

# OKS Certification and Attestation Policy

## **Requirements:**

Per USA Swimming and OKS policy, all USA Swimming coaches are required to be certified, and must maintain the following credentials in order to comply:

- Current USA Swimming Membership/Coach Card, which implies that the individual is registered with USA swimming, holds valid credentials, and has passed the coaching test prior to 2nd year of registering as a coach, or has been grandfathered in; has either been background screened or initiated background screening within the last 30 days;
- CPR Certificate; □ Safety Training Certificate or Lifeguard Training
  - Coach Education Requirements: Any coach applicant registered for the FIRST time with USA-S after 1998 is required to pass the Foundations of Coaching 101 prior to registering as a USA-Swimming coach member.
  - A coach must pass the Foundations of Coaching 201 course/test and the Rules and regulations test prior to registering for the second year of membership.
  - Have completed and be current with the coach background screening requirement.
  - Have completed and be current with the coach Athlete Protection training course
- Credentials at Meets: all coaches must present a valid USA Swimming Coach Card to the Meet Director prior to the commencement of any sanctioned swim meet, and must have this card with them while on deck.

## **Rationale:**

All persons acting in any coaching capacity in a USA/OKS sanctioned event (this doesn't apply to approved or observed meets) must hold a current USA Swimming coach card per USA Swimming Rules and Regulations (202.3.3) for reasons related to:

- Compliance with USA and OKS rules; □ Safety of Swimmers; □ Insurance Requirements.

## **OKS Support:**

OKS maintains a list of coaches with credentials that are due to expire in 90 days and coaches whose credentials have expired in the past 90 days or less. This list is updated daily and posted on

oks.org. A roster of OKS coach members is maintained and updated weekly on oks.org. This list is sent to Meet Directors every Friday morning before a OKS sanctioned meet. Club contacts are aware of these lists. OKS's primary method of communication is the website, oks.org, as stated in the USA Swimming club application that is completed and submitted by every OKS member club.

## **Enforcement:**

1. The Program Operations Division has developed for distribution and implementation a Coach Credential Attestation Form (copy attached) which will be sent to all Meet Directors. The purpose of this policy/attestation form is to allow an OKS coach to attest that he/she has current credentials and is USA registered coach member in the event that their name does not appear on the OKS coach roster.
2. The form includes the following:
  - a. Space for name, address, phone, email, and club affiliation of the coach
  - b. Blanks for the coach to initial affirming that he/she has current CPR training, , Safety training (all as required under current OKS policy), USA Swimming Coaches of Foundation test 101 and 201, has completed background screening

or has initiated background screening within the last 30 days current with all requirements pertaining to background screening, current with all requirements pertaining to Athlete Protection Training and Education, and is a current-season coaching member of USA swimming. Out-of-LSC coaches may affirm the latter only.

c. Signature and date line

d. Counter-signature by Meet Director or Referee

e. Description of the requirement that all proofs must be submitted to the OKS Registration Coordinator within two business days following the meet (i.e. by the end of normal business hours on the second business day.)

f. Description of the penalties for misstatement.

1. — It is the Meet Director's responsibility to obtain from the OKS Registration Coordinator an updated list of certified coaches from the OKS office prior to the start of any sanctioned meet; the Meet Director must then assume responsibility for verifying certification of all coaches in attendance at the meet; the Meet Referee is to provide back up support to the Meet Director to ensure that the certification of all coaches is verified.
2. — Coaches who are verified as not certified will not be allowed on deck for the meet; it is the responsibility of the Meet Director, with the support of the Meet Referee, to ensure that non-certified coaches are not allowed on the deck.
3. — The Meet Referee is the final authority for disputes arising from enforcement of this policy at a OKS sanctioned meet. The Meet Referee's decision to deny deck access to a coach who does not either present proper credentials or properly complete the Coach Credential Attestation Form is final and may not be protested.
4. — Coaches who do not appear on the list and/or who do not present the proper credentials but who claim to be properly certified must be provided with a copy of this policy statement and must complete the Coach Credential Attestation Form and submit it to the Meet Director.
5. — Upon receipt of the properly completed form along with some form of photo identification, the Meet Director may admit the coach as if he/she had presented their credentials. The Meet Director must forward (via fax) (or email) all forms received to the OKS Registration Coordinator immediately upon completion of the meet and shall retain a copy.
6. — Upon submission of the signed form, the coach is required to furnish proof of all certification to the OKS Registration Coordinator within two business days (i.e. by the end of normal business hours on the second business day). Proof includes a completed and signed course record sheet or certification card from a USA Swimming approved course. Certification dates listed on updated cards submitted to OKS must show a course completion date prior to the first day of the meet listed on the attestation form. OKS reserves the right to request the original card. Original cards will be returned to the coach along with the updated USA Swimming coach card.
7. — Any coach who submits the form and fails to submit the required documentation within two business days shall cause his/her team to be deemed to have violated the "Policy Statement on Integrity" and will be subject to a **\$500.00** fine. No further entries in, nor applications for sponsorship of any OKS approved, sanctioned or sponsored event will be accepted from that Club until the fine has been paid. If a coach is unattached, or if a coach lists a team which disclaims responsibility for that coach, the coach shall be individually liable for the penalty.
8. — If any coach commits a second offense (at a different meet) the Board of Review may impose additional penalties including but not limited to fines and/or suspensions as it deems appropriate.
9. — **Oklahoma Swimming** is responsible for implementation, follow up and overall enforcement of this policy.

## OKS Coach Certification Attestation Form

Coaches who do not appear on the coach list and/or who do not present the proper credentials but who claim to be properly certified must be provided with a copy of this policy statement and must complete the Coach Credential Attestation Form and submit it to the Meet Director.

**Date:** \_\_\_\_\_ **Meet:** \_\_\_\_\_

**Name of Coach:** \_\_\_\_\_

Club: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

As the above-named coach, I am attesting that I hold a current USA Swimming coach card and the below current credential(s). I agree to submit copies of the credential(s) in dispute to the **OKS Registration Coordinator** within two business days (i.e. by the end of normal business hours on the second business day). Proof includes a completed and signed course record sheet or certification card from a USA Swimming approved course. Certification dates listed on updated cards submitted to **OKS** must show a course completion date prior to the first day of the meet listed on the attestation form. **OKS** reserve the right to request the original card. Original cards will be returned to the coach along with the updated USA Swimming coach card.

Please check the credential(s) that you are attesting:

- CPR Certification
- Safety Training for Swim Coaches or Lifeguard Training Certification
- USA Swimming Coaches Foundation of Coaching Test 101
- USA Swimming Coaches Foundation of Coaching Test 201
- USA Swimming Coaches Foundations of Rules and Regulations
- Background Check through USA Swimming
- Athlete Education/ Protection Test
- USA Swimming Non-Athlete Member Registration
- USA Swimming Coach Card (out of state coaches only)

Any coach who submits this form and fails to submit the required documentation within **72 hours**. Shall cause his/her team to be deemed to have violated the "Policy Statement on Integrity" and will be subject to a \$500.00 fine. No further entries in, nor applications for sponsorship of any OKS approved, sanctioned or sponsored event will be accepted from that Club until the fine has been paid. If a coach is unattached, or if a coach lists a team which disclaims responsibility for that coach, the coach shall be individually liable for the penalty. Failure to submit as specified above will result in an immediate referral to an OKS Administrative Review Board Hearing.

Coach: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Meet Director or Referee: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

The Meet Director or Referee is to fax (or email) this form to the OKS Registration Coordinator, Sanction Coordinator and General Chair immediately upon completion of the meet and shall retain a copy.