



How to Form a New USA Water Polo Club

So you've decided you want to start your own USA Water Polo Club/Business; now what? This checklist is a step by step guide on how to form your club with USA Water Polo, and how to form that business legally. Each step should be completed in order, but multiple steps may be completed simultaneously.

USA Water Polo Club Membership

- 1. **Demographic Questions/Market Research-** In order to make sure your club/business is a viable option, you will need to find some background information to start. This will help you further down the road when you are determining your budget and other club information. For more information, please see the USAWP document entitled "Demographic Questions/Market Research".
- 2. **Age Groups-** Based upon your demographic questions and your needs, determine what age groups you will have available at your club (Masters, 21 & U, 18 & U, 14 & U, Open, and/or splashball). This information may be changed as you gather more information, or after your club has been formed, but a general idea is needed.

Check all that have been selected: Masters 21 & U 18 & U 14 & U Open Splashball

- 3. **Club Name-** Think of a name that you would like to use for your new club. Once you have an idea of a name, please go to: <https://webpoint.usawaterpolo.com/website/search/SrchClubs.wp> A club cannot have a similar name to an existing club, which is at the discretion of USA Water Polo. If you have concerns about your club name, please contact USAWP at (714) 500-5445. Once you have determined a name that is cleared by USAWP, please check with your state to verify that there is not another business with the same name. Each state will have a different process to check and reserve a name. Please use your individual states website to verify your club name.

Chosen Club Name: _____

- 4. **Club Primary Contact & Coach-** Your club will have one person in which all contact from USAWP will be made, and all decisions will be determined by your primary contract. This primary contact must be a current USAWP member, and may be the head coach, or a club administrator. The primary contact will also be responsible for adding and removing administrator access. Please also determine who you will have as your Head Coach and/or coaches. You may need to look back at the age groups you selected to see if you have enough coaches, and that they fit the demographic.

Primary Contact Name: _____	USAWP Membership #: _____
Head Coach: _____	USAWP Membership #: _____
Additional Coach: _____	USAWP Membership #: _____
Additional Coach: _____	USAWP Membership #: _____
Additional Coach: _____	USAWP Membership #: _____

5. **Coach and/or Administrator Membership-** Once you have determined who your coach(es) are, please make sure they have a current USAWP Membership. For coaches they will need to have their application, membership fee, updated First Aid & CPR, and a background check. For an administration membership, they will need their application and membership fee. If you need to register a club administrator, the application may be sent in with the club application, and the processing fee will be waived.

Additional Administration: _____ **USAWP Membership #:** _____
Additional Administration: _____ **USAWP Membership #:** _____
Additional Administration: _____ **USAWP Membership #:** _____

6. **Practice Pool Information-** You will need a primary pool for your team to practice. You may already have an idea of where you would like to be based on your location and your demographic research. Contact the pool you would like to lease, and find out if they are willing to have your team located there. Be sure to gather the following information:

- a. Pool time availability (practice and potential tournament/event times)
- b. Cost of renting
- c. What facilities would you have access to? (multiple pools, locker rooms, office area, etc.)
- d. Would they need a certificate of insurance? (USAWP Club Membership has a general liability plan. If needed, a certificate of insurance may be requested.)
- e. Pool capacity level
- f. Additional information required by pool facility.

Once you have the general information **AND** a written agreement from the pool facility, determine if you will need additional pool sites. If you will be using multiple pools, please follow the above steps for each one.

Main Pool: _____ **Address:** _____
Pool availability times: _____
Cost of renting: _____ **Certificate of Insurance?**(circle one) **YES NO**
Access to facilities: _____ **Capacity Level:** _____
Additional Information: _____

Additional Pool: _____ **Address:** _____
Additional Pool: _____ **Address:** _____
Additional Pool: _____ **Address:** _____

7. **Registration Fee-** Congratulations! You have now gathered all the information you need to complete the USAWP New Club Application. This registration form requires a fee of \$245, which will register your club for a year. All sales are final, and no refunds will be issued so please be sure you are committed to starting your club before sending in the application.
8. **Other considerations- Insurance:** With USAWP club membership, a general liability policy is provided. There are also additional insurance coverages available for individual clubs if so desired. Please see the document "USA Water Polo Insurance" for more information.
Budget: As your new club forms, budgetary needs are going to come into play. USAWP has provided a general Annual Club Budget Sample that may be of assistance to your new club.