

NEW FOR 2012 USA-S NON-ATHLETE MEMBERSHIP REGISTRATION PROCEDURES

NEW NON-ATHLETE MEMBER

1. INITIATE YOUR CRIMINAL BACKGROUND CHECK (CBC)
Level 2 for Coaches and Officials ... Level 1 for all Others
2. COMPLETE YOUR NON-ATHLETE MEMBERSHIP APPLICATION
Coaches must include copies of the required certifications
3. GIVE YOUR MEMBERSHIP APPLICATION TO YOUR CLUB REGISTRAR
Coaches, be sure to include certification copies
4. CLUB REGISTRAR SENDS YOUR PAPERWORK AND FEE TO THE LSC REGISTRAR
5. AFTER YOU ARE ENTERED IN SWIMS, YOU MUST COMPLETE THE ATHLETE PROTECTIVE TRAINING (APT) ON THE USA-S WEB SITE
You MUST be in the SWIMS database BEFORE you can initiate the APT
6. FOR OFFICIALS AND OTHER NON-COACH MEMBERS, ONCE YOUR CBC AND APT ARE COMPLETE, YOU ARE AN ACTIVE MEMBER AND THE LSC REGISTRAR WILL SEND OUT YOUR MEMBERSHIP CARD
Officials will also have to fulfill the AD requirements for becoming USA-S Officials
7. FOR COACHES, IN ADDITION TO YOUR CBC AND APT, YOUR CERTIFICATIONS MUST ALSO BE UP TO DATE TO BE AN ACTIVE COACH MEMBER

CBC and APT Notifications of completion are automated ... Do NOT send your confirmation email

RENEWING NON-ATHLETE MEMBER

1. COMPLETE YOUR NON-ATHLETE MEMBERSHIP APPLICATION
Coaches must include copies of the required certifications
Be sure that your CBC is up to date
Complete the APT ... MUST be done Before you can be renewed for 2012
APT notification of completion is automated ... Do NOT send your certificate
2. GIVE YOUR MEMBERSHIP APPLICATION TO YOUR CLUB REGISTRAR
Coaches, be sure to include certification copies
3. CLUB REGISTRAR SENDS YOUR PAPERWORK AND FEE TO THE LSC REGISTRAR
4. LSC REGISTRAR RENEWS YOUR MEMBERSHIP AND SENDS NEW MEMBER CARD

Please refer to the AD Web Site to obtain your registration form, find information and links to initiate a CBC, find information and links to complete your APT and answer pertinent questions.