

How to Become a Registered Swim Coach

The first step to becoming a coach is going to usaswimming.org. Click tab on the page labeled **Member Resources**. Under **Coaches**, click on [How to Become a Coach](#). [There is a section for new coaches](#). Below is a quick list of what is needed.

Certifications. Make copies of your certifications. You are required to have:

* CPR * First Aid * Safety Training for Swim Coaches or Lifeguarding and supplemental Online Test (info below)

Online Supplemental Safety Training Test for Coaches. You only need to do this if you have not taken the Safety Training for Coaches class and if you have Lifeguarding. You must score at least 80% on this to pass. It allows you to take the test as many times as needed. After you pass the test, you will be sent an e-mail verifying it. Print this out to turn in for verification.

Non- Athlete Registration. The most current form is available for download from the GPAC website. Print out the form and fill it in.

Criminal Background Screening. This has been required since 2007. Create a username and password, then fill in the required information, it will cost \$39.00, which will be refunded to you by GPAC. Remember to print out a receipt to turn in for reimbursement.

Pre-Employment Screening

Under Article 502.6.8 of the USA Swimming rulebook, all clubs are required to comply with the USA Swimming Pre-Employment Screening Procedures for New Employees for all new employees, hired after August 31, 2011, who are required to be USA Swimming members under Article 305.4 and 502.6.3.

Required Pre-Employment Screening Procedures

- 1) Past Employment Reference Checks or Verifications. Where there have been multiple employers, minimum of the 3 most recent employers.
- 2) Education Verification (highest held)
- 3) State Motor Vehicle Report Examination

Athlete Protection Training

502.6.1 All non-athlete members of USA Swimming must have satisfactorily completed criminal background checks and athlete protection education as required by USA Swimming.

- 1) In order to renew for 2012, all non-athlete members will be required to complete an online athlete protection training course through Praesidium, Inc.
- 2) The course will be available online and accessed through the USA Swimming website. It will take about an hour to complete and is free of charge. Non-athlete members are required to complete this course every two years.
- 3) Athlete Protection Training will be accessed and additional program information available at www.usaswimming.org/protect.

Turn in your form, copies of your certifications (email from online test if necessary), and your background screening receipt. Turn these into the GPAC office or the Head Coach so that they can get your information turned in to GPAC and Southeastern Swimming.

Note: Before registering for the second year, you must successfully complete the 'Foundations of Coaching Test'. This test includes basic swimming coaching knowledge, as well as the rules and regulations. This test is also located at usaswimming.org.