



OFFICIAL'S MEMBERSHIP REQUIREMENTS CHECKLIST

Membership Registration - You must register with USA Swimming and Wisconsin 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. To register with Wisconsin Swimming, please click [HERE](#).

Once registered with USA Swimming and Wisconsin 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 (\$30). 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

Concussion Protocol Training - For USA Swimming membership, Coaches and Officials must successfully complete concussion and head injury education at least once. Individual states may require annual or continuing education and coaches/officials must abide by the requirements of their home state or states in which they coach or officiate. USA Swimming members can take the course 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 the Concussion Protocol Training Course. Courses from the Center for Disease Control and Prevention (CDC) or the National Federation of State High School Associations (NFHS), as well as individual states' required courses will satisfy the USA Swimming requirement. (For example, if a coach lives/coaches in a state with a concussion education requirement, he/she must only complete this requirement and will not need to complete an additional course). This

requirement is necessary to avoid personal liability for concussion/head strike incidents, ensuring our insurers will continue to provide liability insurance protection to USA Swimming, coaches, officials and clubs. 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.