



Tide Swimming Coach Certification Requirements

All Tide Swimming coaches must meet all of USA Swimming's requirements to be certified as a coach member of USA Swimming. Employment is contingent upon completion of all certification requirements. Once a coach candidate has created a log in with USA Swimming and has registered as a "coach" member using the registration link provided by Tide's Director of Finance and Operations, the candidate can begin working on the certification requirements.

Coach candidates should save all electronic payment receipts for reimbursement by Tide. Should a new coach leave Tide's employment before completing 6 months of service, all certification costs paid by Tide will be charged back to the employee and deducted from the employee's final wages. If a new coach leaves Tide's employment between 6 - 9 months of service, the employee will repay ½ the total cost of certification.

The requirements are as follows:

Pre-employment Screening (forward all documentation to Director of Finance and Operations)

- Current resume with emphasis on personal swimming experience as well as any experience teaching or coaching. Include local contact information
- Proof of highest level of education in the form of a scanned copy of a diploma or an unofficial transcript
- Copy of driver's record obtained from the DMV of the state from which your driver's license was issued
- References (with contact information) from your 3 most recent employers

In-person / skills-based Safety Courses (Taught by Tide's in-house instructors)

Adult and Pediatric CPR/AED: We use the HSI curriculum. Tide's CPR instructor will send you a link to the online course you must complete BEFORE the in person training. This is NOT the USA Swimming online CPR course. You must complete the online HSI CPR pre-training.

Safety Training for Swim Coaches (STSC in-water portion): You will schedule this with Tide's in house instructor. It is done in the pool.

USA Swimming Coach Registration

All coach members need to register as such with USA Swimming. The current registration link is available from team admin. As part of the process you will first create a "login" and then register yourself as a non-athlete, Coach, member. There is a fee, so be sure to forward the payment receipt to the Director of Finance and Operations for reimbursement.

Once you have an account in USA Swimming, you will be able to access all of the online courses you need to complete by clicking on "Education / Course Catalog" in the main menu of your Dashboard. Once in the Course Catalog, filter the courses offered by "Coaches" and then by "Requirements" to get to the courses you need to complete.

Online Safety Courses

Safety Training for Swim Coaches (STSC online portion)

The online component must be passed before taking the in-water skills component with the Tide in-house coach instructor. Clicking on the link will direct you to the American Red Cross's website. The course is an ARC course. There is a fee to take the course. All coaches must complete the online course and test. When the course is completed, save/print the Online Content Only certificate and email it to the Director of Finance and Operations and the STSC instructor. The

certificate will have a QR code that can be traced on the 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.

Concussion Protocol Training (CPT)

Coaches in Virginia take this training through the Centers for Disease Control. The link in the USA Swimming course will take you to the free CDC course. Certificates of completion must be sent to the Director of Finance and Operations for forwarding on to our state local swimming committee (LSC), Virginia Swimming.

Safe Sport Requirements and Courses

Criminal Background Check

To be completed by all adult non-athlete members every two years. The cost is \$38 for new members, \$18 for renewals. Anyone who has lived in New York State or California may have to pay more and the process may be delayed due to NY requirements.

Athlete Protection Training

All non-athlete (coach) members must complete the online Athlete Protection Training course annually. You will be taking a free course from the U.S. Center for Safe Sport. The core course takes approximately 60 minutes to complete and is offered at no charge. The refresher courses, Refresher 1, Refresher 2, and Refresher 3, offered in years 2 through 4, are significantly shorter. Be sure to navigate to the end of the course (including the survey) so that your completion will be recorded. It is also important to save a screenshot that proves you completed the course in case it is not automatically posted to your account in USA Swimming's database, SWIMS.

USA Swimming and other Required (online) Courses

USADA Coach's Advantage Tutorial (CAT)

This course is offered at no charge and all coaches must complete it annually. The course takes approximately 20 minutes to complete.

Welcome to USA Swimming

The free course must be taken prior to starting on deck. It need only be taken once.

Quality Coaching Framework

The free course must be taken prior to starting on deck. It need only be taken once.

