



USA Swimming API Access Policy

1. Purpose and Scope

The purpose of this policy is to establish clear, standardized guidelines for accessing USA Swimming's Application Programming Interfaces (APIs). This policy applies to all vendors, individuals, and organizations that request or maintain API access to USA Swimming data and systems.

The policy governs how member, competition, and performance data are accessed, shared, and maintained through USA Swimming's authorized APIs, ensuring protection of member information and integrity of organizational systems.

Its objectives are to:

- Protect the privacy, accuracy, and integrity of member and organizational data.
- Ensure consistent and secure integration across all connected systems.
- Define access tiers, eligibility, and responsibilities for approved API users.
- Enable innovation through standardized and governed data access.
- Align API access with the USA Swimming Member Data Services Agreement (MDSA).

This policy applies to all approved API access users. Compliance will be monitored by the Technology & Data Department and reviewed annually to ensure alignment with USA Swimming's standards.

2. Policy Overview

All API access is governed by the Member Data Services Agreement (MDSA) and this API Access Policy. Users must execute the MDSA and comply with this policy before credentials are issued.

This policy establishes a standardized framework for evaluating, approving, and managing API integrations across USA Swimming's digital platforms. Access is organized into defined tiers that correspond to each user's level of functionality, data sensitivity, and compliance requirements.

This policy defines eligibility requirements, access tiers, and service levels that determine how external systems may securely connect and exchange data with USA Swimming platforms.

3. API Access Tiers

API access is structured into three defined tiers that align each vendor's technical capability with appropriate levels of data access, testing, and compliance oversight. This tiered model ensures that integrations scale responsibly, allowing vendors to progress only after demonstrating technical competency, adherence to data protection standards, and operational readiness.

Each tier grants a distinct set of permissions and responsibilities, from basic read-only functionality to advanced, fee-based services enabling real-time member verification and results submission. Each higher tier includes the privileges of the preceding level, ensuring a controlled and progressive path toward deeper system integration.

Access level assignments are determined through the API Access Request process and may be modified or revoked by USA Swimming at its discretion.

The following table outlines the available access tiers, associated fees, and intended purposes:

Tier	Tier Name	Description	Fee	Purpose
Tier 1	Team Management Base Access	Provides access to GET endpoints (read-only) e.g., club rosters, membership lookups.	No Fee	Informal or limited integrations. Display of approved USA Swimming data.
Tier 2	Team Management Premium Access	Provides access to POST endpoints (write operations). Requires successful proof-of-competency testing in a sandbox environment.	No Fee	Vendors with established compliance needing basic data write capability.
Tier 3	Times and Member Verification Access	Provides access to the Member Verification APIs for real-time validation of membership and eligibility and access to Times Verification APIs for real-time validation of entry times and performances	\$25k Annual Fee	Real time validation of membership and eligibility. Vendors handling meet entries.
Tier 3 (Service Add-On)	Team Management Times Transfer Service	One-time migration for Club Member Times Report. Time Transfer service for Tier 3 access holders only.	\$1500	Migration service for vendors onboarding new clubs.

Access to each tier is subject to formal review and approval by USA Swimming. Advancement between tiers is based on demonstrated performance, data handling compliance, and technical validation through the proof-of-competency process.

Approval of a specific tier does not guarantee continued access. API Users must maintain active compliance with the Member Data Services Agreement (MDSA), all policy requirements, and any associated additions to retain credentials as outlined in Section 4.

4. Eligibility Requirements

To maintain the security and integrity of USA Swimming's data, all applicants must meet specific eligibility criteria before receiving or retaining API access. These standards ensure that only verified, reputable organizations with a legitimate business purpose are authorized to connect to USA Swimming systems.

Eligibility is reviewed during the initial application process and re-evaluated through the annual renewal process. Existing vendors must submit a renewal form and confirm continued compliance with all requirements outlined in this policy and the Member Data Services Agreement (MDSA).

