

## **MEMBERSHIP REQUIREMENT CHECKLIST FOR NON-ATHLETE MEMBERS**

Non-athletes should complete and mail a non-athlete membership application and applicable payment to: Indiana Swimming – 201 S Capitol Ave, Suite 410 – Indianapolis IN 46225. There is no option of online submission or credit card payment. Sorry. Supplying a self-addressed stamped envelope will expedite the return of your membership card.

### **COACHES**

- USA Swimming approved **CPR** certification (must maintain a current certification at all times – see list of approved courses) <http://www.usaswimming.org/Rainbow/Documents/3319d34d-4991-4bb1-a211-0fa3c0923015/Approved%20List.xls>
- USA Swimming approved **first aid** certification (must maintain a current certification at all times – see list of approved courses) <http://www.usaswimming.org/Rainbow/Documents/3319d34d-4991-4bb1-a211-0fa3c0923015/Approved%20List.xls>
- Safety Training for Swim Coaches** (must maintain a current certification at all times – available through the American Red Cross only – can substitute USA Swimming approved lifeguard certification plus STSC online written test – see list for approved lifeguard certifications) <http://www.usaswimming.org/Rainbow/Documents/3319d34d-4991-4bb1-a211-0fa3c0923015/Approved%20List.xls>
- Acxiom Level 2 Criminal Background Check ([www.usaswimming.org/backgroundcheck](http://www.usaswimming.org/backgroundcheck))
- Athlete Protection Training course ([www.usaswimming.org/protect](http://www.usaswimming.org/protect))  
*Current and previous members can access the course at any time. New non-athlete members must get their application and fees to IN Swimming before getting access to this online course. The online course takes approximately 60 minutes to complete and is offered at no charge. New members cannot initiate the course until their membership application has been received and processed by Indiana Swimming. It is recommended that new members wait a few days after mailing their application before attempting to log in to take the course. Once their membership application has been processed, the log in procedure can be completed. (An error message will appear during the log in if the new member's application hasn't been processed yet.)*
- Only if applicable - Foundations of Coaching exam (this requirement must be met prior to second year of coach membership – [www.usaswimming.org](http://www.usaswimming.org) – Becoming a Coach)

*Coaches should enclose a copy of the CPR, first aid, and Safety Training for Swim Coaches certifications to Indiana Swimming. Indiana Swimming will be notified automatically (from SWIMS) when you have passed the background check, the online athlete protection training, and, if applicable, the Foundations of Coaching exam. Once all membership requirements have been met, we can generate a membership card and mail. There is no grace or probationary period. You must have all items current and submitted to Indiana Swimming in order to be a coach member and to be on deck.*

### **OFFICIALS**

- Acxiom Level 2 Criminal Background Check ([www.usaswimming.org/backgroundcheck](http://www.usaswimming.org/backgroundcheck))
- Athlete Protection Training course ([www.usaswimming.org/protect](http://www.usaswimming.org/protect))  
*Current and previous members can access the course at any time. New non-athlete members must get their application and fees to IN Swimming before getting access to this online course. The online course takes approximately 60 minutes to complete and is offered at no charge. New members cannot initiate the course until their membership application has been received and processed by Indiana Swimming. It is recommended that new members wait a few days after mailing their application before attempting to log in to take the course. Once their membership application has been processed, the log in procedure can be completed. (An error message will appear during the log in if the new member's application hasn't been processed yet.)*

*Indiana Swimming will be notified automatically (from SWIMS) when you have passed the background check and the online athlete protection training. Once all membership requirements have been met, we can generate a membership card and mail. There is no grace or probationary period. You must have all items current in order to be an official member and be on deck volunteering.*

## **OPTIONAL VOLUNTEERS/TEAM OWNERS/COMMITTEE & BOARD MEMBERS/OTHERS**

*Adult club volunteers who interact directly and frequently with athletes as a regular part of their duties and individuals with any ownership interest in a member club must be non-athlete members of USA Swimming . This does not apply to volunteers such as timers, marshals, computer operators, etc. who only have limited contact with athletes during a meet. Board members non-athlete membership are at a club's discretion.*

- Acxiom Level 1 Criminal Background Check ([www.usaswimming.org/backgroundcheck](http://www.usaswimming.org/backgroundcheck))
- Athlete Protection Training course ([www.usaswimming.org/protect](http://www.usaswimming.org/protect))  
*Current and previous members can access the course at any time. New non-athlete members must get their application and fees to IN Swimming before getting access to this online course. The online course takes approximately 60 minutes to complete and is offered at no charge. New members cannot initiate the course until their membership application has been processed by Indiana Swimming, so it is recommended that new members wait a few days after mailing their application before attempting to log in to take the course. Once their membership application has been processed, the log in procedure can be completed. (An error message will appear during the log in if the new member's application hasn't been processed yet.)*

*Indiana Swimming will be notified automatically (from SWIMS) when you have passed the background check and online athlete protection training. Once all membership requirements have been met, we can generate, print and mail your card and you will be considered a legal non-athlete member.*