

2023 Coach Membership Requirement Checklist

Make sure all these requirements are current and on file with the AD LSC Admin.

Find the list of approved safety course options on the [USA Swimming Website/Coach Safety Requirements](#). Check this list prior to taking a course to be sure it can be accepted.

Coaches must maintain current certification at all times.

Non-Athlete Coach Membership – Beginning 9/1/2022, all USA Swimming Registrations are processed using Online Member Registration. Each team has a unique link which allows members to register for their club. [Contact your Club Administrator/Registrar to obtain your club's special link.](#) 2023 memberships are valid until 12/31/2023.

CPR, STSC in Water and Online and CPT Certificates MUST be Sent to the LSC Admin to update your record.

CPR/AED Certification – Obtain USA Swimming-approved adult & pediatric CPR/AED certification. Send a copy of your completion Certificate to the AD LSC Admin. Valid for 2 years

Safety Training for Swim Coaches – See the list of acceptable options for Safety Training on the [USA Swimming Website](#). Valid 2 years. Send both certificates to the AD LSC Admin:

STSC In-Water Certificate (Lifeguard Certificate or In-Water Checklist) **and**

STSC Online Certificate (take course on Red Cross Website) [ARC \$25]

Concussion Training (CPT): All Coaches must complete a Concussion Training course. This is required by USA Swimming. CPT will show on all reports and in USA Swimming App. **Your CPT completion certificate must be sent to the AD LSC Admin.** [Concussion Training \(NFHS\)](#) or [CDC Concussion Training](#) Head's Up Course

ALL The following Courses/Requirements will Automatically Update to your Record.

Criminal Background Check – *Not Required for Junior Coach Members.*

Log into your account and go to EDUCATION/Course Catalog to complete the background check.

You will need to select one of two options: √ New Member Background Check √ Renewal Background Check

New members will pay \$36; Renewal screens are \$18. If you do not renew your background check within 30 days of its expiration, you will need to complete the new member background check. Results should be received within 3-5 business days. This must be renewed every 24 months.

Athlete Protection Training (APT) Course – *Not Required for Junior Coach Members.*

To complete this course, log into your account and go to EDUCATION/Course Catalog to complete Athlete Protection. You must “finish” by completing the quiz and evaluation at the end. APT must be renewed every 12 months.

USADA Coach's Advantage Tutorial (CAT) – To complete this course, log into your account and go to EDUCATION/Course Catalog and select Coach Advantage Tutorial. This tutorial follows the same parameters and timelines as APT and must be renewed every 12 months.

NEW: Coach Education Program (Replaces FOC 101 & 201)

• **Existing Coaches (who have completed FOC 101 & 201 prior to 9/1/22):**

Must Complete **Quality Coaching Framework (QCF)** **prior to 6/6/2023** [Free/40 minutes]

• **New Coach Members (who have NOT completed FOC 101 & 201 prior to 9/1/2022):**

Prior to being on deck/certified as a coach member:

Must complete **Welcome to USA Swimming** [Free/20 minutes] **and**

Quality Coaching Framework (QCF) [Free/40 minutes]

Prior to the 2nd year of coach membership:

Core Certification [\$50] – consists of 5 modules 45 min-1 hr each. One distributed every 10 weeks over the course of a year. **and**

Rules & Regulations for Coaches [free]. Log into your account. Go to EDUCATION/Course catalog.

USA Swimming App – Download the USA Swimming app for your phone or mobile device. You will use the SAME login for the USA Swimming app as you do to log into your account on the USA Swimming website. The USA Swimming app can be used to verify membership status and check the expiration dates of all their coach membership requirements. USA Swimming app also serves as an electronic membership card at meets.