



NON-ATHLETE ADMIN REGISTRATION CHECKLIST

For ANY OTHER NON-ATHLETE WHO IS NOT A COACH, OFFICIAL, or Admin
complete each of the steps in the order listed.

New Admin Non-Athletes: meet directors, chaperones, meet marshals, board members, etc.; any non-athlete who is not a Coach or an Official and does not interact regularly with swimmers.

1. Create a new USA Swimming account at <https://hub.usaswimming.org/landing>
2. Request a USA Swimming Registration link from your club and complete the application (unattached athletes must request the link using the form listed on the website). Select Non-Athlete Coach Membership on the application.
3. Complete USA Swimming's Background Check by logging into your account, clicking the Education tab, then Course Catalog.
4. Complete the Athlete Protection Training (APT) by logging into your account, clicking the Education tab, then Course Catalog.

Your LSC will be notified automatically when you have passed the background check, and again when you have completed the online Athlete Protection Training.

Renewing Admin Non-Athletes must:

1. Verify both your Background Check and Athlete Protection Training are current; if not, update before submitting renewal application.