

ZONE WORKSHOPS

ZONE WORKSHOPS will be held in each of the four zones during the spring of 2012. The Zones workshop for the Southern Zone will be held May 4-6, 2012. Each LSC is encouraged to send the following representatives – the registration/membership coordinator, permanent office staff, Officials' Chair, Times Representative, and someone who works in OME. USA Swimming will provide housing for four individuals from each LSC.

Zones workshops will cover training in the following areas:

- Registration/Membership
- Times
- Officials/OTS
- OME
- Athlete Protection

Clubs will be invited and encouraged to attend at their own expense. Learn and explore what is available online for clubs – club portals, reports, IMX certificates, special club membership statistics, Find A Club Features and marketing potential. Webinars will be available covering topics ranging from administering times, membership to coaching tips.

DECK PASS

DECK PASS is a new online USA Swimming program which has replaced the My USA Swimming account on the USA Swimming website. Deck Pass was conceived by a number of the younger USA Swimming staff members last spring as a way to motivate athletes. It is being billed as a cutting edge, social networking activity in which athletes can earn patches for a wide range of accomplishments. USA Swimming has created hundreds of different opportunities for athletes to automatically be awarded patches. Coaches also will be able to create and award their own custom patches to the athletes on their team. Swimmers can track their times and goals and exchange information and share their achievements with family and friends via Facebook. In addition, coaches will have the ability to track their certifications in their own Deck Pass account.

USA Swimming members will *create an account* on usaswimming.org. They then will link their USA Swimming membership to their Deck Pass account. Once the USA Swimming membership is linked to the Deck Pass account, all the linked times from USA Swimming-sanctioned meets will automatically be updated on Deck Pass, so that swimmers can begin earning patches as soon as they compete in their first meet of the season. Additionally, the coach can award special patches for all the hard work swimmers do in practice and at meets.

Non-members of USA Swimming can also use Deck Pass. Times will not be updated automatically, but there is an on-line storage of times capability in the Log Book and the capability to set goals with the on-line Goal Setter.

IHIGH.COM

IHIGH.COM is a new online program USA Swimming will be offering to clubs in the coming year. Through this partnership, every Zone, LSC and member club will have the ability to share local swim meets online, via webcast. It will be as simple as having a parent with a video camera filming the meet and then uploading the video to the IHIGH.COM site, where it can be accessed by families, friends and fans. LSC's and clubs also will be able to sell their own advertising on their customized site and retain 100% of these revenues. iHigh will be creating the USA Swimming Channel on its network to specifically host swimming videos. Additionally, USA Swimming is working in collaboration with Swimming World Magazine to provide production and promotion services for some of the major events. Detailed information will be distributed by USA Swimming as it becomes available.

SWIMS REGISTRATION MODULE WORKSHOP

LSC Registrars were introduced to the new training webinars that will be used as training tools.

Pre-Employment Screen is a New Requirement which became effective on August 31, 2011. *****

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. Existing USA Swimming coaches are subject to the pre-employment screening program when they seek employment at a different club. Additionally, all club non-coach employees, who are required to be non-athlete members of USA Swimming, are subject to this screening requirement.

In order to ensure compliance with the pre-employment screening program, a club representative must certify on the annual club membership application that the club is conducting pre-employment screening as required by Article 502.6.8 in the USA Swimming rulebook. Failure to certify and sign this section of the club application form will result in the club application being rejected.

The pre-employment screening program requires clubs to certify to USA Swimming that they have conducted certain pre-employment checks for covered individuals. Note that USA Swimming's Background Check Program is a criminal record search and is not a substitute for a club conducting appropriate pre-employment inquiries. Pre-employment screening should be conducted PRIOR TO having someone take the USA Swimming's Background Check.

Clubs are responsible for complying with applicable federal and state regulations governing the protection and maintenance of employee records and federal and state laws regarding obtaining an applicant's authorization to request information from various sources to evaluate their suitability for employment at the club.

The screen has three mandatory components: (1) references from three, most recent employers; (2) education verification; (3) motor vehicle report. USA Swimming **recommends** that local member clubs conduct the following internal research into new employees who are required to be members by USA Swimming rules: 4. Social Network Search; 5. Google Media Search. USA Swimming also **recommends** that local member clubs conduct the following additional screening on new employees who are required to be members by USA Swimming rules: 6. Fingerprinting in any state which allows fingerprinting of individuals who will have oversight of children; USA Swimming further **recommends** that local member clubs perform the pre-employment screens, 1 through 6 above, on all new volunteers who are asked to perform services for the clubs that require them to become members under USA Swimming Rules.

Depending on the specific job to be performed by the employee or volunteer and the screening services that have already been completed, additional background screening may be appropriate in some situations (i.e. a credit report for a bookkeeper or a motor vehicle report for a volunteer who will be transporting athletes).

