



Step-by-Step Guide to USSA Podium Club Certification

- STEP 1** - Contact the USSA Club Development Manager to “register” your club as a “candidate for podium certification” and confirm level of certification process (Bronze OR Silver/Gold).
- STEP 2** – Designate your club certification team consisting of (1) Staff Leader Representative, (1) Board/Ownership Leader Representative, and (1) Club Community Representative.
- STEP 3** – Coordinate and begin your club self-assessment (*see attached scoring spreadsheet*).
- STEP 4** – Gather and compile required submittals and worksheets (*see attached requirements*). Submit packet.
- STEP 5** – Draft final certification report (*see attached description*).
- STEP 6** – Schedule club visit or interview.

For assistance contact Brian Krill, the USSA Club Development Manager, at bkrill@ussa.org.

Bronze required submittals

- ✓ Staff and Board Responsible for Certification
- ✓ History and Organizational Structure
- ✓ Verification of Legal Entity
- ✓ Verification of Club Insurance
- ✓ Annual Budget
- ✓ Primary Budget Reports
- ✓ Mission, Vision, Values
- ✓ Primary Job Descriptions
- ✓ Staffing *Worksheet – provided by USSA*
- ✓ Volunteer *Worksheet – provided by USSA*
- ✓ Training Phases *Worksheet – provided by USSA*
- ✓ Athletic Performance *Worksheet – provided by USSA*
- ✓ Facilities *Worksheet – provided by USSA*

Silver/Gold required submittals

- ✓ ALL ABOVE
- ✓ Current Bylaws
- ✓ Current SWOT
- ✓ Board Matrix
- ✓ Strategic Objectives
- ✓ Strategic Plan
- ✓ Description of Feedback Practices
- ✓ Board Policies
- ✓ Resource Development Plan
- ✓ Annual Report
- ✓ Development and Fundraising Materials
- ✓ Code of Conduct and Due Process
- ✓ Parent Education and Involvement
- ✓ Athlete Education and Career Information
- ✓ Awards and Recognition
- ✓ Marketing and Communications Plan
- ✓ Staff Manual
- ✓ Professional Development Program
- ✓ Staff Evaluations
- ✓ Program Curriculum Description
- ✓ Emergency Action Plan
- ✓ Written Agreements with Partners/Resort



Certification Assessment - Final Report Guidelines

The certification assessment report is the final step to the USSA podium club certification process, and consists of a self-study and peer review. Along with the final interview (Bronze) or club visit (Silver and Gold) the club's certification team (consisting of 1. staff, 2. board and 3. community representatives) will submit a draft report as described below – the “self-study.” This draft report (self-study) will include a recommendation for certification level and be reviewed by the USSA certification team. The USSA Club Development Manager will draft a final report for review by all parties (peer review), including final recommendations and a certification level. This final report will serve the following purposes:

1. Verify the Club's level of certification
2. Document strengths, weaknesses, opportunities threats with regards to:
 - a. Organizational Performance
 - b. Athletic Performance
3. Map out criteria for subsequent 4-year certification review

Self Study Report Guidelines:

Section 1: Business Entity – *in 500 words or less describe the basic legal, financial and business structures of the club and its primary strategic partners.*

Sections 2-9: Using the “USSA Podium Club Certification Review Criteria” that was discussed and reviewed throughout the certification process (including the visit or interview), draft for each section:

1. Individual element and aggregate score as reviewed/verified by staff, board and community representatives
2. Primary observations (strengths, weaknesses, opportunities, threats – does not need to include each, just primary observations) for each section

Section 10: Conclusion and recommendation for certification level. This should also include a basic plan/statement for how organizational and athletic performance will be measured moving forward and major benchmarks for 4-year review.

Note: This is an internal and informational report and does not have to be fancy. The final report will be drafted by USSA in a format consistent with all other final reports.



Volunteer Worksheet

Volunteer / Task(s)	Hours Monthly	Hours Annually	Valuation of Hours \$\$	Total Hour/Total Value
Board Members				
Events				
Administrative				
Training				
Other?				



TRAINING PHASES WORKSHEET

Please complete the following table:

	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Total days of programming per year:						
# days on-snow training:						
# days off-snow training:						
# competition days:						
# rest days:						
Summer Camp # of days on-snow:						
% time freeskiing/freeriding:						
% time drills outside of competition environment:						
% time competition training:						
% time specific competition rehearsal:						
% time competition:						



Measuring Athletic Performance

Below is a chart (required for certification) and information that will help you map out specific athletic performance indicators. Please be sure to use this resource to map out *all* athletic result performance indicators such as:

- Elite athletic performance: athlete placements at national and international level competition, athlete placements on regional or national teams, etc.
- Developmental athletic performance: increases in participation and improved performance at local and regional levels, noted and measurable improvements by younger individual athletes, noted and measurable improvements by development team measurements, etc.
- Other: list other athletic performance indicators that you use to measure your programs athletic success

Key measurements per discipline: Leaders in each sport have described the pipeline of athletic performance for their disciplines below. Please note that each list goes from development performance measurements to elite performance measurements. It is important that your club list performance benchmarks on both ends of the spectrum (if your club works on both ends), or concentrate on what your club does best along that spectrum. This will help you, as a club, identify where you best fit on this athletic performance spectrum and what your strengths are with regards to the national development pipelines.

