USA Swimming and PA State Clearance Requirements:

1. USA Swimming: <https://www.usaswimming.org/coaches/coaching-membership-requirements-checklist>

* Membership in USA Swimming must be current
* USA Swimming Background Check ▪ <https://www.usaswimming.org/background-checks>
* Athlete Protection Training ▪ <https://www.usaswimming.org/utility/landing-pages/safe-sport/apt>
* Foundations of Coaching 101/201 ▪ <https://www.usaswimming.org/utility/landing-pages/club/foundations-of-coaching>
* Concussion Protocol Training - <https://www.cdc.gov/headsup/youthsports/training/index.html>
* Rules & Regulations for Swim Coaches ▪ <https://www.usaswimming.org/utility/landing-pages/club/foundations-of-coaching>
* First Aid/CPR
  + Provide copy of Red Cross Certificate to Laura Hartman in the AMS Office email [office@amswim.org](mailto:office@amswim.org)
* USADA Coach’s Advantage Tutorial - <https://www.usaswimming.org/coaches/coaching-membership-requirements-checklist>
* Safety Training for Swim Coaches (On-line) ▪ The online component must be passed before taking the in-water skills component. Go directly to [http://www.redcross.org/take-a-class](https://www.redcross.org/take-a-class/classes/safety-training-for-swim-coaches-online-content-only/a6R0V0000015Fhb.html) and complete the instructions on ARC web page.
* Safety Training for Swim Coaches (Water Skills) - <https://www.usaswimming.org/docs/default-source/coaching-resourcesdocuments/coach-membership-requirements/safety-training-for-swim-coaches-skill-sheet534c59fa6cbc6a0a9b57ff00009030c2.pdf>
  + Provide to Laura Hartman in the AMS Office email [office@amswim.org](mailto:office@amswim.org)

1. PA Child Protective Clearance – Pennsylvania’s Child Protective Services Law (“CPKL”) requires certain volunteers and employees to obtain clearances before they can work with children. <https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/default.aspx>

Who? The following individuals are required to obtain clearances for employment purposes prior to employment

* Any individual 14 years of age or older who is applying for or holding a paid position as an employee with a program, activity, or service as a person responsible for a child’s welfare or having direct contact with children.[[1]](#footnote-1)
* Any individual aged 14-17 who is applying for or holding a paid position where they would be responsible for a child’s welfare or have direct contact with children is only required to submit Child Abuse and PSP Clearances if both of the following apply:

1) The minor has been a resident of the Commonwealth during the entirety of the previous 10-year period or, if not a resident of Pennsylvania during the entirety of the previous 10-year period, has received an FBI clearance at any time since establishing residency in the Commonwealth.

2) The minor and their parent or legal guardian swear and affirm in writing that the minor employee is not disqualified from service under the grounds for denying employment or has not been convicted of an offense similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or foreign nation, or under a former law of this Commonwealth.

What? Individuals falling in the above-listed categories must obtain the clearances listed below. Instructions can be found in the links that follow.

1. Report of criminal history from the Pennsylvania State Police (“PSP Clearance”) see: <http://www.keepkidssafe.pa.gov/resources/clearances/pspcrimck/index.htm>
2. Child Abuse History Clearance from the Department of Human Services (“Child Abuse Clearance”) see: <http://www.keepkidssafe.pa.gov/resources/clearances/pachildhistory/index.htm>
3. Fingerprint-based federal criminal history submitted through the Pennsylvania State Police or an authorized agent (“FBI Clearance”) (not applicable to minors if the minor meets the requirements of the exception outlined above) <http://www.keepkidssafe.pa.gov/resources/clearances/fbifinger/index.htm>

Note: Applicants for employment or current employees may transfer current clearances obtained for other employment purposes to apply for employment with AMS Members. If doing so, the applicant or employee must swear or affirm in writing that they have not been disqualified from employment or service pursuant to the CPSL. The Pennsylvania Department of Human Services developed an Employee Disclosure Statement to help facilitate this, and coaches may consider using it. <http://www.keepkidssafe.pa.gov/resources/supportingdocuments/index.htm>

(continued on page 3…)

How to Submit?

Print two (2) copies of each required document: one for your records and one to submit to the Upper St. Clair School District.  
  
Place district copies in a sealed envelope marked “CONFIDENTIAL EMPLOYEE CLEARANCES”.  This packet may be submitted one of two ways:

* 1. Hand deliver to the District Administration Building  
     (Hours are Mon. - Thurs., 8 a.m. - 4:30 p.m. and Fri., 8 a.m. - 4 p.m.)  
     Our District Administration Building is located on the Upper St. Clair High School campus - adjacent to the stadium. If you enter campus via Truxton Drive, the one-way road takes you directly in front of the building. Visitor parking is located across from the entrance. If you enter via Westminster or McLaughlin Run Road, enter the upper parking lot and park in the spaces above the administration building. The building's main entrance is marked by an arched overhang.
  2. Send via U.S. mail to the following address:

Upper St. Clair School District Administrative Building  
Attn:  Confidential Employee Clearances  
1775 McLaughlin Run Road  
Upper St. Clair, PA  15241  
  
*Please note that clearances may NOT be submitted via email.*

For more information on the CPSL and employees, the following link contains a list of FAQs that were prepared by the Pennsylvania Department of Human Services.

<http://www.keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/c_160268.docx>

Questions: Carissa Howard (PEAQ Safe Sport board member) at [carissathoward@gmail.com](mailto:carissathoward@gmail.com); Laura Hartman in the AMS Office email [office@amswim.org](mailto:office@amswim.org)

1. Direct contract with children is defined as the care, supervision, guidance, control, or routine interaction with children. Routine interaction with children is defined as regular and repeated contact that is integral to the person’s employment responsibilities. An individual is a person responsible for a child’s welfare if the person provides permanent or temporary care, supervision, mental health diagnosis or treatment, training or control of a child in lieu of parental care, supervision and control. [↑](#footnote-ref-1)