



Local Partner Application Information

Requirements for Submitting a Local Partner Program Application

Organizations wishing to apply for participation in the Local Partner program must meet the following requirements:

1. Curriculum:
 - a. A nationally recognized learn-to-swim curriculum (e.g. Red Cross, YMCA, Swim America, Starfish, USSSA, etc.) OR
 - b. Any approved independently-developed learn-to-swim curriculum reviewed by the USA Swimming Foundation.
2. Trained, certified instructors with current CPR and First Aid certification
3. A maximum 6:1 student to instructor ratio
4. A minimum of 8 classes per session with a minimum of 1 class per week
5. Class duration is at least 30 minutes for group lessons
6. Teaching docks provided if pool depth is greater than 4 feet
7. Proof of insurance for the facility and program including general liability and participant liability with a minimum of \$1,000,000 coverage per occurrence.
8. Emergency Action Plan in place

Make a Splash Participation Requirements

Organizations wishing to apply for participation in the Local Partner program must be willing to incorporate the following *Make a Splash* requirements:

1. Community Service: hosting water safety days for the community, opening facility for community service groups (Boys & Girls Scouts, ROTC, etc) for water safety events, and/or offering lessons at a free or discounted rate dedicated to children from economically-disadvantaged populations.
 - To qualify as a discounted price, the cost must be at least 50% off the standard session fee.
 - To qualify as a member of an economically-disadvantaged population the participant should meet criteria such as qualification for a free or reduced fee school lunch program or a comparable local measure
2. Quarterly reporting—statistics will be kept on the following:
 - Total number of classes by program level offered to participants
 - Number of all participants, and number of participants served by the *MAS* program
 - Breakout of the ages of the *MAS* participants according to the following age groupings: Ages 5 & Under, Ages 6-8, Ages 9-11, Age 12 & Older.

- Breakout of the ethnicity of the *MAS* participants according to the following options: African American, Asian, Caucasian, Hispanic, American Indian & Alaska Native, Native Hawaiian & Other Pacific Islander, and Other.
- Breakout of the *MAS* participants by gender.
- Average attendance percentage of *MAS* participants per session
- Number of *MAS* participants passing the *MAS* basic skills test and each of the program achievement levels, i.e. Beginner, Advanced Beginner, etc.

Local Partner program Application Contents

The Local Partner application must include the following:

1. Completed Application Form (see attached)
2. Overview of Applicant's Learn-to-Swim Program
 - a. Teaching Progression/Curriculum (if program is independently developed)
 - b. Sample Program Schedule
 - c. Fee Schedule
 - d. Awards and/or Recognition Program
 - e. Sample Promotional Info/Flyers
 - f. Facility Information
 - g. Other aquatic programs offered
3. Staffing
 - a. Training/certification requirements for swim school staff and instructors
 - b. Training/certification process for instructors
 - c. In Service Training
 - d. Instructor to swimmer ratio
4. Insurance
 - a. The approved *Make a Splash* Local Partner Program shall maintain in force either (a) policy or policies of insurance, (b) self-insurance program, or (c) combination of insurance policy and self-insurance policy, with limits as specified below, insuring against liability which may be imposed arising out of the above:
 - b. Commercial general liability including personal injury insurance with the following limits:

i. Each occurrence:	\$1,000,000
ii. Personal and advertising injury:	\$1,000,000
iii. Participant Liability:	\$1,000,000
iv. General aggregate:	\$2,000,000
 - c. The policy(ies) referred to above shall be endorsed to include USA Swimming and the USA Swimming Foundation as additional insureds and to indicate that the coverages provided by the policy(ies) are primary and non contributory with any insurance maintained by USA Swimming or USA Swimming Foundation.
 - d. The approved lesson program shall deliver to the USA Swimming Foundation a certificate of insurance evidencing the above-described policies and endorsements within thirty (30) days after approval of this application. Any material change, renewal or amendment to such insurance policy shall be delivered to the USA Swimming Foundation within thirty (30) days of its effective date.
5. Information regarding current scholarship program, i.e. number of students participating in free or reduced lessons over the past three years.
6. Emergency Action Plan for each facility

Please send the completed application form and additional materials to:

Make a Splash™ Local Partner Program
USA Swimming Foundation
Attn: Kim O'Shea
1 Olympic Plaza
Colorado Springs, CO 80909

Email: koshea@usaswimming.org

Fax: 719-866-4669

Phone: 719-866-3520