



Memo

To: Club Contacts
From: Indiana Swimming Member Services – Lynn Kinstler & Michele Deluna
Date: 9/22/2011 Updated 9/22/11
Re: 2012 Registration Requirements for CLUBS & ALL NON-ATHLETE MEMBERSHIPS

We have now received information concerning the two new requirements for 2012 Club and Non-Athlete registrations.

CLUB Pre-Employment Screen – *New* - www.usaswimming.org/preemploymentscreens

- **Effective 8.31.11 - 502.6.8** All clubs are required to comply with USA Swimming Pre-Employment Screening Procedures for New Employees for all new employees (paid or unpaid) who are **required to be members** under 502.4 or 502.6.3.
- The screen has three components: (1) references from three most recent employers; (2) education verification; (3) motor vehicle report
- Clubs will be required to indicate by checking a check box on the 2012 club application form that pre-employment screens on new employees (hired after 8.31.11) were completed.
- USA Swimming has identified three vendors who can complete the prescribed screenings. These vendors' services are offered 'a la carte;' clubs can order one, two, or all three services from their preferred vendors (see above link).
- Cost is approximately between \$30-50 if choosing a vendor to provide all 3 items required. Cost is less if fewer than all 3 screen items are desired.
- Report turnaround is approximately 1-5 business days.
- Club needs to keep an employee file on all employees and will keep these screen reports at the club level. Do not send to USA Swimming or IN Swimming unless requested to do so.

Athlete Protection Training for ALL Non-Athletes (Coaches, Officials, Meet Directors, etc)- *New*

- **502.6.1 All non-athlete members of USA Swimming** must have satisfactorily completed criminal background checks **and athlete protection education** as required by USA Swimming. - www.usaswimming.org/protect
- In order to renew for 2012, all non-athlete members will be required to complete a FREE online Athlete Protection Training (APT) course that will be available on the USA Swimming website on or after 9.15.11. Training is estimated to be 1 hour and then pass at 100%, a 10-question common sense final exam.
- APT course will have an expiration date just like the background screen and will be valid for 2 years.
- The individual required to take APT (non-athlete members), will have to be in the system (SWIMS) before they will be able to access APT. So, be sure to at the very least, send in the non-athlete application and applicable membership fees due so that we can add individual to SWIMS.
- APT auto-matches to your record in SWIMS. Provided that any additional requirements are needed (safety certs, etc), your membership card will then go to our print queue and be returned to you.
- If you have any questions about APT, please contact lynn@inswimming.org or call during office hours – 317.237.5780.

IN Swimming Coach Expirations – *New as of 8.27.11*

- If a coach is found to be on any deck and is not a registered current coach member or has any expired certifications, the club (or coach, if Unattached) will be assessed a \$100 fine per day they are on deck. A legal coach member is defined as having paid fees for a current membership as well as submission of current (non-expired) safety certifications on file with IN Swimming/USA Swimming (this includes background screen, any Foundations of Coaching test that needs to be taken and the new APT above).
- If a meet host does not do their due diligence and monitor deck access to ensure that all coaches are legal coach members (see above definition) with current certifications, the meet host will be assessed a \$100 fine for the meet.