



NON-ATHLETE OTHER and ADMINISTRATOR MEMBERSHIP REQUIREMENTS CHECKLIST

Membership Registration - You must register with USA Swimming. To register with USA Swimming, contact amyd@wisconsinswimming.org for your club's unique OMR Premium Member Registration Link or for the link to register as Unattached/Wisconsin and for the directions to register in SWIMS 3.0, the USA Swimming Database.

Once registered with USA Swimming, take the following courses:

Criminal Background Check - Login to USA Swimming's Database SWIMS 3.0 at hub.usaswimming.org, click on EDUCATION, click on COURSE CATALOG, click on the ALL circle, and scan down to BACKGROUND CHECK to take the course (\$39). Anyone who has lived in New York State may have to pay more and the process may be delayed due to NY requirements. Please direct questions amyd@wisconsinswimming.org.

Athlete Protection Training (APT) Course - Current and previous members can access the course at any time by logging in to USA Swimming's database, SWIMS 3.0 at hub.usaswimming.org, then click on EDUCATION, then COURSE CATALOG, then the ALL circle, and scan down to ATHLETE PROTECTION TRAINING. This course is offered at no charge. New members cannot begin the course until they are registered with USA Swimming. The training course continues to be produced by the US Center for SafeSport and must be completed annually with a renewal date one year from the completion date. All adult athlete and non-athlete members must complete this training. This includes Coaches, Officials, Junior Coaches and anyone authorized to have regular contact with or authority over a minor athlete. Please see this document for information on the APT: [ATHLETE PROTECTION TRAINING \(APT\) GUIDELINES FOR USA SWIMMING MEMBERS](#)
Please direct questions to amyd@wisconsinswimming.org

USA SWIMMING APP - Download the USA Swimming app for your phone or mobile device. You will use the SAME login for the USA Swimming app as you do to log into your account on the USA Swimming website. The USA Swimming app can be used to verify membership status and check the expiration dates of all coach membership requirements. USA Swimming app also serves as an electronic membership card at meets.