Rules & Regulations for Coaches Exam

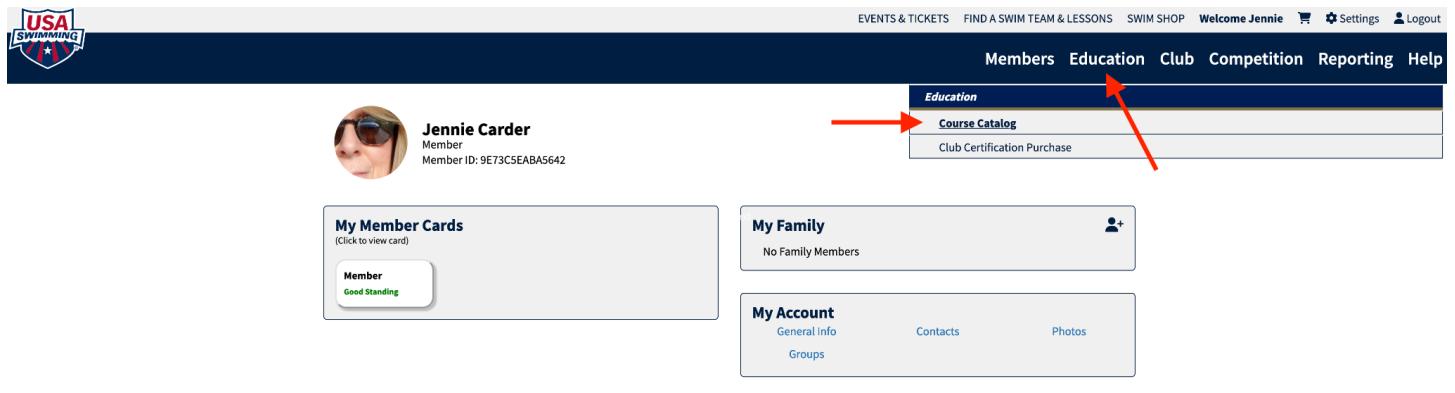
Must be completed prior to being registered as a second year coach. There is no fee.

Core Certification: Full course

Must be completed prior to being registered as a second year coach. There is a fee.

