

# USA SWIMMING

## COACH MEMBERSHIP REQUIREMENTS

From the USA Swimming rulebook: "Anyone who coaches athletes at a USA Swimming practice or competition must be a coach member of USA Swimming and must have satisfactorily completed safety training, criminal background check and other coaches' education as required by USA Swimming."

Requirements must be kept current at all times. There is no grace period; coach membership is not valid if any of the requirements lapse or expire. A coach does not have USA Swimming insurance coverage if his/her membership is not valid. To help coaches manage their membership requirements, the date that each requirement expires is printed on their USA Swimming coach membership card, as well as being available on the Deck Pass app and through the Club Portal. Additional information and links for each requirement can be found at [www.usaswimming.org/coachmember](http://www.usaswimming.org/coachmember).

### **Steps to become a coach member (additional details about each requirement are below):**

1. Initiate your criminal background check ([www.usaswimming.org/backgroundcheck](http://www.usaswimming.org/backgroundcheck)).
2. Complete a CPR/AED course from the list below (**courses not on the list will not be accepted**).
3. Complete Safety Training for Swim Coaches (details below).
4. Determine your Local Swimming Committee ([www.usaswimming.org/LSCmap](http://www.usaswimming.org/LSCmap)) and then go to the LSC website to print the non-athlete application form.
5. Send the completed form, payment, and your CPR/AED & STSC certifications to the LSC (amount due and address will be printed on the form)
6. New members only: Receive email confirmation that your application has been received and entered into the database; then complete Steps 7 & 8.
7. New members only: Complete Foundations of Coaching 101 ([www.usaswimming.org/FOC](http://www.usaswimming.org/FOC)).
8. Complete the online Athlete Protection Training course ([www.usaswimming.org/learn](http://www.usaswimming.org/learn)).

### **STEP 1: CRIMINAL BACKGROUND CHECK**

All non-athlete members must pass a criminal background check every 24 months. Go to [www.usaswimming.org/backgroundcheck](http://www.usaswimming.org/backgroundcheck) for additional information and to initiate the background check. When the background check has been passed, your LSC is notified automatically. The cost of the initial background check is \$38.00. The cost of the renewal is \$18. Effective April 1, 2017, USA Swimming switched from Sterling to Intellicorp Records as our background check vendor. When your current background check through Sterling expires, all non-athlete members will be required to pay \$38.00 for their first background check through Intellicorp Records.

### **STEP 2: ADULT & PEDIATRIC/CHILD CPR AND AED REQUIREMENT**

Coach members must maintain a certification in Adult & Pediatric/Child CPR and AED. A list of acceptable certifications is at the end of this document. Certifications NOT on this list will not be accepted. Online-only courses are not acceptable. Coaches must submit a copy of their current CPR/AED cert to their LSC.

Coaches who do not have access to an acceptable CPR/AED course or have taken a course that is not on this list can call their local American Red Cross chapter to challenge one of their Adult and Pediatric CPR/AED courses. The challenge involves passing the skills assessment with an ARC instructor without having to take the entire course. The ARC will charge a fee for each challenge. Call your local ARC chapter to set up a challenge.

### **STEP 3: SAFETY TRAINING FOR SWIM COACHES (STSC)**

The STSC requirement consists of two components: (A) an online course and test, and (B) an in-water skills session.

- A. All coaches must complete the online course and test.**  
**B. There are three options for completing the in-water skills session. Find the option that works best for you and then scroll down for additional information about that option:**

**STSC Option 1:** Print the generic STSC In-Water Skills Checklist (available on your LSC website) and review the skills with an instructor certified by one of the organizations on the checklist;

**STSC Option 2:** Maintain a valid lifeguard certification from an approved agency (list of approved agencies is below);

