



## 2023 Coach Membership Requirement Checklist

**Make sure all these requirements are current! Coaches must maintain current certification at all times!**

- Non-Athlete Coach Membership** – All USA Swimming Registrations are processed using Online Member Registration. Each team has a unique link which allows members to register for their team. Contact your Team Administrator/Registrar to obtain your team’s special link. If you are unattached, contact the Ozark Registrar for your registration link. 2023 memberships are valid until 12/31/2023. If you are a returning coach member, you **MUST** have your new membership ID linked to your new login account. You can request this from the Ozark Registrar.
- CPR/AED Certification** – Obtain USA Swimming-approved adult & pediatric CPR/AED certification. Send a copy of your completion Certificate to the Ozark Registrar. Valid for 2 years
- Safety Training for Swim Coaches** – Find the list of approved safety course options on the [USA Swimming Website/Coach Safety Requirements](#). Check this list prior to taking a course to be sure it can be accepted. Valid 2 years. Send both certificates to the Ozark Registrar:
  - STSC In-Water Certificate (Lifeguard Certificate or In-Water Checklist) **and**
  - STSC Online Certificate (take course on the Red Cross Website & send certificate to Ozark Registrar) [ARC \$25]
- Criminal Background Check** – Not Required for Junior Coach Members. Log into your account and go to EDUCATION/Course Catalog to complete the background check. You will need to select one of two options: ✓ New Member Background Check ✓ Renewal Background Check New members will pay \$36; Renewal screens 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. Results should be received within 3-5 business days. This must be renewed every 24 months. Completion will match your SWIMS record.
- Athlete Protection Training (APT) Course** – To complete this course, log into your account and go to EDUCATION/Course Catalog to complete Athlete Protection. You must “finish” by completing the quiz and evaluation at the end. APT must be renewed every 12 months. Results take 24 hours to match a member record. Members can access the courses at any time. This course is offered at no charge. Year 1: SafeSport Trained, Year 2: Refresher 1, Year 3: Refresher 2, Year 4: Refresher 3, Year 5: SafeSport Trained, etc.
- USADA Coach’s Advantage Tutorial (CAT)** – To complete this course, log into your account and go to EDUCATION/Course Catalog and select Coach Advantage Tutorial. This tutorial follows the same parameters and timelines as APT and must be renewed every 12 months. Results will automatically link to your member record.
- NEW REQUIREMENT: Coach Education Program (Replaces FOC 101 & 201)**
  - **Existing Coaches (have completed FOC 101 & 201 prior to 9/1/22):**
    - Must Complete **Quality Coaching Framework (QCF)** **prior to 12/31/2022** [Free/40 minutes]
  - **New Coach Members (have NOT completed both FOC 101 & 201 plus Rules & Regs prior to 9/1/2022):** Prior to being on deck/certified as a coach member:
    - Must complete **Welcome to USA Swimming** [Free/20 minutes] **and**
    - Quality Coaching Framework (QCF)** [Free/40 minutes]  
Prior to the 2<sup>nd</sup> year of coach membership:
    - Core Certification** [\$50] – consists of 5 modules 45 min-1 hr each. One distributed every 10 weeks over the course of a year. **MUST BE STARTED BY 1/1/2023** **and**
    - Rules & Regulations for Coaches** [free]. Log into your account. Go to EDUCATION/Course catalog. This will link automatically to your member record.
- Concussion Training (CPT):** All Coaches must complete a Concussion Training course. Your CPT completion certificate **must** be sent to the Ozark Registrar. [Concussion Training \(NFHS\)](#) **or** [CDC Concussion Training](#) Head’s Up Course (either one is acceptable; you do not need to complete both). This only needs to be completed once. It does not expire.

**USA Swimming App** – Download the USA Swimming app for your phone or mobile device. You will use the SAME login for the USA Swimming app as you do to log into your account on the USA Swimming website. The USA Swimming app can be used to verify membership status and check the expiration dates of all their coach membership requirements. USA Swimming app also serves as an electronic membership card at meets.

Note: Safety Trainings (CPR, Online/In-Water Safety), Concussion Training completion certificates MUST be sent to Trish Grant, Ozark Registrar ([registrar@ozarkswimming.com](mailto:registrar@ozarkswimming.com)). Other trainings 'should' link to your member record automatically. If they do not, please notify Ozark Registrar.

#### Coaching Certification Resources:

- See this [easy flow chart](#) to understand next steps in your personalized education track.
- View curriculum pricing and discounts [here](#).
- View all resources, videos, communications and FAQ's on the [Coaching Certification Program](#) website.

SWIMS 3.0 Resources for Coaches: [Swims 3.0 Resource Hub for Coaches](#)

[Detailed Instructions for Creating a SWIMS 3.0 Account and Registering for 2023](#)

Accessing Certificates: [US Center for SafeSport](#) Click 'Login' at the top. Everyone that has ever accessed trainings/courses automatically has an account. If you do not know your log-in information click 'Forgot Password.' Once you're logged in, click the three lines at the top right of the page and click on 'Transcript.' You will be able to download your certificates from here.