

## Frequently Asked Questions: CLBMS 101-201

**1. Why is USA Swimming creating another requirement for new clubs?**

The purpose is to create an easily accessible method of delivering basic club leadership information to new clubs before they launch their first year of membership in order to increase a new club's chances of success and longevity.

**2. Why is this new requirement going into effect June 15, 2014 rather than at the beginning of the registration year?**

The course is ready for new clubs! Some may be preparing to apply for 2015 membership and we didn't want to suddenly add this requirement in September. They can complete the course over the summer along with their other requirements. If a new club wants to apply during the summer, it is subject to this new requirement as of June 15.

**3. If an existing club has an unmet CLBMS requirement, which course or courses will the club be required to take?**

A club with an unmet CLBMS requirement from before June 15, 2014 will be required to participate in an in-person course. This could be offered in the current traditional CLBMS format or the new streamlined 201 format. Attendance at either course will meet the requirement. The club leaders would be encouraged, but not required to take the 101 course.

**4. Will 101 and 201 be trackable in SWIMS?**

No, not separately. SWIMS will still show the current Leadership Requirement. A club cannot register for the first time without completing 101, so if the club is new and registered, completion of the 101 requirement is assumed. On completion of the 201 requirement, USA Swimming will indicate that the Leadership Requirement is met.

**5. Why is 201 on the new club checklist if it is not required until the 2<sup>nd</sup> year of registration?**

For two reasons. First, some new clubs are very proactive and will choose to attend an in-person course even before registering with USA Swimming. This club could check-off the 201 requirement. Second, it serves as a reminder of the second part of the Leadership Requirement that all new clubs must complete.

**6. Where can a new club find the 101 course?**

Access to the new course is through the USA Swimming website in Swim Clubs/Starting a Club and Swim Clubs/Business and Administration. As of June 15, the new course will be more prominently displayed in the Starting a Club section.

**7. Who from a new club is required to take the online course?**

As approved by the USA Swimming Board of Directors, two leaders from each club are required to take the online course and submit certificates of completion.

- Non-Profit Organizations – Head Coach and President (or President's designee)
- Institutionally-Owned Clubs – Head Coach and his/her Supervisor (or Supervisor's designee)
- Privately or Coach-Owned Club – Head Coach and Owner. If Head Coach is the owner, 2<sup>nd</sup> participant is designated by the Head Coach.

**8. What if only one person submits a certificate?**

Both of the people listed above must submit a certificate of completion. The new club will not be approved with only one certificate.

**9. What is the cost?**

The 101 online course is free, as is attendance at most in-person CLBMS or 201 courses.

**10. Can additional people take the 101 course?**

USA Swimming encourages all club leaders to take both 101 and 201. There is valuable material for new and existing clubs. Anyone can access the online course and once completed, can return to the material at any time. There is never a charge to take the courses no matter how many people from a club take it.

**11. Do the same two club leaders have to attend 201?**

USA Swimming has always encouraged the Head Coach and another club leader to take CLBMS in person. The same is true for 201. The same two club leaders are encouraged, but not required to attend. As many club leaders as possible are encouraged to attend, with two attendees as the minimum recommended number.

**12. Will clubs be reminded about the 201 requirement?**

The process for 201 remains the same as it currently is for CLBMS. 201 must be completed prior to the second year of registration. Upon approval of the new club, the club is reminded that it must complete the Leadership Requirement. If the requirement is not completed prior to the second registration year, the club is flagged in SWIMS. USA Swimming can issue a temporary extension if the club was unable to attend an in-person class.