



COACH MEMBERSHIP REQUIREMENTS CHECKLIST

- Membership Application** - Complete and mail a non-athlete membership application to the address printed on the application form. Memberships are processed by each LSC (Local Swimming Committee). Annual fees vary by LSC. Application forms can be found on each LSC website. A map of LSCs and links to their websites can be found at www.usaswimming.org/LSCmap.
- CPR/AED Certification** - Obtain USA Swimming-approved adult & pediatric CPR/AED certification (must maintain a current certification at all times) – see list of approved courses in the step by step list at the bottom of the www.usaswimming.org/coachmember page.
- Safety Training for Swim Coaches** – see list of approved courses in the step by step list at the bottom of the www.usaswimming.org/coachmember page. (Must maintain a current certification at all times).
- Concussion Protocol Training** – Coaches should take the concussion training to meet their state requirements. In states where no such law exists, coaches can take the training through the [Centers for Disease Control](#) or the [National Federation of State High School Associations](#).
- Criminal Background Check** - www.usaswimming.org/backgroundcheck (\$39). Anyone who has lived in New York State may have to pay more and the process may be delayed due to NY requirements.
- Athlete Protection Training (APT) Course** www.usaswimming.org/apt – Current and previous members can access the course at any time. This course is offered at no charge. New members cannot begin the course until their membership applications have been processed by their LSCs. Once the membership application has been processed, the coach will receive an email confirmation and at that time the APT log-in procedure can begin. (An error message will appear during the log in if the new member's application hasn't been processed yet. New members need to wait for the email confirmation from their LSCs.)
- USADA Coach's Advantage Tutorial** – www.usaswimming.org/learn Current and previous members can access the course at any time. This course is offered at no charge. New members cannot begin the course until their membership applications have been processed by their LSCs. This course is renewed annually.
- Foundations of Coaching 101** – First year coaches must complete 101 Level Course (\$15). Prior to 2nd year of registration, coaches must complete **Foundations of Coaching 201** (\$25) and **Rules & Regulations for Coaches** (no fee). www.usaswimming.org/FOC

Coaches should enclose a copy of the CPR/AED, Safety Training for Swim Coaches and Concussion Protocol Training certifications with their application and payment to their LSC. The LSC will be notified automatically when a coach has passed the background check, online athlete protection training, USADA coach's advantage tutorial and the Foundations of Coaching exams. Once all membership requirements have been met, the membership card will be available on Deck Pass.

Questions regarding the membership process: membership@usaswimming.org.

Questions regarding the Foundations of Coaching courses: clubdevelopment@usaswimming.org.

Questions regarding the background check: backgroundcheck@usaswimming.org.

Questions regarding the APT and USADA Coach's Advantage: learn@usaswimming.org.

A coach can sign up for a Deck Pass account at www.usaswimming.org to be able to verify membership status and check the expiration dates of all of coach membership requirements. Deck Pass also serves as an electronic membership card at meets. Questions: deckpass@usaswimming.org.