club Championships: <ul style="list-style-type: none"> 1 point for Top 501-800 2 points for Top 301-500 3 points for Top 151-300 4 points for Top 51-150 5 points for Top 1-50 Video Swimmers at Swim Meets (1) Utilize Dartfish or Other Stroke Analysis Software (2) USA Swimming's Scholastic All-American Recognition (2) Swimmer at Disabled Championships (3)



	Business	Volunteer	Coach	Performance	Total points needed to complete Level 4:
Required points for component	2	0	2	10	148
Additional points possible for component	23	8-15	16-83	37-49	
Maximum possible for component	25	15	85	59	
Total points needed to complete component	16	3	28	36	

Club Recognition Program – Institutional Owned Program