

You're here: Sample Club Documents

## Samples and Templates

In this section you will find sample club documents provided to USA Swimming by some of our outstanding member clubs. You are welcome to download these documents and make changes and modifications to fit your club's needs.

*USA Swimming provides these documents as a service to our member clubs. In no way is this intended as an endorsement of any of the policies and procedures stated in these documents. All policies and procedures are the responsibility of the individual club.*



### Instructions for USA Swimming Website Programs

<a href="#">Club Portal and Club Profile Instructions</a>	11/9/2006
<a href="#">How to Create a Web Account on the USA-S Website</a>	4/27/2006

### Bylaws

<a href="#">Booster Club for coach owned program: Berkeley Aquatic Club</a>	10/15/2004
<a href="#">Booster Club for county owned program: Kansas City Blazers</a>	9/30/2004
<a href="#">Generic Bylaws (According to California state requirements)</a>	11/1/2004
<a href="#">Parent Owned Club: Carmel Swim Club</a>	9/28/2004
<a href="#">Parent Owned Club: Dynamo Swim Club</a>	9/28/2004
<a href="#">School District Partnership: Parkway Swim Club</a>	9/28/2004
<a href="#">Sub-S Corporation Constitution and Bylaws: Turtles Swim Club</a>	10/26/2004
<a href="#">YMCA Parent Advisory Committee: Wilton YMCA Wahoos</a>	10/5/2004

### Mission Statements and Strategic Planning

<a href="#">Business Plan: Parkway Swim Club</a>	9/29/2004
<a href="#">Mission and Vision Statements: Berkeley Aquatic Club</a>	10/15/2004
<a href="#">Mission Statement: Dynamo Swim Club</a>	9/29/2004
<a href="#">Mission Statement: Kansas City Blazers</a>	9/29/2004
<a href="#">Mission Statements from Various Clubs</a>	9/29/2004

## Registration and Fees

Fee Schedule: Mecklenburg Aquatic Club	6/15/2005
Fee Structure: Kansas City Blazers	9/29/2004
Fees and Policies: Wilton YMCA Wahoos	10/5/2004
Financial Commitment: Dynamo Swim Club	9/29/2004
Financial Commitment: Kansas City Blazers	9/29/2004
Information Packet for Elite Group: Kansas City Blazers	9/29/2004
Recruiting Materials from USA Swimming	4/3/2006
Registration form for Elite Group: Kansas City Blazers	9/29/2004
Registration Form for Novice Group: Kansas City Blazers	9/29/2004
Registration Form: Carmel Swim Club	9/29/2004
Registration Form: Longhorn Aquatics	9/30/2004
Registration Form: Mecklenburg Aquatic Club	9/29/2004
Registration Instructions: Kansas City Blazers	9/29/2004
Team Travel Fees: Longhorn Aquatics	9/30/2004
Tryout Form: Longhorn Aquatics	9/30/2004

## Team Structure

Kansas City Blazers	9/29/2004
Mecklenburg Aquatic Club	9/29/2004
North Coast Aquatics	6/20/2005
Parkway Swim Club	9/29/2004
Wilton YMCA Wahoos	10/5/2004

## Parental Involvement

Booster Club for Parents: North Coast Aquatics	6/20/2005
Chaperone (Head) Guidelines: Mecklenburg Aquatic Club	9/29/2004
Chaperone Guidelines: Mecklenburg Aquatic Club	9/29/2004
Chaperone Guidelines: Multnomah Aquatic Club	9/29/2004
Parent Code of Conduct: Silicon Valley Aquatics	9/29/2004
Parental Involvement: Dynamo Swim Club	9/29/2004
Service Program and Parental Agreement: Kansas City Blazers	9/29/2004
Swim Meet Contract for Parents: Carmel Swim Club	9/29/2004
Terms and Conditions for Participation: Carmel Swim Club	9/29/2004
Volunteer and Voucher System: Longhorn Aquatics	9/30/2004
Volunteer Program: Mecklenburg Aquatic Club	6/15/2005
Volunteer Service Policy: Silicon Valley Aquatic Club	10/19/2004
Volunteer Support Form: Silicon Valley Aquatic Club	10/19/2004
Volunteer Survey: Mecklenburg Aquatic Club	6/15/2005
Wilton YMCA Wahoos work commitment	10/5/2004