USA Swimming reserves the right to review eligibility at any time to ensure ongoing adherence to its data protection and governance standards.

- Vendor must be an approved USA Swimming **vendor or service provider** with a legitimate business purpose.
- Vendor must hold an active USA Swimming membership.
- Vendors accessing member data must comply with Safe Sport and any required background checks.

- Vendor must sign the MDSA and all relevant addenda before production credentials are issued.
- Vendors must adhere to all applicable privacy and data protection laws (COPPA, CCPA California Consumer Privacy Act, GDPR).

5. Application and Review Process

All requests for API access are subject to a formal application review and approval by USA Swimming to ensure compliance with organizational, legal, and security standards. This process establishes a consistent, transparent workflow for evaluating vendor requests, validating eligibility, and assigning the appropriate access tier. Access may be granted, modified, or denied at USA Swimming's sole discretion.

Application Steps:

1. **Submit Request** - The applicant completes and submits the API Access Application through the USA Swimming API Access webpage. The applicant must specify the intended use, required endpoints, and requested access tier.
2. **Initial Review** - USA Swimming Technology & Data staff review the submission for completeness, eligibility, and alignment with organizational requirements.
3. **Technical and Security Evaluation** - For vendors requesting Tier 2 or higher, a technical review is conducted to assess readiness, data handling practices, and compliance with privacy standards.
4. **Decision and Notification** - Applicants receive written notice of approval, denial, or a request for additional information.
5. **Agreement Execution** - Approved vendors must execute the Member Data Services Agreement (MDSA) and any relevant addenda prior to credential issuance.
6. **Issue Credentials** - Once all documentation and requirements are satisfied, USA Swimming issues sandbox credentials for testing.
7. **Validation and Approval** - Upon successful proof-of-competency testing and final review, production credentials are provisioned.
8. **Renewal** - Existing vendors must submit a renewal form annually to confirm continued eligibility and compliance prior to credential renewal.

Review Timelines: Typical review and approval time is 10–15 business days from the date a complete application is received. Processing time may vary based on application volume, technical complexity, and required follow-up. USA Swimming will communicate status updates throughout the review process and notify applicants promptly of any delays or additional requirements.

6. Onboarding and Proof of Competency

All approved vendors must complete a formal onboarding and validation process before advancing to Team Management Premium Access or Times and Member Verification Access. This process ensures that vendors demonstrate the technical capability, data integrity, and security compliance required to integrate with USA Swimming's production systems.

Onboarding occurs within a designated sandbox environment, where vendors configure, test, and validate their API integrations using test data provided by USA Swimming. The purpose of this stage is to confirm that vendors can securely and accurately handle member data before credentials are issued.

Proof-of-Competency Requirements:

- Demonstrate API call accuracy, error handling, and proper authentication practices.
- Validate all required data fields, including citizenship, address, and age restrictions.
- Successfully complete the Proof-of-Competency Test, administered by the Technology & Data Team.
- Resolve all identified issues, security findings, or validation errors prior to production approval.
- Maintain supporting documentation of all testing activities for audit and review purposes.

Upon successful completion of onboarding and proof-of-competency validation, USA Swimming will issue production credentials corresponding to the vendor's approved access tier. Failure to meet the required standards may result in delayed approval, additional testing, or denial of production access.

Revalidation Requirements: Vendors may be required to undergo retesting or revalidation if they make substantial changes to their integration, modify data-handling workflows, or upgrade to a higher access tier. USA Swimming reserves the right to require additional testing at any time to verify continued compliance with technical, security, and privacy standards.