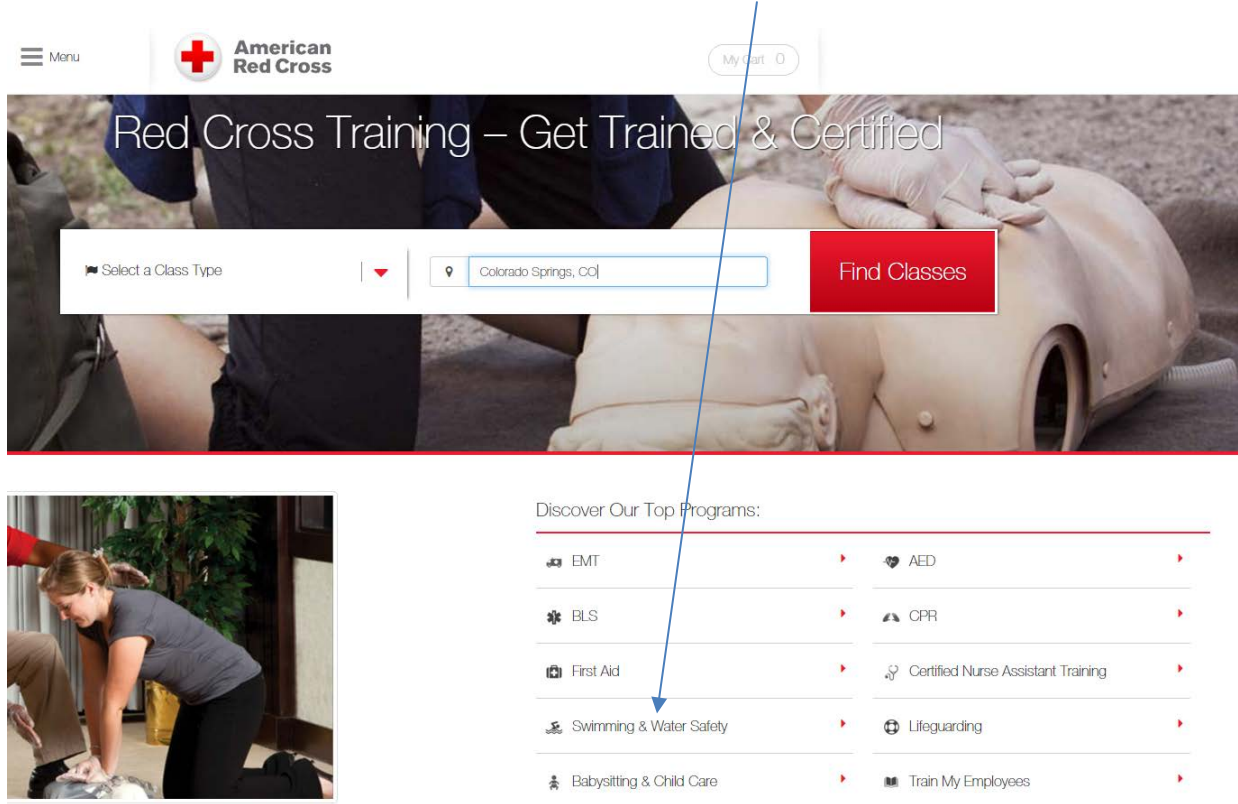
**STSC Option 3:** Take the full in-water skills session from an American Red Cross instructor.

## To take the online component of Safety Training for Swim Coaches:

*Mac users: You will need to use Mozilla Firefox as your browser in order to complete the online course and test. Other browsers, when using a Mac, may cause you to lose any record of having completed any part of the course.*

