

## **USA SWIMMING MEMBERSHIP REQUIREMENT CHECKLIST FOR ATHLETE and NON-ATHLETE MEMBERS**

All members Must Register to USA Swimming through the Online Member Registration System (OMR)

### **ALL ATHLETE MEMBERS 18 and Over ARE REQUIRED TO COMPLETE APT**

If an 18+ year old athlete member is missing APT or has an expired APT, they are considered out of compliance and are offered no USA Swimming insurance coverage at practice or in meets.

### **ALL NON-ATHLETE MEMBERS ARE REQUIRED TO COMPLETE THESE 2 REQUIREMENTS**

- Level 2 Criminal Background Check
- Athlete Protection Training course

*Current and previous members can access the APT course at any time through their SWIMS 3.0 Dashboard, Education link. New members must register through OMR before getting access to online courses. APT takes approximately 90 minutes to complete the core course and about 45 minutes to complete the subsequent refresher modules 1-3 and is offered at no charge. New members cannot initiate the course until their membership is processed. APT must be taken annually, following the course progression, Core, Refresher 1, 2, 3, one per year.*

*Your SWIMS Record will automatically be updated when you have passed the background check and online athlete protection training.*

### **ALL Officials and Coaches Must Also Complete CPT (concussion protocol training)**

This course is not automated and must be updated manually in the member's record. When completed, email or send a copy of the completion certificate to the AD LSC Registrar.

### **ALL Coaches – See Pages 2 and 3 Below for complete details of coach requirements.**

*Certificates for completion of CPR, Both STSC courses and CPT course Certificates must be sent to the AD LSC Registrar to update your SWIMS record. These courses are NOT Automated.*

*Background Check, APT, Coaches Advantage Tutorial, Quality Coaching Framework, Welcome to USA Swimming, Core Certification and Rules and Regulations automatically update in your SWIMS record.*

If any of the non-athlete member's requirements are missing or expire, they are considered out of compliance and are offered no USA Swimming insurance coverage when acting in any official capacity.

**SEE PAGES 2&3 BELOW FOR COACH SPECIFICS**

# 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** – USA-S 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 OMR link.](#)

**The 4 courses/requirements below do NOT Update automatically.  
CPR, STSC in Water, STSC Online and CPT Certificates MUST be Sent to the AD LSC Admin.**

- 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](#). There is no renewal required for this course in New York State, one and done.

**ALL The following Courses/Requirements will Automatically Update to your SWIMS 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)**

- **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]

**and Within 365 days of New Coach Registration Date Must Complete**

- 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 SWIMS Dashboard 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.

# Provisional Coach Membership

A Provisional Coach Member Must be at least 18 years of age.

Prior to being on deck, a provisional coach must complete the following:

- Safety Training for Swim Coaches on-line (STSC-O)
- Concussion Protocol Training (CPT)
- Criminal Background Check (BGC)
- Athlete Protection Training (APT)
- Welcome to USA Swimming
- Quality Coaching Framework (QCF)
- Child Abuse Neglect Reporting Act (California residents only)

Within 365 Days of Registration, the provisional coach must complete the following:

- CPR/ AED
- Rules and Regulations Exam

At the end of year three (*consecutive years*), the provisional coach must become a full coach member and complete all remaining requirements or cease coaching.

**A provisional coach may NOT be the only coach on deck.**

**A provisional coach must be supervised in a one-on-one situation by a coach member in good standing.**

Note: If a Provisional coach wants to become a full coach member at any time before the end of 3 consecutive years, they **MUST** complete ALL of the New Coach Requirements before becoming a full coach member.

Once someone registers as a Provisional Coach Member, the 365 day grace period to complete Core and R&R is voided. If a Provisional Coach decides to become a full coach member, he/she must complete Core and R&R (along with all other requirements) before becoming a full coach member, even if the coach decides to upgrade after a couple of months.