2019 Coach Membership Requirement Checklist

**Make sure that all these requirements are current and on file at the Minnesota Swimming Office.**

**[ ]  Membership Application** – Complete and mail a 2019 non-athlete (or Junior Coach) membership application to the address printed on the application form. Send the $65 fee with the application and be sure to reach, √, and sign the application. [*If your club pays your membership fees,* ***YOU*** *must complete/read and sign your application prior to giving it to your club registrar to send to Minnesota Swimming.]*

**[ ]  CPR/AED Certification** – Obtain USA Swimming-approved adult & pediatric CPR/AED certification (must maintain a current certification at all times) – see list of approved course options on the MSI Website under documents ([USA Swimming Coach Membership Requirements](https://www.teamunify.com/czmnlsc/UserFiles/File/Documents/2018%20Documents/USA%20Swimming%20Membershiop%20Requirements%20%287-30-2018%29.pdf)) or USA Swimming Website ([www.usaswimming.org/cochmember](http://www.usaswimming.org/cochmember)) prior to taking a course to be sure it can be accepted.

 Send a copy of your completion Certificate to the MSI office.

**[ ]  Safety Training for Swim Coaches** – See the list of acceptable options for Safety Training on the [USA Swimming Coach Membership Requirements](https://www.teamunify.com/czmnlsc/UserFiles/File/Documents/2018%20Documents/USA%20Swimming%20Membershiop%20Requirements%20%287-30-2018%29.pdf) document. You must send 2 certificates to the MSI Office

1. STSC In-Water Cert (or LG Cert or In-Water Checklist)
2. STSC Online (take course on the Red Cross Website and send completion certificate to MSI office) (ARC $25)

**[ ]  Criminal Background Check** – *Not Required for Junior Coach Members.*

Take the background check on the USA Swimming website ([www.usaswimming.org/backgroundcheck](http://www.usaswimming.org/backgroundcheck))

You will need to select one of two options:

* New Member Background Check
* Renewal Background Check

All new members will pay $36; Renewal checks 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. You’ll typically receive your results within 3-5 business days. This must be renewed every 24 months.

**[ ]  Athlete Protection Training (APT) Course** – Take this course on the USA Swimming website ([www.usaswimming.org/apt](http://www.usaswimming.org/apt)). Then click on “Access Training Materials”. Take “Mandatory Athlete Protection Training for Coaches/Non-Athlete Members” and follow the prompts. New members are required to have their non-athlete application form and payment processed by Minnesota Swimming before they can sign in to complete the course. You will take 3 short courses and both are free of charge. APT must be renewed every 12 months. Results take about 24 hours to match a member record.

**[ ]  Foundations of Coaching (FOC)**

* First Year coaches must complete FOC 101 ($15) prior to being authorized as a 1st year coach member.
* Prior to the 2nd year of coach membership, coaches must take FOC 201 ($25) and Rules & Regulations for Coaches (no fee). FOC 101is a pre-requisite. [www.usaswimming.org/foc](http://www.usaswimming.org/foc) (Each FOC is only completed one time.)

MSI is notified automatically when a coach has passed the background check, online APT, and the FOC exams.

**[ ]  Deck Pass** – A coach may sign up for a Deck Pass account at [www.usaswimming.org/deckpass](http://www.usaswimming.org/deckpass) to be able to verify membership status and check the expiration dates of all their coach membership requirements. Deck Pass also serves as an electronic membership card at meets. Download the Deck Pass app for your phone or mobile device.

**[ ]  Concussion Training**: All Coaches must complete a Concussion Training course. This is a state law (MN Statute #121A.37 and 121A.38: Youth Sports Programs). We are now tracking this course on the SWIMS database and the completion certificate must be sent to the MSI office.

[CDC Concussion Training](https://www.cdc.gov/headsup/youthsports/training/index.html) Head’s Up Course (<https://www.cdc.gov/headsup/youthsports/training/index.html>)