USA Swimming has identified three vendors, who can complete the prescribed screening. Clubs are not required to use one of the recommended service providers. Clubs are also not required to contract for services that they would rather perform themselves. However, please note that federal regulations require employers to use a consumer reporting agency to acquire the state motor vehicle reports.

It is strongly 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. Provider cost varies by

geographic location. The estimated cost is \$30-\$50 per screen. Clubs are responsible for maintain all of the required background screen results in the club's employment files.

USA Swimming assumes no responsibility for a club's compliance with this rule or any applicable state, local, or federal duties relating to a club's status as an employer or supervisor of staff, coaches, or volunteers. Compliance with USA Swimming's Program is not a guaranty that a club's pre-employment screening is adequate or complete, and the obligation remains solely on clubs to screen, hire, supervise and manage its employees and volunteers, and maintain complete employee records, regardless of their additional status as USA Swimming members.

Pre-employment screens can be initiated and additional program information available at www.usaswimming.org/protect

New Non-Athlete Membership Requirements - Background Checks - For Your Review

305.4 Employees and volunteers of USA Swimming, LSCs and member clubs who interact directly and frequently with athletes as a regular part of their duties and individuals with any ownership interest in a member club must be non-athlete members of USA Swimming and satisfactorily complete criminal background checks as required by USA Swimming. This does not apply to volunteers such as timers, marshals, computer operators, etc. who only have limited contact with athletes during a meet.

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.

As of January 1, 2011, a background check through Acxiom Info Security Services is required to join and maintain membership with USA Swimming. Those joining as coaches or officials will need to complete at Level II (\$39) background check. Those joining in the 'other' category of non-athlete membership will need to complete a Level I (\$19) background check.

Background checks can be initiated and additional program information is available at: www.usaswimming.org/backgroundcheck

Athlete Protection Training – New Requirement which became effective September 1, 2011*****

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 register or renew for 2012, all non-athlete members will be required to complete an online athlete protection training course through Praesidium, Inc. The course will take about an hour to complete and is free of charge. You must be (or have been in the past) a member of USA Swimming and entered in the SWIMS database **before** you can take the online course. (Register first.)

Non-athlete members are required to complete this course every two years. Athlete Protection Training may be accessed and additional program information is available at www.usaswimming.org/protect. Once the test is completed, SWIMS will automatically update your record. You **do not need** to send the course certificate into the STSI Office.

Praesidium **will not allow** non-members to log in to take the online athlete protection training course. ANYONE TAKING THE ONLINE APT COURSE **MUST HAVE AN EXISTING RECORD IN SWIMS**, BEFORE THEY CAN LOG IN. Therefore, any perspective non-athlete member will have to join USA Swimming first and have an existing SWIMS record before they can initiate the course. Detailed instructions are available on the STSI website.

Athlete Protection Training – Training and Testing Online Access Procedures

To complete the training, go to:

1. <http://www.usaswimming.org/DesktopDefault.aspx?TabId=1960&Alias=Rainbow&Lang=en-US>.
2. Click on the button/link that says “Take Athlete Protection Training Course”.
3. Enter your first name, last name, and birthday. Make sure to use your legal name. Then click the “Locate APT Info” button.
4. If you get a “No Results Found” message, one of three things has happened.
 - a. You typed something incorrectly, so double check your entries, or
 - b. If everything is correct, there may be a typo in your name or birthday in USA Swimming’s database. If you think you are in this category, contact Angella Woodard – admin@stswim.org , or
 - c. You have never been registered (in the last 17 years) with USA Swimming. You must be in the national database. If you think you are in this category, contact Angella Woodard – admin@stswim.org.
5. When the system finds you, click the “This is me” link. If there are multiple results displayed, make sure you pick yourself. This is not likely to happen, but it might.
6. The system will refresh, bringing back information about you. Check the information displayed, and if it NOT you, click the “This Is Not Me” button, otherwise click the “Athlete Protection Training Course” button.
7. You will be taken to a page that displays a warning about not completing the Athlete Protection Training. After reviewing this page click the “Yes, Continue with Athlete Protection Training” button.
8. A pop-up window will appear (make sure you allow for pop-up windows for USA Swimming) which takes you to the Praesidium web site. It should pre-populate your name and USA ID number (for members who have not been registered in the last 10 years, your USA ID number may be blank and you will have to provide it to continue), and a user login. The password box will be blank.
9. The Employee/Volunteer combo box will default to Employee. Most of you should probably select Volunteer, although it probably doesn’t make any difference what you select.
10. There is an optional email address. If you enter an email address, your username and password along with written instructions will be emailed to you for your records. It may take up to 24 hours for you to receive this email, however.
 - a. It is recommended that you provide the email address just so you get the backup email with your user name and password with instructions.
 - b. Also, when you have to take the course again in two years, you may need this username and password to enter the system, although at that point there may be new mechanisms for getting that information. But for now, it’s better to be safe.
11. To get your password, select your state. The password will then be displayed. **Write down your username and password.** Then click the “Click Here to Enroll” button.
12. You will now be taken to a “Congratulations!” page. You have a couple of options at this juncture.
 - a. Click on the “begin Armatus Online Training (login required)” link. Go to Step 13.
 - b. Click on the “click here” link or click on the (x) button in the upper right hand corner to close your browser. Go to Step 16.
13. You will now be taken to the “Welcome to Armatus” page. Log in using the user name and password you just wrote down and click the Submit button.
14. You will be taken to the “Welcome to USA Swimming’s Athlete Protection Education!” page. There is quite a bit of information on this page, so take a moment to review it. About midway down the page you will see a photo with a link, which will be either “Establishing Healthy Coach Athlete Boundaries” or “Establishing & Maintaining Healthy Relationships With Athletes”. Click this link to start the course.

