

## VIRGINIA SWIMMING INC.

Memo

To: Club Contacts Mary

From: Mary Turner

Date: 8/15/2011

Re: Update on 2012 Registration Requirements

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I have now received information concerning the two new requirements for 2012 Club and Non-Athlete registrations.

### **Pre-Employment Screen - New**

- **502.6.8** *All clubs are required to comply with USA Swimming Pre-Employment Screening Procedures for New Employees for all new employees who are required to be members under 502.4 or 502.6.3. (effective August 31, 2011)*
- As of August 31, 2011, clubs are required to complete a pre-employment screening for all new employees who are required to be members. The screen has three components: (1) references from three most recent employers; (2) education verification; (3) motor vehicle report
- USA Swimming has identified three vendors who can complete the prescribed screening. It is recommended but not required that clubs use the vendor to complete the screen. Services are offered 'a la carte;' clubs can order one, two, or all three services from their preferred vendor.
- Clubs will be required to indicate by checking a check box on the 2012 club application form that pre-employment screens on new employees were completed in order to renew for 2012.
- Pre-employment screens can be initiated and additional program information is available at [www.usaswimming.org/protect](http://www.usaswimming.org/protect)

### **Athlete Protection Training - New**

- **502.6.1** *All non-athlete members of USA Swimming must have satisfactorily completed criminal background checks and athlete protection education as required by USA Swimming.*
- In order to renew for 2012, all non-athlete members will be required to complete an online athlete protection training course through Praesidium, Inc.
- The course will be launched September 13-15 in conjunction with an athlete protection presentation at the 2011 USAS Convention in Jacksonville, FL.

- The course will be available online and accessed through the USA Swimming website. It will take about an hour to complete and is free of charge. Non-athlete members are required to complete this course every two years and must pass the final exam.
- Athlete Protection Training will be accessed and additional program information is available at [www.usaswimming.org/protect](http://www.usaswimming.org/protect)

Unfortunately there is a two week time period between when the 2012 registration period begins (9/1/11) and when the Athlete Protection Training (APT) will be available online (9/15/11). Because of this, I will not be able to send membership cards to any non-athlete during that period. For any new non-athlete registrations during this two week period, I will provide a letter stating that their memberships are valid through 10/15/11. This gives them one month to pass the APT. Also, I have been instructed to hold any non-athlete renewals until the end of September, effectively giving the individuals time to complete the training as well.

Once the APT link is "live" and an individual successfully completes the test, his/her record in the national database will be updated on the following day. No additional information needs to be sent to me. However, if you don't receive your 2012 membership cards within 10 days of completing the requirement, please contact me.

If you have any questions or I can assist in any way, please let me know.