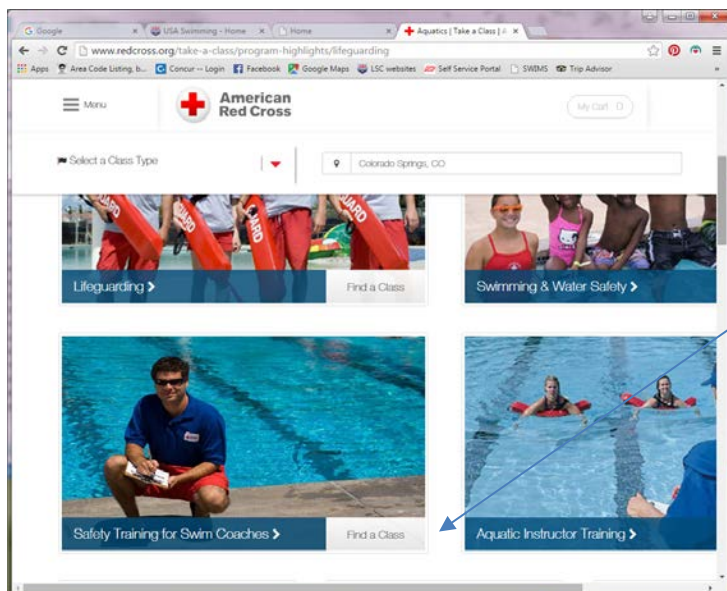
The online component must be passed **before** taking the in-water skills component. Go directly to <http://www.redcross.org/take-a-class> and complete the steps below (a screen shot of this ARC web page is posted below).

Step one: Scroll down and click on “Swimming & Water Safety”. (See the screen shot below.)



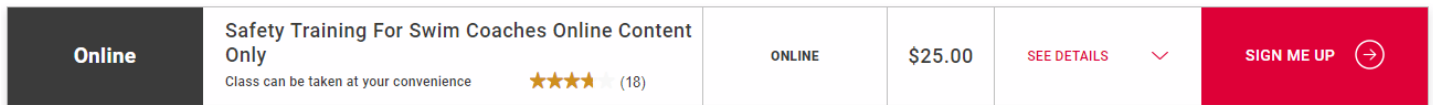
The screenshot shows the American Red Cross website interface. At the top, there is a navigation bar with the Red Cross logo, a 'Menu' button, and a 'My Cart 0' button. Below the navigation bar is a large banner image with the text 'Red Cross Training – Get Trained & Certified'. Underneath the banner is a search bar with a dropdown menu for 'Select a Class Type', a location input field set to 'Colorado Springs, CO', and a red 'Find Classes' button. Below the search bar is a section titled 'Discover Our Top Programs:' which contains a grid of program cards. The 'Swimming & Water Safety' card is highlighted with a blue arrow pointing to it from the text above. Other programs listed include EMT, AED, BLS, CPR, First Aid, Certified Nurse Assistant Training, Lifeguarding, and Train My Employees.

Step two: On the next screen scroll down to Safety Training for Swim Coaches. Click on “Find a Class”.



The screenshot shows the American Red Cross website interface with the search results for 'Swimming & Water Safety'. The search bar at the top is set to 'Colorado Springs, CO'. Below the search bar is a grid of four class cards. The 'Safety Training for Swim Coaches' card is highlighted with a blue arrow pointing to it from the text above. The other cards are 'Lifeguarding', 'Swimming & Water Safety', and 'Aquatic Instructor Training'. Each card has a 'Find a Class' button.

Step three: The next screen will display “Safety Training for Swim Coaches Online Content Only” - \$25. Click on the large red square that reads “Take This Class”.



Step four: When the course is completed, save/print the Online Content Only certificate and forward it to your LSC registrar. The certificate will have a QR code that can be traced on ARC website.

The course should take 2-3 hours to complete. Coaches can exit the course at any time and log back in to resume where they left off but once they start the final exam they need to complete it in one session.

**Problems encountered on the ARC website should be directed to their Training Support Center: 1-800-RED-CROSS or [support@redcrosstraining.org](mailto:support@redcrosstraining.org).**

**To complete the in-water skills component of Safety Training for Swim Coaches (the online component of the course must be completed prior to the in-water component):**

**STSC OPTION 1: COACHES WHO USE THE GENERIC IN-WATER SKILLS CHECKLIST:**

1. Contact a lifeguard instructor certified by any of the organizations on the in-water skills checklist (sample checklist is below; a copy should also be posted on your LSC website). Set a time to review the skills in a pool with the instructor.
2. Take a copy of the Online Content Only certificate and the in-water skills checklist to the pool for the skills review with the lifeguard instructor. Review the skills with the instructor, sign the checklist, have the instructor sign it, and then send both the checklist and online certificate to your LSC registrar. The earlier of the two expiration dates will determine the STSC credential expiration date.
3. Repeat this procedure every two years.

