

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, Club Administrators have access to their non-athlete member requirement status as well.

1. MEMBERSHIP APPLICATION

Non-athlete members must register thru their Club or for Unattached members through the Middle Atlantic registration@maswim.org.

2. Coach Education

- ▶ First year coaches must complete **Welcome to USA Swimming** results are automatically reported into the USA Swimming database upon successful completion.
- ▶ First year coaches must complete **Quality Coaching Framework** results are automatically reported into the USA Swimming database upon successful completion.
- ▶ **Rules & Regulations for Coaches** (no fee). This course needs be taken only one time and prior to the second year of coaching. It takes about 1 hour to complete and will automatically be reported to the USA Swimming database upon successful completion.

Visit [USA Swimming University](#) to access these courses.

3. CONCUSSION PROTOCOL TRAINING

Coaches should take the concussion training to meet their state requirements. For Middle Atlantic Swimming, this requires all coaches complete the training one (1) time. Coaches can take the training through the [Centers for Disease Control](#) or the [National Federation of State High School Associations](#). Certificates of completion must be sent to [Middle Atlantic Swimming](#) via email for documentation.

4. SAFETY TRAINING FOR SWIM COACHES

The Safety Training for Swim Coaches (STSC) requirement consists of two components: **(A) an online course and test, and (B) an in-water skills session**. 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 instructions on ARC web page.

A: All coaches must complete the online course and test. When the course is completed, save/print the Online Content Only certificate and forward it to the Middle Atlantic Swimming office. 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.

B: There are three options for completing the in-water skills session. Find the option that works best for you:

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

Print the generic [STSC In-Water Skills Checklist](#) and review the skills with an instructor certified by one of the organizations on the checklist;

1. Contact a lifeguard instructor certified by any of the organizations on the in-water skills checklist (sample checklist [here](#)). 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 the [Middle Atlantic Swimming](#) office via email. 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**

Maintain a valid lifeguard certification from an approved agency;

1. Obtain or renew an acceptable lifeguard certificate (see the list [here](#) for acceptable certifications).
2. Send an acceptable lifeguard certificate and the STSC Online Content Only certificate to the [Middle Atlantic Swimming](#) office via email. 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**

Take the full in-water skills session from 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 the [Middle Atlantic Swimming](#) office via mail. The earlier of the two expiration dates will determine the STSC credential expiration date.
3. Repeat this procedure every two years.

5. CPR/AED CERTIFICATION

Obtain USA Swimming–approved adult & pediatric CPR/AED certification. Certification must be kept current at all times. Please download the [Coach Requirements](#) document for a full list of approved courses. Certifications from courses not on this list will not be accepted. Online–only courses are NOT acceptable. Please submit a copy of your current CPR/AED certification to the Middle Atlantic Swimming office via email.

6. CRIMINAL BACKGROUND CHECK

All non–athlete members must pass a criminal background check every 24 months. Please visit www.usaswimming.org/backgroundcheck for additional information and to initiate the background check. The new member background check costs \$38. The fee for all existing members the first time they complete a check with Intellicorp Records is \$38. The fee to renew the background check (every other year) is \$18. Unfortunately, USA Swimming cannot accept your background check for another organization. Additional fees may apply based on previous residences.

7. ATHLETE PROTECTION TRAINING

Athlete Protection Training: All non–athlete members must complete the online Athlete Protection Training course annually. The core course takes approximately 90 minutes to complete and is offered at no charge. The refresher courses, are about 45 minutes long. [Click here](#) for additional information and to access the course. When the course has been completed, the membership database is updated within 24 hours.

New non–athlete members must register as a non–athlete member of USA Swimming first. New members cannot initiate this course until their membership is valid. New members will receive an email as soon as their membership has been processed.

8. USADA COACH'S ADVANTAGE TUTORIAL

Current and previous members can access the course at any time. New members cannot begin the course until their membership has been processed. All coaches must complete the online USADA Coach's Advantage Tutorial annually. The course takes approximately 20 minutes to complete and is offered at no charge. Go to www.usaswimming.org/learn to access the course. When the course has been completed, the membership database is updated within 24 hours.