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Dear LSC Registrars,

Over the past year, we have been working diligently to put in place the new non-athlete membership requirements for athlete protection passed by the House of Delegates at the 2010 USAS Convention. Thank you for your patience and assistance during this process. You are the liaisons to our membership and without your great work, we would not have been able to make the strides that we have.

It is our plan to have all new programs in place in time for the upcoming USAS Convention in Jacksonville. The intention of this letter is to provide an overview of each of these for your reference as we go into the 2012 membership year. Some of this information will be review and some will introduce the components of our new programs.

## **New Non-Athlete Membership Requirements**

### **1. Background Checks - For Your Review**

- **305.4** *Employees and volunteers of USA Swimming, LSCs and member clubs who interact directly and frequently with athletes as a regular part of their duties and individuals with any ownership interest in a member club must be non-athlete members of USA Swimming and satisfactorily complete criminal background checks as required by USA Swimming. This does not apply to volunteers such as timers, marshals, computer operators, etc. who only have limited contact with athletes during a meet.*
- **502.6.1** *All non-athlete members of USA Swimming must have satisfactorily completed criminal background checks and athlete protection education as required by USA Swimming.*
- As of January 1, 2011, a background check through Acxiom Info Security Services is required to join and maintain membership with USA Swimming.
- Those joining as coaches or officials will need to complete at Level II (\$39) background check. Those joining in the 'other' category of non-athlete membership will need to complete a Level I (\$19) background check.
- Background checks can be initiated and additional program information available at [www.usaswimming.org/backgroundcheck](http://www.usaswimming.org/backgroundcheck)

### **2. Pre-Employment Screen - New**

- **502.6.8** *All clubs are required to comply with USA Swimming Pre-Employment Screening Procedures for New Employees for all new employees who are required to be members under 502.4 or 502.6.3. (effective August 31, 2011)*
- As of August 31, 2011, clubs are required to complete a pre-employment screening for all new employees who are required to be members. The screen has three components: (1) references from three most recent employers; (2) education verification; (3) motor vehicle report
- USA Swimming has identified three vendors who can complete the prescribed screening. It is recommended but not required that clubs use the vendor to complete the screen. Services are offered 'a la carte;' clubs can order one, two, or all three services from their preferred vendor.
- Clubs will be required to indicate by checking a check box on the 2012 club application form that pre-employment screens on new employees were completed in order to renew for 2012.

- Pre-employment screens can be initiated and additional program information available at [www.usaswimming.org/protect](http://www.usaswimming.org/protect)

### 3. Athlete Protection Training - New

- **502.6.1** *All non-athlete members of USA Swimming must have satisfactorily completed criminal background checks and athlete protection education as required by USA Swimming.*
- In order to renew for 2012, all non-athlete members will be required to complete an online athlete protection training course through Praesidium, Inc.
- The course will be launched September 13-15 in conjunction with an athlete protection presentation at the 2011 USAS Convention in Jacksonville, FL.
- The course will be available online and accessed through the USA Swimming website. It will take about an hour to complete and is free of charge. Non-athlete members are required to complete this course every two years.
- Athlete Protection Training will be accessed and additional program information available at [www.usaswimming.org/protect](http://www.usaswimming.org/protect)

Thank you for your help in launching these important components of USA Swimming's Athlete Protection Program. Safe sport is a team effort and you all are central to this initiative!

Please do not hesitate to contact me with questions or feedback. I'm looking forward to seeing you in Jacksonville!

Kind regards,



Susan Woessner  
Athlete Protection Officer

c: Cathy Durance, Member Services