7. Support and Service Levels

USA Swimming provides varying levels of technical and operational support based on the vendor's approved access tier. Support ensures that vendors receive appropriate guidance during onboarding, integration, and ongoing use of the APIs, while maintaining fairness and consistency across all participants. The level of support included, availability of additional assistance, and applicable billing policies are defined below:

Tier	Included Support	Additional Support	Billing Policy
Team Management Base Access	Orientation email and documentation access	Not available	N/A
Team Management Premium Access	Orientation email and documentation access	Not available	N/A
Times and Member Verification Access	Up to 25 hours annually	\$100 Hourly rate thereafter	Invoiced monthly
Team Management Times Transfer Service	One-time migration for Club Member Times Report.	Direct support of the migration process	\$1500 per club

Support is provided through USA Swimming's official ticketing system. Requests for live meetings, consultations, or extended technical sessions may be billed at the hourly rate outlined above.

USA Swimming reserves the right to adjust support terms or rates with thirty (30) days' written notice.

Response Expectations: Support requests are typically acknowledged within **two business days** and prioritized based on the severity and impact of the issue. Requests related to data integrity, credential access, or production outages receive expedited handling. Resolution timelines may vary depending on the complexity of the issue, availability of resources, and vendor responsiveness.

8. Fees and Billing

All API-related fees, including annual licensing fees, service fees, and additional support fees, are defined in the [USA Swimming API Fee Schedule](#), which serves as an extension of this policy. Vendors are responsible for reviewing and understanding the applicable fees prior to executing the Member Data Services Agreement (MDSA).

Fees vary by access tier and service type. Annual fees are invoiced in advance, while hourly or one-time service fees are billed upon completion or as otherwise specified in the Fee Schedule. All payments must be made by [\(type of payment\)](#) and received [\(define terms\)](#) by USA Swimming within thirty (30) days of the invoice date unless otherwise stated in the vendor's agreement.

Failure to remit payment in accordance with these terms may result in suspension or revocation of API credentials, delayed renewals, or termination of access privileges. Fees are non-refundable once access credentials or services have been approved.

USA Swimming reserves the right to review and adjust the Fee Schedule annually or as necessary to reflect changes in operational costs or program structure. Vendors will be notified in writing at least thirty (30) days prior to any fee adjustment or billing policy change.

9. Data Use and Privacy Compliance

USA Swimming's API Program is built on the principle that all member and organizational data must be handled responsibly, securely, and in accordance with applicable laws and internal data governance standards. All vendors granted API access are entrusted with protecting the privacy and integrity of USA Swimming's data. This section defines mandatory requirements for data use, handling, and breach reporting to ensure full compliance with legal and organizational obligations.

Requirements:

- **Authorized Use Only:** Vendors may use API data solely for the purpose specified and approved in their API Access Application and corresponding agreement. Any deviation, including use for analytics, marketing, or product development beyond the approved scope, is prohibited without written consent from USA Swimming.
- **Prohibition on Redistribution:** Redistribution, resale, or repurposing of USA Swimming data is strictly prohibited. Data obtained through API access may not be shared with any third party, subsidiary, or affiliate unless expressly authorized in writing.
- **Data Protection Controls:** Vendors must implement strong data protection measures, including encryption for data in transit and at rest, secure credential management, and restricted access based on job role or function. Access credentials must never be shared between users.
- **Breach Notification:** Any data breach, suspected incident, or unauthorized disclosure involving USA Swimming data must be reported to USA Swimming within forty-eight (48) hours of discovery. Vendors are required to cooperate fully in any subsequent investigation or remediation effort.
- **Regulatory Compliance:** Vendors must comply with all applicable privacy regulations governing youth and member data, including but not limited to the Children's Online Privacy Protection Act (COPPA), the California Consumer Privacy Act (CCPA), and the General Data Protection Regulation (GDPR) where applicable.

- **Data Retention and Disposal:** Vendors must retain API data only for as long as necessary to fulfill the approved purpose and must securely delete or anonymize all data upon expiration, termination, or revocation of access.

USA Swimming reserves the right to audit vendor data-handling practices to ensure adherence to these requirements. Failure to comply may result in immediate suspension or termination of access privileges and potential legal action.