## Athlete Conduct and Discipline

Athlete Code of Conduct for Age Group Swimmers: Kansas City Blazers	9/29/2004
Athlete Code of Conduct for Senior Swimmers: Kansas City Blazers	9/29/2004
Athlete Code of Conduct: Carmel Swim Club	9/28/2004
Athlete Code of Conduct: Dynamo Swim Club	9/28/2004

<a href="#">Athlete Code of Conduct: Mecklenburg Aquatic Club</a>	9/29/2004
<a href="#">Athlete Code of Conduct: USA Swimming National Team</a>	9/29/2004
<a href="#">Code of Conduct for Athletes, Coaches and Parents: Silicon Valley Aquatics</a>	9/28/2004
<a href="#">Disciplinary Code and Procedures: Carmel Swim Club</a>	9/29/2004
<a href="#">Dress Code: USA Swimming National Junior Team</a>	9/29/2004
<a href="#">Drug and Alcohol Policy: Dynamo Swim Club</a>	9/29/2004
<a href="#">Drug and Alcohol Policy: Mecklenburg Aquatic Club</a>	9/29/2004

## Fundraising and Finances

<a href="#">Retailer Scrip Programs</a>	10/15/2004
<a href="#">Swim-a-Thon Contract</a>	9/29/2004
<a href="#">Swim-a-Thon Financial Report</a>	9/29/2004

## Medical and Safety

<a href="#">Medical History Questionnaire</a>	7/1/2005
<a href="#">Medical Release Form: Carmel Swim Club</a>	9/29/2004
<a href="#">Safety Action Plan: University of Minnesota</a>	1/18/2008
<a href="#">Safety and Medical: Parkway Swim Club</a>	1/18/2008

## Facilities

<a href="#">Facility Use Confirmation Form</a>	9/29/2004
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## Insurance and Legal Issues

[Facility contracts, club organization and liability](#)

[Table of Reminders for Registering your Nonprofit Organization](#)

## Club Handbooks

<a href="#">Club Handbook: General Model</a>	9/29/2004
<a href="#">Nelson's Turtles</a>	10/5/2004
<a href="#">Sample Club Handbook</a>	4/3/2007
<a href="#">Wilton YMCA Wahoos</a>	10/5/2004

## Team Communication

<a href="#">Member Survey: Mecklenburg Aquatic Club</a>	2/25/2005
<a href="#">Methods of Communication: North Coast Aquatics</a>	6/20/2005
<a href="#">Methods of Communication: Wilton Y Wahoos</a>	10/5/2004
<a href="#">Monthly Newsletter (online): Dynamo Swim Club</a>	10/15/2004
<a href="#">Monthly Newsletter (online): Kansas City Blazers</a>	10/15/2004
<a href="#">Weekly Newsletter (online): Dynamo Swim Club</a>	10/15/2004

## For Coaches

<a href="#">Coach Education Policy: Parkway Swim Club</a>	9/29/2004
<a href="#">Contract and Job Description: The Fleet</a>	9/29/2004
<a href="#">Job Appraisal Summary: Kansas City Blazers</a>	10/13/2004
<a href="#">Job Description, Associate Head Coach: Mission Viejo Nadadores</a>	10/18/2004
<a href="#">Pay increase guidelines: Kansas City Blazers</a>	10/13/2004
<a href="#">Performance and Appraisal Information for Employees: Kansas City Blazers</a>	10/13/2004
<a href="#">Performance Plan: Kansas City Blazers</a>	10/13/2004
<a href="#">Sample Monthly Coach's Report</a>	11/28/2007

Sample Monthly Coach's Report, Blank Version	11/28/2007
Self appraisal form: Kansas City Blazers	10/13/2004

### Coaching Contracts and Job Descriptions

For samples and consultation, contact the American Swimming Coaches Association (ASCA). Call 800.356.2722 or visit the website: <http://www.swimmingcoach.org/> Coaches and club representatives are encouraged to use this service.