

## **EMAC USA Swimming Coach Employment Step-by-Step**

1. **Fill Out EMAC [Employment Application](#)**
  - a. Return to via email:
    - i. Doug Cornish, EMAC Head Coach/CEO ([coachdoug@emacswim.org](mailto:coachdoug@emacswim.org))
    - ii. Lynn Williams, EMAC Business Manager ([office@emacswim.org](mailto:office@emacswim.org))
    - iii. Appropriate Program Lead Coach(es)
  - b. Return via post to 2546 Mill Race Rd Emmaus, PA 18049
2. **Receive confirmation of receipt of application** from Business Manager
3. **Receive offer of employment (Offer Letter)** from Head Coach/Program Lead Coach
  - a. Return signed Offer Letter to EMAC Business Manager
4. **Certify with USA Swimming** (reference walkthrough [HERE](#))
5. **Complete necessary employment paperwork**
  - a. Received from EMAC Business Manager
    - i. I-9 Form
      1. EMAC supervisor will sign once returned
    - ii. W-4
    - iii. Residency Certification Form
      1. Complete EMPLOYEE INFORMATION - RESIDENCE LOCATION & CERTIFICATION sections
      2. EMAC Business Manager will enter resident PSD code
    - iv. Local Service Tax (LST) Exemption Form, if applicable
      1. If you make less than \$12,000/year or have LST taken out by another employer, you may claim this exception and EMAC will not withhold this tax
      2. Form must be submitted to local tax office & EMAC
    - v. ADP Employee Information Form
      1. All EMAC employees are paid through direct deposit
      2. Once processed, employees receive an email to create an ADP account through which they can:
        - a. View pay stubs
        - b. Change banking and tax information
        - c. Apply for paperless tax statements
        - d. Annually download W2 for tax season
  - b. If under 18 y/o, applied for and received from High School
    - i. Working Papers
6. **Receive confirmation of eligibility** to be on deck from Program Lead Coach & Business Manager having completed steps 5 & 6.
7. **Create TeamUnify Account** to access employee resources on [emacswim.org](http://emacswim.org)