10. Monitoring and Enforcement

USA Swimming actively monitors API access and usage to ensure compliance with technical, legal, and data protection standards. This oversight protects the integrity of USA Swimming systems, safeguards member information, and maintains trust between USA Swimming, its vendors, and the swimming community.

Monitoring Authority: USA Swimming reserves the right to monitor, audit, and review vendor API usage, access logs, and related activity at any time:

- Vendors must maintain complete and accurate records of API transactions and provide access to such records upon request for audit or compliance review.
- Automated systems may be used to detect abnormal, excessive, or unauthorized API calls that indicate potential misuse or security risk.

Enforcement Actions: USA Swimming may take corrective or disciplinary action in response to non-compliance, including but not limited to:

- Issuing a written warning or request for corrective action;
- Temporarily suspending API access pending investigation;
- Revoking credentials or terminating vendor participation in the API program; or
- Pursuing legal or financial remedies as permitted under the Member Data Services Agreement (MDSA).

Grounds for Enforcement: Access may be suspended or terminated immediately in the event of:

- Non-payment or outstanding fees;
- Breach of contract or violation of the MDSA;
- Misuse of data, including unauthorized disclosure or storage of member information;
- Security violations or evidence of compromised credentials; or
- Failure to maintain compliance with USA Swimming's technical or privacy standards.

Consequences of Violation: Vendors found in violation may face permanent removal from the API Access Program, financial penalties as defined in the MDSA, and potential legal action. USA Swimming may also notify affected members or authorities if a violation results in unauthorized data disclosure or poses material risk to member privacy.

Monitoring and enforcement activities are managed by the Technology & Data Department in collaboration with USA Swimming's Legal team to ensure consistent application and due process.

11. Policy Maintenance

This policy is owned by the Technology & Data Department and maintained in collaboration with the USA Swimming Legal Department. These departments share joint responsibility for ensuring that the policy remains current, accurate, and aligned with organizational priorities, applicable laws, and industry best practices.

Review and Approval:

- The policy will undergo a comprehensive review at least annually, or more frequently if required due to changes in technology, data governance standards, or regulatory obligations.
- Proposed revisions will be reviewed by Legal and Technology & Data leadership before formal approval and publication.
- Significant changes affecting access, fees, or compliance requirements will be communicated to all stakeholders in advance of implementation.

Version Control and Publication:

- Each revision will be assigned a version number and effective date for tracking and historical reference.
- The most current version of this policy will be published on the USA Swimming API Access webpage.
- Superseded versions will be archived internally and retained for compliance and audit purposes.

Communication:

- All active vendors will be notified in writing of material updates, policy revisions, or new compliance obligations.
- USA Swimming staff responsible for API governance will receive updated documentation and implementation guidance to ensure consistent enforcement.

Acceptance of Updates:

Continued participation in the USA Swimming API Access Program constitutes acceptance of the most current version of this policy and all associated requirements.

12. References and Related Documents

The following documents support and supplement this policy. Each provides additional requirements or guidance for vendors participating in the USA Swimming API Access Program:

- **API Access Application:** Required for all new access requests.
- **API Access Renewal:** Required for all annual renewal requests.
- **Member Data Services Agreement (MDSA):** The governing legal agreement defining data access, vendor obligations, and overall terms of participation.
- **Exhibit A - API License Agreement:** Details the specific terms, conditions, and usage rights associated with API access.
- **API Fee Schedule:** Defines all applicable licensing, service, and support fees by access tier.
- **Terms of Use:** Defines acceptable use standards for all API interactions and related digital services.
- **Privacy Policy:** Describes how USA Swimming collects, stores, and protects personal and member data.
- **Vendor Onboarding and Proof-of-Competency Checklist:** Guides vendors through testing and compliance validation prior to production access.
- **Data Breach Response Procedure:** Defines steps for reporting and responding to any unauthorized data disclosure or security incident.