

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

**MEMBERSHIP APPLICATION:** Non-athlete Coach Members should register through the Ohio Swimming website ([www.swimohio.com](http://www.swimohio.com)). The Non-Athlete Registration button is located to the right of the starting block photo. Make sure you are not logged into the Ohio Swimming website or any other Team Unify website before you begin the process.

Follow the prompts to fill in the fields applicable to registration (do not fill in emergency information or medical information). Since the screens have nomenclature related to athletes, just enter the relevant information for non-athlete membership (your name, your mailing address under the billing section, birthdate, membership type).

Payment can be made by Credit Card or Check. If your team pays for your membership, select the 'other' payment option and forward your emailed invoice to your team administrator for payment (check with your team administrator for their reimbursement procedures). Checks can be mailed to the address on the emailed invoice.

### **OFFICIALS**

- Criminal Background Check** - ([www.usaswimming.org/backgroundcheck](http://www.usaswimming.org/backgroundcheck)) (\$38.00)  
Anyone who has lived in New York State may have to pay more and the process may be delayed due to NY requirements. Background check renewal is \$18 after renewal with the new vendor (effective May 2017).
- Athlete Protection Training (APT) Course\*** ([www.usaswimming.org/learn](http://www.usaswimming.org/learn)) – There are two APT courses – one for new members and one for renewing members. 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, you will receive an email confirmation that will direct you to the APT log-in procedure. (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.)
- Concussion Training:** There is a concussion training required by the State of Ohio, for all officials participating in youth sports. Link to the training is located under Safe Sport>Concussion on the Ohio Swimming website: [https://www.teamunify.com/SubTabGeneric.jsp?team=czohlsc&stabid\\_=83626](https://www.teamunify.com/SubTabGeneric.jsp?team=czohlsc&stabid_=83626)

**\*If you create a non-member account on LEARN, you will not receive credit for the courses you take**

The links above are also found on the Ohio Swimming website under the Officials>Certification menu.

Officials need to send a copy of the Concussion certificate to: [certifications@swimohio.com](mailto:certifications@swimohio.com) or fax to 513-282-4090.

Ohio Swimming will be notified automatically when you have passed the background check and the online athlete protection training. Once all membership requirements have been met, you will be able to print a membership card:

### **HOW TO PRINT YOUR USA SWIMMING MEMBERSHIP CARD:**

1. Log into the USA Swimming website
2. Select Deck Pass from the member resources menu
3. Scroll down to the "tab" that indicates Membership Card and select it. The details of your membership record will show.
4. On the top right of the box that shows your membership details, there is a "Print Official Card" link. Select the link. A pdf of the front of your membership card will launch.

An official can sign up for a Deck Pass account at [www.usaswimming.org](http://www.usaswimming.org) to be able to verify membership status and check the expiration dates of all of membership requirements. Deck Pass also serves as an electronic membership card at meets. Questions: [deckpass@usaswimming.org](mailto:deckpass@usaswimming.org)

Questions regarding the membership process: [office@swimohio.com](mailto:office@swimohio.com)

Questions regarding the background check: [backgroundcheck@usaswimming.org](mailto:backgroundcheck@usaswimming.org)

Questions regarding the athlete protection training: [learn@usaswimming.org](mailto:learn@usaswimming.org)