



Kentucky Swimming

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Background Check for Officials (new and renewals)

The background check must be completed before you expiration date. Officials will lose certification and will not be allowed to officiate at any USA Swimming/Kentucky Swimming meets after that date until the background check is completed (and passed).

As required by USA Swimming, to become or recertify as a Kentucky Swimming/USA Swimming official, a background check is now required.

NEW OFFICIAL - Please follow the instructions below:

1. Fulfill all apprenticeship or recertification requirements.
2. Submit a current USA Swimming Registration Application to either your club contact or the KYLSC office with the appropriate registration fee. (Please obtain specific instructions from your club contact before submitting your registration form.)
3. Before you start the online background check, you will need to have access to a credit card.
4. Go to: <http://www.usaswimming.org/USASModules/BackgroundCheck/BackgroundCheckPage.aspx?screentype=coach>
5. Click on "Yes, Initiate a Background Check" and follow the prompts.
6. You will start the process on the USA Swimming website.
7. Read the "Notice Regarding Monthly Searches".
8. Choose the Background Check for Coaches and Officials (Level 2).
9. You will now be directed to the AISS website.
10. Provide appropriate information and pay with a credit card.
11. Print the "Confirmation Report" and the "Thank You" page as confirmation that you initiated the check.
12. Notification will normally occur within 3-5 business days following the initiation of the check.
13. The subject line of the email will include the letters BG, your name, and a GREEN, YELLOW, or RED score designation.
14. On the report itself, the third section of the report is entitled "Report Summary." That section includes a line "Score Report-County" which also includes the Green, Yellow, or Red score designation.
15. If you encounter any problem with completing the check while online, please call AISS Customer Service at 800-853-3228 and choose option 2.
16. This background screening is valid for two years.

Background Check Cost

Level 2 Background Check for Coaches and Officials: \$39.00

Renewal Check required every 24 months after initial screening: \$19.00

RENEWALS: Follow the link to determine your BGC status. If you are ready for a BGC renewal it will provide the next step.

USASWIMMING.ORG ⇒ Member Resources ⇒ programs and services (safe sport) ⇒ screening and selection ⇒ background checks ⇒ background check expiration lookup: enter first name, last name and date of birth

Questions: please call the KYLSC office at 859 539-9091

To provide a safe and healthy environment, encompassing all backgrounds and abilities that create a tradition of excellence in the sport of swimming