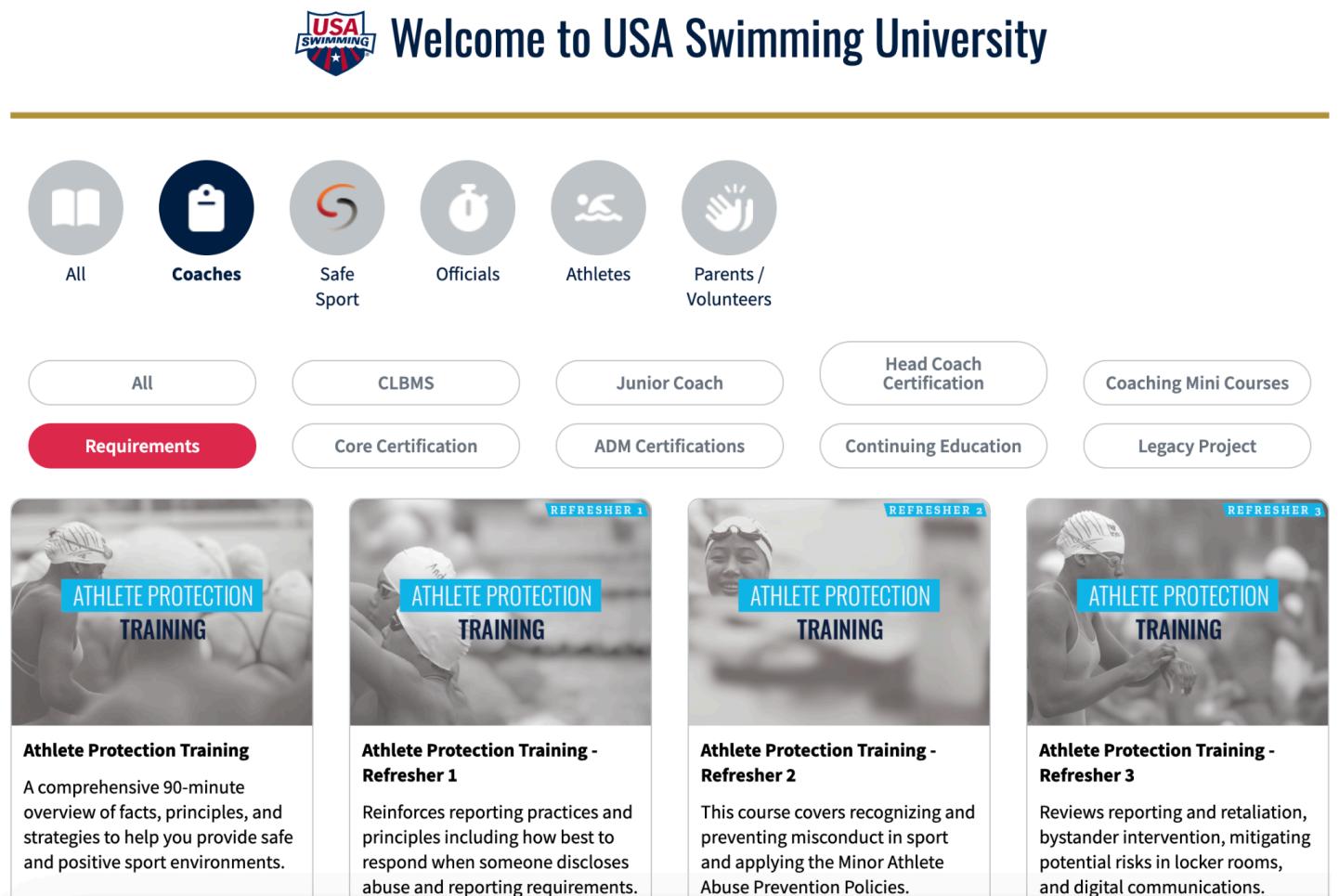
HOW TO ACCESS THE COURSES

Log in to your USA Swimming account and mouse over “Education” to access the drop down menu.



The screenshot shows the USA Swimming member account dashboard. At the top, there is a navigation bar with links for EVENTS & TICKETS, FIND A SWIM TEAM & LESSONS, SWIM SHOP, Welcome Jennie, Settings, and Logout. Below the navigation bar is a user profile section for Jennie Carder, showing a photo, member ID, and a 'Good Standing' status. To the right of the profile is a dropdown menu for 'Education' with 'Course Catalog' selected. The main content area includes sections for 'My Member Cards', 'My Family', and 'My Account'. The 'Course Catalog' section is partially visible at the bottom right.

Click on Course Catalog, then filter the courses by clicking on “Coaches” and then “Requirements”. You will see all of the courses referenced in this document.



The screenshot shows the USA Swimming University course catalog. At the top, there is a logo and the text "Welcome to USA Swimming University". Below the logo are six circular icons representing different user groups: All, Coaches, Safe Sport, Officials, Athletes, and Parents / Volunteers. Below these are several buttons: All, CLBMS, Junior Coach, Head Coach Certification, Coaching Mini Courses, Requirements (highlighted in red), Core Certification, ADM Certifications, Continuing Education, and Legacy Project. Below these buttons are four course cards for "Athlete Protection TRAINING". Each card has a "REFRESHER" label at the top right. The first card is "Athlete Protection TRAINING". The second card is "Athlete Protection TRAINING - Refresher 1", which includes a brief description: "Reinforces reporting practices and principles including how best to respond when someone discloses abuse and reporting requirements.". The third card is "Athlete Protection TRAINING - Refresher 2", which includes a brief description: "This course covers recognizing and preventing misconduct in sport and applying the Minor Athlete Abuse Prevention Policies.". The fourth card is "Athlete Protection TRAINING - Refresher 3", which includes a brief description: "Reviews reporting and retaliation, bystander intervention, mitigating potential risks in locker rooms, and digital communications."

If you have any questions or problems, please contact the Director of Finance and Operations.

Pro tips:

1. Take the courses on a computer, not on mobile devices
2. Do not use Safari as the browser to launch a course. Chrome is preferred
3. Always download or save your certificate of completion as proof that you have completed the course(s). Not all results get recorded automatically into your USA Swimming coach account. Some of them need to be added manually (STSC in water & online, CPR, CPT). You will send those certificates to the Director of Finance and Operations to forward on to Virginia Swimming to record.