**STSC OPTION 2: COACHES WHO HAVE AN ACCEPTABLE LIFEGUARD CERTIFICATION:**

1. Obtain or renew an acceptable lifeguarding certificate (see the list below for acceptable certifications).
2. Send an acceptable lifeguarding certificate and the STSC Online Content Only certificate to the LSC registrar. The earlier of the two expiration dates will determine the STSC credential expiration date.
3. Repeat this procedure every two years.

**STSC OPTION 3: COACHES WHO HAVE ACCESS TO AN AMERICAN RED CROSS INSTRUCTOR:**

1. Contact an ARC water safety, STSC or lifeguard instructor to schedule the ARC STSC in-water skills session in a pool with the instructor. (This session will be an abbreviated review session for those with a current STSC certification or a full session for those without a current STSC certification.) Coaches can also request a 'blended learning' course to include Adult and Pediatric CPR/AED, thus fulfilling another USA Swimming requirement at the same time.
2. Take a copy of the *Online Content Only* certificate to the pool to prove you have passed the online course. Complete the in-water skills session with the ARC instructor, who will issue a *STSC In-Water Skills Session* certificate. Send both certificates to your LSC registrar. The earlier of the two expiration dates will determine the STSC credential expiration date.
3. Repeat this procedure every two years.

**To replace a missing or lost ARC certificate: [www.redcross.org/getcertificates](http://www.redcross.org/getcertificates).**

**STEPS 4-5-6: APPLICATION FORM, SUBMITTAL INSTRUCTIONS, MEMBERSHIP CARD**

Memberships are processed by each LSC (Local Swimming Committee). Non-athlete application forms can be found on most LSC websites. A map of LSCs and a list of their websites can be found at [www.usaswimming.org/lscmap](http://www.usaswimming.org/lscmap). If you cannot find the form online, please contact the LSC directly. Coaches should complete and mail their application, with payment, to the address printed on the application form. The membership fee is also printed on the form. Be sure to include a copy of your CPR/AED and STSC certifications. The LSC will mail the coach membership card after all

membership requirements have been met. Coaches can check their membership status at any time on any mobile device through their Deck Pass account ([www.usaswimming.org/deckpass](http://www.usaswimming.org/deckpass)).

### STEP 7 (FOR NEW AND SECOND YEAR COACHES) THREE EDUCATIONAL REQUIREMENTS

1. **Foundations of Coaching 101:** Foundations 101 must be completed prior to becoming a coach member of USA Swimming. (\$15)
2. **Foundations of Coaching 201:** Foundations 201 must be completed prior to 2nd year of registration. (\$25)
3. **Rules and Regulations for Coaches Test:** Rules and Regulations for Coaches must be completed prior to 2<sup>nd</sup> year of registration. (no fee)

### Step 8: ATHLETE PROTECTION TRAINING

All non-athlete members must complete the online Athlete Protection Training course every 2-3 years (varies depending on the month the course is completed). To complete the Athlete Protection Training Certification, Go to [www.usaswimming.org/apt](http://www.usaswimming.org/apt) – These courses are provided to USA Swimming by the U.S. Center for SafeSport and must be completed at [www.usaswimming.org/apt](http://www.usaswimming.org/apt). Current and previous members can access the course at any time. These courses are offered at no charge. New members cannot begin the course until their membership applications have been processed by their LSC. Once the membership application has been processed, the coach will receive an email confirmation and at that time the APT log-in procedure can begin. (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 LSC.)

New non-athlete members must register through their LSC first. New members cannot initiate the courses until their membership application has been processed by their LSC. New members will receive an email as soon as their membership has been processed by the LSC. (An error message will appear during the log-in if the new member’s application hasn’t been processed yet.)

