



# 2024 Coach Membership Requirement Checklist

**Make sure all these requirements are current and on file at the MNSI Office.**

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. **Coaches must maintain current certification at all times.**

**Non-Athlete Coach Membership** – Beginning 9/1/2022, 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.](#) 2024 memberships are valid until 12/31/2024.

**CPR/AED Certification** – Obtain USA Swimming-approved adult & pediatric CPR/AED certification. Send a copy of your completion Certificate to the MNSI office. Valid for 2 years

**Safety Training for Swim Coaches** – See the list of acceptable options for Safety Training on the [USA Swimming Website](#). Valid 2 years. Send both certificates to the MNSI Office:

STSC In-Water Certificate (Lifeguard Certificate or In-Water Checklist) **and**

STSC Online Certificate (take course on the Red Cross Website & send certificate to MNSI office) [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.

**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: 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 9/1/2024** [Free/40 minutes]

• **New Coach Members (have NOT completed FOC 101 & 201 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. **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. This is required by USA Swimming and is, also, a state law (MN Statute #121A.37 and 121A.38: Youth Sports Programs). CPT will show on all reports and in USA Swimming App. Your CPT completion certificate **must** be sent to the MNSI office.

[Concussion Training \(NFHS\)](#) or [CDC Concussion Training](#) Head’s Up Course

**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 MNSI Office ([bvonderharr@mns swim.org](mailto:bvonderharr@mns swim.org) or [tmeece@mns swim.org](mailto:tmeece@mns swim.org)). Other trainings ‘should’ link to your member record automatically. To be safe, send us all certificates of completion. 😊