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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

Club Portal and Club Profile Instructions	11/9/2006
How to Create a Web Account on the USA-S Website	4/27/2006

Bylaws

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

Mission Statements and Strategic Planning

Business Plan: Parkway Swim Club	9/29/2004
Mission and Vision Statements: Berkeley Aquatic Club	10/15/2004
Mission Statement: Dynamo Swim Club	9/29/2004
Mission Statement: Kansas City Blazers	9/29/2004
Mission Statements from Various Clubs	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

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

Fundraising and Finances

Retailer Scrip Programs	10/15/2004
Swim-a-Thon Contract	9/29/2004
Swim-a-Thon Financial Report	9/29/2004

Medical and Safety

Medical History Questionnaire	7/1/2005
Medical Release Form: Carmel Swim Club	9/29/2004
Safety Action Plan: University of Minnesota	1/18/2008
Safety and Medical: Parkway Swim Club	1/18/2008

Facilities

Facility Use Confirmation Form	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

Club Handbook: General Model	9/29/2004
Nelson's Turtles	10/5/2004
Sample Club Handbook	4/3/2007
Wilton YMCA Wahoos	10/5/2004

Team Communication

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

For Coaches

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