



## ***Pre-Employment Screening Program Summary***

### Purpose

Clubs are responsible for hiring and supervising their own coaches and staff and managing their own volunteers. USA Swimming does not hire, supervise, or manage a club's employment relationship with its coaches, staff, or volunteers, as that is an independent responsibility of the club. As the employer, it is the club's responsibility to evaluate the screening information and utilize that information to make a hiring decision that reflects the club's values and standards. USA Swimming does not mandate employment criteria, evaluate candidates or screening information under this program, or provide advice to clubs regarding their hiring decisions or supervision responsibilities.

The Pre-Employment Screening program requires clubs to certify to USA Swimming that they have conducted certain pre-employment checks for covered individuals. Note that USA Swimming's Background Check Program is a criminal record search and is not a substitute for a club conducting appropriate pre-employment inquiries. Clubs should carefully check references and previous employers and verify information provided by the applicant using available screening resources.

As the employer, clubs may be subject to a variety of federal and state regulations governing the protection and maintenance of employee records. Clubs should consult human resource professionals to establish appropriate policies to safeguard employee records. Nothing in USA Swimming's program should be interpreted as a mandate or warranty in this area.

USA Swimming assumes no responsibility for a club's compliance with this rule or any applicable state, local, or federal duties relating to a club's status as an employer or supervisor of staff, coaches, or volunteers. Compliance with USA Swimming's Program is not a guarantee that a club's pre-employment screening is adequate or complete, and the obligation remains solely on clubs to screen, hire, supervise and manage its employees and volunteers, regardless of their additional status as USA Swimming members.

### Requirement

Under USA Swimming rules, all clubs are required to comply with the USA Swimming Pre-Employment Screening Procedures for New Employees for all new employees who are required to be USA Swimming members.

### Required Pre-Employment Screening Procedures



This section describes the required components of the Pre-Employment Screening program. As a condition of membership in USA Swimming, member clubs are required to conduct the following pre-employment screens on their new employees who are required to be USA Swimming members by USA Swimming rules.

- 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

The club should carefully review and evaluate the information gathered as part of making a final decision to offer employment to a candidate. The screening process should be completed before the employee is officially hired and begins employment.

#### Additional Recommended Screening Procedures

In addition to the three screening procedures outlined above, the Pre-Employment Screening program recommends the following additional screening procedures.

- 1) Social Network Search
- 2) Google Media Search

#### Recommended Providers

USA Swimming has identified nationally recognized companies that can assist clubs with fulfilling the requirements of the Pre-Employment Screening program.

- 1) Frasco Profiles (Burbank, CA)- for required screenings
- 2) Social Intelligence Corp (Santa Barbara, CA)- for recommended screenings

Although recommended by USA Swimming, clubs are not required to use these vendors as there are several options available for implementing the Pre-Employment Screening Program.

- 1) Clubs can choose to work with any of the recommended companies,
- 2) Clubs may also utilize another consumer reporting agency of their choice, or
- 3) Clubs can use a provider to gather some of the information and rely on their own resources for gathering other information. For example, a club might choose to contact employment references themselves while utilizing a vendor to verify education and obtain a motor vehicle report.



Clubs are responsible for complying with applicable laws regarding obtaining an applicant's authorization to request information from various sources to evaluate their suitability for employment at the club. The recommended vendors will provide the necessary consent form.