### APPROVED CPR/AED CERTIFICATIONS

Requirements must be kept current at all times. There is no grace period; coach membership is not valid if any of the requirements lapse or expire. Coaches do not have USA Swimming insurance coverage if their membership is not valid; club insurance is also jeopardized by allowing coaches with lapsed certifications to be on deck. To help coaches manage their membership requirements, the date that each requirement expires is printed on the USA Swimming coach membership card, as well as being available on the Deck Pass app and through the online Club Portal. Below is a list of CPR/AED courses that have been approved by the Operational Risk Committee. **Certifications from courses not on this list will not be accepted.**

ORGANIZATION	COURSE NAME	NOTES RE THIS COURSE
American Red Cross  1-800-red-cross or support@redcrosstraining.org  <i>NOT ACCEPTABLE:</i> <ul style="list-style-type: none"> <li>▪ <i>Instructor certifications</i></li> <li>▪ <i>First Aid, Health &amp; Safety for Coaches</i></li> <li>▪ <i>Foreign Red Cross certs</i></li> </ul>	Adult and Child CPR/AED	
	Adult and Pediatric CPR/AED	
	CPR/AED for Professional Rescuers and Healthcare Providers	
	Adult and Child First Aid/CPR/AED	
	Adult and Pediatric First Aid/CPR/AED	
	Responding to Emergencies	
	Lifeguarding/CPR/AED	Also acceptable for the STSC in-water skills requirement
	Emergency Medical Response	
	Basic Life Support (BLS) for Healthcare Providers	
	Responding to Emergencies with CPR/AED – Adult and Pediatric	
AAOS (American Academy of Orthopaedic Surgeons)	Healthcare Provider CPR/AED	
American Heart Assoc.	ACLS Provider	
	Adult & Pediatric Basic Life Support	Two separate cards issued – one for Adult and one for Pediatric – both are required
	Heartsaver CPR & AED	“Child CPR/AED” must be on the card.



<b>ORGANIZATION</b>	<b>COURSE NAME</b>	<b>NOTES RE THIS COURSE</b>
	Heartsaver First Aid with CPR & AED	"Child CPR/AED" must be on the card.
	BLS Provider	
	HeartCode BLS	
	AHA Basic Life Support Instructor	
	AHA Instructor or Instructor Trainer	Applies to any of the AHA courses above
American Emergency Response Training	CPR/First Aid/AED (Adult/Child/Infant)	
ASHI (American Safety & Health Institute)	CPR and AED	
	CPR Pro	
	Basic Life Support	
	Pediatric CPR and AED	(The pediatric course does include adult CPR/AED)
	Basic First Aid, CPR and AED	
Boy Scouts of America	BSA Lifeguard	Also acceptable for the STSC in-water skills requirement
California Parks & Rec	California State Lifeguard	
DAN (Divers Alert Network)	Healthcare Provider with First Aid	
Ellis & Associates	International Lifeguard Training	One year certification; Also acceptable for the STSC in-water skills requirement
	Community CPR & AED	
	Water Safety+	
	Healthcare Provider BLS and Standard First Aid	
	Int'l Lifeguard Training Instructor	Also acceptable for the STSC in-water skills requirement
EMS Safety Services	CPR/AED for Community Rescuers	
	CPR/AED for Professional Rescuers	
	BLS for Healthcare Providers	
	CPR/AED & First Aid for Community Rescuers	
EMT	Emergency Medical Technician Basic or Intermediate	The training agency for an EMT certification can be a hospital, fire department or other agency.
Emergency Care & Safety Institute	CPR and AED ("Interactive" is NOT acceptable)	In conjunction with the American Academy of Orthopaedic Surgeons (AAOS may appear on card)
Life Safe Services	American Trauma Event Management Adult/Pediatric CPR/AED	
Medic First Aid Int'l	First Aid Basic Plus	
	CarePlus CPR and AED	
	Pediatric Plus	
NAUI (Nat'l Assoc of Underwater Instructors)	CPR & First Aid	
National Safety Council	CPR & AED	Length of certification varies by training agency
	First Aid, CPR & AED	Length of certification varies by training agency
	Advanced First Aid, CPR & AED	Length of certification varies by training agency
	Emergency Medical Response	Length of certification varies by training agency
Nat'l Registry of Emergency Medical Technicians	Paramedic	
	EMT – Basic or Intermediate	
PADI Emergency First Response	CPR/AED – Adult	Two different courses – one for Adult and one for Child – both certs are required.
	Care for Children – CPR/AED	
	CPR/AED – Adult/Child/Infant	First Aid optional, not required