Alpine

- SkillsQuest “Gold” Medals at all developmental levels
- Consistent enrollment retention or increases, especially while moving up U system
- Number and *percentage* (can be key for smaller clubs!) of athletes qualified for USSA Divisional Championships
- Number and percentage of athletes qualified for USSA Regional Championships
- Number and percentage of athletes qualified for NorAm events
- Number and percentage of athletes qualified for USSA national age group camps
- Regional team members
- Divisional Championships top 10 and top 3 placements
- Regional Championships top 10 and top 3 placements
- National Championships top 10 and top 3 placements
- Invitations to the National Training Group
- Athletes placed on the US Ski A, B, C or D teams

Cross Country Skiing

- Consistent enrollment retention or increases, especially while moving up U system
- Number and percentage of athletes participating in Local competitions (Youth skills events, Youth competitions/ BKL, local citizen competitions)
- Number and percentage of athletes qualified for School championships, Sectionals, NCAA or NCSA competitive teams
- Number and percentage of athletes qualified for USSA Divisional or Regional Championships
- Number and percentage of athletes qualified for Divisional & Regional team members
- Number and percentage of athletes qualified for USSA Regional Elite Group camp
- Number and percentage of athletes qualified for USSA Junior National, USSA Senior National Championships & SuperTour Finals
- Athletes qualified for USSA national age group camps (U-16, National Training Group (NTG), National Elite Group (NEG), invites to USST camps)
- Athletes qualified for USSA sanctioned international competitions (U18 trip, Junior World Ski Championships, World U23 Championships, USSA sanctioned International Continental Cup (COC))
- Regional Championships top 10 and top 3 placements
- National Championships top 10 and top 3 placements
- International Championships, International COC, World Cup top 10 and top 3 placements
- Athletes placed on the US Ski A & B teams

Freestyle

- Consistent enrollment retention and or increases
- Athlete participation in all age groups to ensure NTS pipeline
- Number and percentage of athletes that compete in divisional events
- Number and percentage of athletes that compete out of their division
- Number and percentage of athletes qualified for USSA Junior National Championships
- Number and percentage of athletes that qualify for Young Guns
- Number and percentage of athletes that qualify for Selection Events and National Championships
- Number and percentage of athletes qualified for NorAm/Continental Cup events
- Number and percentage of athletes qualified for Junior World Championships
- Number of athletes qualified to compete in World Cups starts before National Team status
- Number of athletes ranked top 20 overall at Divisional Championships
- Number of athletes ranked top 10 overall at Junior National Championships
- Number of athletes ranked top 10 overall National Championship including podium results
- Number of FIS podium results
- Number of athletes ranked top 10 NorAm Grand Prix
- Number and percentage of athletes qualified for Development group
- Athletes placed on the US Ski A, B, C

Snowboarding

- Consistent USASA regional series event results in each age class. Moving up through the USASA competition pipeline.



- Number and/or percentage of athletes qualified for USASA Nationals in each age division and Open Class.
- Number of athletes qualified for Revolution Tour
- Number of athletes qualified for Project Gold Talent Development Camps
- Number and/or percentage of athletes with top 10 results and top 3 results at Revolution Tour events.
- Number and/or percentage of athletes qualified for Grand Prix/Dew Tour events
- Number of athletes placed on the US Snowboarding Rookie Team
- Number of athletes placed on the US Snowboarding Pro Team

Freeskiing

- Consistent USASA or USSA regional series event results in each age class. Moving up through the competition pipeline
- Number and/or percentage of athletes qualified for USASA Nationals in each age division and Open Class
- Number and/or percentage of athletes qualified for USSA Jr. Nationals
- Number of athletes qualified for Revolution Tour
- Number of athletes qualified for Project Gold Talent Development Camps
- Number of athletes qualified for The North Face Park and Pipe Open Series
- Number of athletes with top 10 results and top 3 results at Revolution Tour events.
- Number of athletes with top 10 results and top 3 results at TNF PPOS events
- Number of athletes qualified for Grand Prix/Dew Tour events
- Number of athletes placed on the US Freeskiing Rookie Team
- Number of athletes placed on the US Freeskiing Pro Team

Use the table on the next page to report your athletic performance benchmarks.

USSA Club Facilities Worksheet

Club Facilities	Athlete Locker Room	Club Office	Coaches Offices	Tuning Room	Video Room	Strength and Cond Facility	Rehab/Med Facilities
<i>Please Describe</i>							
Sport Specific Facilities							
ALPINE	Dedicated Training Venue	Full Length Slalom	Full Length GS	Full Length Super G	Full Length Donhill	Terrain Used for "Sections" if not full length	Timing
<i>Please Describe</i>							
ALPINE cont.	Do you have enough up-to-date protection to fully utilize the venues described above?						
<i>Please Describe</i>							
SNOWBOARD	18 foot Halfpipe	22 foot HP	Slopestyle Terrain Park	Boardercross Training Features	Alpine Training Venue	Off Snow Tramp/ Foam Pit/ Aerials	Skate Park
<i>Please Describe</i>							

USSA Club Facilities Worksheet

NORDIC	Ski Trail - Machine groomed for skate and classic - (5km minimum this cut-offs for multiple distances)	Stadium	Sprint Course	Youth Skills course	Homologated Trails - Sprint & Distance	Grooming with machine tilling	Snow making
<i>Please Describe</i>							
FREESTYLE	Development Mogul Course	Access to Mogul Course	Permanent Mogul Course	On Snow Aerial Site/Fac	Off Snow Tramp/ Foam Pit/ Aerials		
<i>Please Describe</i>							
FREERIDE	18 foot Halfpipe	22 foot HP	Slopestyle Terrain Park	Skiercross Training Features	Big Mountain Training Venue	Off Snow Tramp/ Foam Pit/ Aerials	Skate Park/other
<i>Please Describe</i>							
NORDIC JUMP	Beginner equip	Other Equip	10M	20M	40M	60M	90M
<i>Please Describe</i>							