

Coaches: Please read entire email carefully

If you have questions please contact the PVS Registrar (Sumie) at register@pvsweb.org or the Admin VP (Paris Jacobs) at paris@machineaquatics.com

Subject: CRITICAL INFORMATION REGARDING REGISTERING NON- ATHLETE MEMBERS (COACHES)

Greetings and welcome back to the water. As many of you are aware, there are changes to the requirements this year to be registered a COACH with USA Swimming. Our registrar has been passing information along as it has been provided to us from USA Swimming. We understand that the multiple emails over the last week can be confusing. We have attempted to consolidate all the information provided into one check list. This information is listed below.

PLEASE MAKE SURE TO READ THE INFORMATION CAREFULLY AND FOLLOW THE REQUESTS OF THE PVS REGISTRAR.

Please feel free to contact Sumie Emory or myself if you have any questions regarding the requirements to be a NON- ATHLETE member of USA Swimming.

Regards,
Paris Jacobs
PVS Administrative Vice Chair
paris@machineaquatics.com

~~INFORMATION SENT OUT BY PVS REGISTRAR~~

Non-Athlete - New Coaches:

1. Pre Employment Screening by each Club
2. Background Screening at USAS website
3. Submitting all certification results to PVS registrar by each club registrar
4. USAS Registration by PVS Registrar (a new coach must register before APT, a form and a fee required).
5. APT (Athlete Protection Training) at USAS website (this step requires USAS membership number and only available after 9/15).

Non-Athlete - RENEWAL Coaches:

1. Submitting all certification renewal (CPR, FA, Safety, and BGscreening if expired, then Foundations of coaching if 2nd year coaching,)
2. USAS Registration - renewal form with a fee
3. APT (Athlete Protection Training) by an applicant (only available after 9/15- MUST BE COMPLETED BY 10/15/11)

For now, I would like to receive the followings:

RENEWAL Coaches -

- certification updates (a copy of Printed cards or new ARC course records. I will not accept Lifeguarding without online STSC result email.)
 - Examples:
 - If your certifications expire on 8/7/11 and you have completed your re-certification course, please send in the the required proof of class completion and your credential information will be updated in SWIMS. This will allow you to have a provisional NON- ATHLETE registration that will be good until 10/15/11.
 - **IF YOUR CERTIFICATIONS EXPIRE 12/15/11 (FOR EXAMPLE) YOU MUST STILL COMPLETE THE APT SCREENING BY 10/15/11 TO REMAIN A VAILID AND INSURED NON- ATHLETE MEMBER WITH USA SWIMMING.**
- ***DO NOT send any renewal form and fee before APT is done. (if you do not pass APT and the membership is renewed, you will become an In-Active member.)***

NEW Coaches -

- each club conducts Pre Employment Screening on new coaches
- each club submits USAS Registration forms and fees with all certifications and BGscreening
- each new coach takes APT as soon as it becomes available, but no later than 10/15/11 if registered before 9/15/11.
- ***NEW COACHES SHOULD SUBMIT REGISTRATION PRIOR TO COACHING ON DECK!! THIS IS FOR INSURANCE REASONS. NEW COACHES WILL BE GIVEN A PROVISIONAL REGISTRATION UNTIL THE APT IS COMPLETED. THIS MUST BE COMPLETED BY 10/15/11.***

USAS website links are:

[Pre employment screening - www.usaswimming.org/preemploymentscreens](http://www.usaswimming.org/preemploymentscreens)

[Athlete Protection Training - www.usaswimming.org/protect](http://www.usaswimming.org/protect)

[Background Check \(started last season\) - usaswimming.org/backgroundcheck](http://usaswimming.org/backgroundcheck)