ORGANIZATION	COURSE NAME	NOTES RE THIS COURSE
Pro Trainings LLC	ProCPR – CPR/AED ProFirstAid – Lay Rescuer CPR/AED/First Aid ProFirstAid Advanced – Healthcare level CPR/AED/First Aid	Use this link: <a href="#">ProTrainings</a> to see only the approved courses which requires the hands-on portion and get a reduced price.  Combines the two courses above
StarGuard	StarGuard	Also acceptable for the STSC in-water skills requirement
Tacoma Fire Dept	First Aid, CPR & AED	
	Basic CPR – Adult & Child with AED	
Save-A-Life Educators	CPR/AED – Adult/Child, or Adult/Child/Infant	Must include in-person skills assessment; if “online training” is printed on card, it must be accompanied by a second card stamped “skills assessment passed”.
	CPR/AED/First Aid	
University Training Centers	Healthcare Provider BLS – Level B or C	

### APPROVED STSC IN-WATER SKILLS CERTIFICATIONS

**This list applies to the STSC in-water skills component only; all coaches are required to complete the STSC online course and test.**

ORGANIZATION	COURSE NAME	NOTES RE THIS COURSE
American Red Cross  1-800-red-cross or support@redcrosstraining.org  <i>NOT ACCEPTABLE:</i> <ul style="list-style-type: none"> <li>▪ Instructor certifications</li> <li>▪ Foreign Red Cross certs</li> </ul>	Lifeguarding/CPR/AED	Also acceptable for the CPR/AED requirement
	Lifeguarding	
	Lifeguarding Review	
	Shallow Water Lifeguarding	
	Extreme Shallow Water Lifeguarding	
	Aquatic Attraction Lifeguarding	
	Safety Training for Swim Coaches In-Water Skills Session	
	STSC In-Water Skills Checklist	
Boy Scouts of America	BSA Lifeguard	Also acceptable for the CPR/AED requirement
Ellis & Associates	International Lifeguard Training	One year certification; also acceptable for the CPR/AED requirement.
	International Lifeguard Training Instructor	Also acceptable for the CPR/AED requirement
	STSC In-Water Skills Checklist	
International Life Saving Federation (ILS) (Foreign certifications)	Pool Lifeguard	Only accredited certification from ILS member federations is acceptable. Visit <a href="http://ilsf.org/certification/equivalency-tables">http://ilsf.org/certification/equivalency-tables</a> for a listing of countries with ILS accredited certifications.
StarGuard	StarGuard	Also acceptable for the CPR/AED requirement
	STSC In-Water Skills Checklist	
Water Safety Guy, Inc.	STSC In-Water Skills Checklist	
YMCA of the USA  <i>NOT ACCEPTABLE:</i> <ul style="list-style-type: none"> <li>▪ Instructor certifications</li> <li>▪ Foreign certifications</li> </ul>	Aquatic Safety Assistant (YASA)	2016 version (v6) also acceptable
	Lifeguarding	2016 version (v6) also acceptable
	Lifeguard Crossover	2016 version (v6) also acceptable
	STSC In-Water Skills Checklist	

**STILL HAVE QUESTIONS? Contact your Local Swimming Committee registrar. Revised May 1, 2019**