



## 2023 Membership Requirement Checklist for "Others"/"Administrators"

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

**Non-Athlete 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 USA-S member, you **MUST** have your new membership ID linked to your new login account. You can request this from the Ozark Registrar.

**Criminal Background Check** –

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.

**Concussion Training (CPT)**: (Only required by "Other" Non-athlete Members; "Administrators" do NOT need to complete this requirement. 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 membership requirements. USA Swimming app also serves as an electronic membership card at meets.

**Note: 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.

### [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.