



## ***Pre-Employment Screening Program Frequently Asked Questions***

### **Q: Is pre-employment screening required for all coach members?**

A: Yes. Effective August 31, 2011, clubs are required to conduct pre-employment screening on all newly hired coaches. Existing USA Swimming coaches are subject to the preemployment screening program when they seek employment at a different club.

### **Q: Are other club employees subject to the pre-employment screening requirement?**

A: Possibly. All club employees that are required to be non-athlete members of USA Swimming are subject to this screening requirement. It is the responsibility of the club to self-determine which employees other than coaches interact directly and frequently with athletes as a regular part of their duties and therefore must become non-athlete members. Any new employee that the club determines must be a member of USA Swimming is subject to the pre-employment screening requirement.

### **Q: What constitutes a past employment reference check?**

A: A past employment reference check typically involves speaking to a former or current supervisor to gather information about the applicant's job performance, work ethic, personality and attitude.

### **Q: Can clubs fulfill the pre-employment screening requirements in-house or must they utilize the services of an outside vendor?**

A: Clubs are not required to use one of the recommended service providers. Clubs are also not required to contract for services that they would rather perform themselves. However, please note that federal regulations require employers to use a consumer reporting agency to acquire the state motor vehicle reports.

### **Q: Does USA Swimming require that the club contact all previous employers?**

A: Where there have been multiple employers, a minimum of the 3 most recent employers must be contacted.

### **Q: What is the purpose of the education verification and the motor vehicle record examination requirements?**



A: Education history is the most common falsified information on resumes and job applications. A motor vehicle report examination is the best way to identify prospective employees with unsafe driving records.

**Q: Are the staff members of a newly approved USA Swimming club subject to the additional screening requirements?**

A: Whether the new club is a newly created entity or an existing program choosing to join USA Swimming, any new employee that the club determines must be a member of USA Swimming is subject to the pre-employment screening requirement.

**Q: Will USA Swimming receive a copy of the screening information sent to the club?**

A: No. As the employer, clubs will contract directly with the consumer reporting agencies to provide pre-employment screening services. USA Swimming is not a party to this transaction and will not receive the screening information provided to clubs.

**Q: How will USA Swimming monitor compliance with the pre-employment screening requirement?**

A: In order to ensure compliance with the pre-employment screening program, a club representative must certify on the annual club membership application that the club is conducting pre-employment screening as required by USA Swimming rules.

**Q: Where do I go for more information?**

A: Please refer to the Program Summary or after reviewing the Program Summary, please contact [preemploymentscreening@usaswimming.org](mailto:preemploymentscreening@usaswimming.org).