- a. The original instructions from USA Swimming have the former link, but when taking the course I (document author) got the latter link.
 - b. There may have been a change since the original instructions were sent out, or the link that is displayed is based on whether you selected employee (i.e. coach) or volunteer at Step 9.
 - c. Regardless, this is the one you need ... it's the same course for everyone!
15. The course takes about an hour to complete. You will need to do it before December 15, 2011 in order to keep your membership current.

If training is interrupted:

16. Your training may get interrupted because:
- a. You have to go do something else or you get knocked out
 - b. or, the system asks for a registration code,
 - c. or it tells you your login is invalid
17. If it is interrupted don't go back through on the USA Swimming site. Use the following steps to get back in
- a. You will need that username and password
 - b. This should not be a problem if you wrote them down or you provided an email address to have them sent to you.

If you need to log back in, please follow these instructions:

18. Clear the cache of temporary Internet files and cookies on your computer.
- a. In Internet Explorer:
 - i. From the Tools drop down menu select Internet Options
 - ii. On the General tab, click the Delete button
 - iii. Select "Temporary Internet Files" and "Cookies", then click Delete button
 - b. In Firefox:
 - i. From the Tools drop down menu, select Clear Recent History
 - ii. In the "Time range to clear" combo box, select the time frame that will cover the last time you were on the Praesidium website.
 - iii. If there is a down arrow button next to Details, click it to expose the details of what to clear.
 - iv. Select "Cookies" and "Cache", then click "Clear Now"
19. When the files are cleared, close all open Internet browser windows.
20. Open your Internet browser and go to <http://Praesidiuminc.com>
21. You will be on the Praesidium home page. (You will also get a popup window about training; you can close the popup window.)
22. Select "Armatus Training **NEW!**" at the top of the left column
23. The page is refreshed. Click the "Click here to begin Armatus Online Training (login required)" link.
24. You will be taken to the course login in page. At this point return to Step 13 above.

Additional Note/Recommendation:

25. When working on these instructions I tried logging in under multiple users and ran into some issues of the system not keeping track of which user was who when navigating from USA Swimming to Praesidium. I don't know if it was because of something I did or the cached information that the browser retained.
26. So to be safe, I recommend that if multiple members are going to use the same computer to complete the training that you clear browsing history (Step 18) between the sessions of the two members taking the course

MEMBERSHIP REQUIREMENT CHECKLIST FOR NON-ATHLETE MEMBERS

Non-athletes should complete and mail a non-athlete membership application to the address printed on the application form. Memberships are processed by South Texas Swimming, Inc. Checks should be made payable to South Texas Swimming. Application forms can be found under the General Forms Link at stswim.org

COACHES

- USA Swimming approved CPR certification (must maintain a current certification at all times – see list of approved courses)
- USA Swimming approved first aid certification (must maintain a current certification at all times – see list of approved courses)
- Safety Training for Swim Coaches (must maintain a current certification at all times – available through the American Red Cross only – can substitute USA Swimming approved lifeguard certification plus STSC online written test – see list for approved lifeguard certifications)
- Axiom Level 2 Criminal Background Check (www.usaswimming.org/backgroundcheck)
- Athlete Protection Training course (www.usaswimming.org/protect)
Current and previous members can access the course at any time. New non-athlete members must register through South Texas Swimming before getting access to this online course, which takes approximately 60 minutes to complete and is offered at no charge. New members cannot initiate the course until their membership application has been processed by South Texas Swimming, so it is recommended that new members wait ten days after mailing their application before attempting to log in to take the course. Once their membership application has been processed, the log in procedure can be completed. (An error message will appear during the log in if the new member's application hasn't been processed yet.)
- Foundations of Coaching exam (this requirement must be met prior to second year of coach membership – www.usaswimming.org – Becoming a Coach)

Coaches should enclose a copy of the CPR, first aid, and Safety Training for Swim Coaches certifications with their application and payment. South Texas Swimming will be notified automatically when you have passed the background check, online athlete protection training, and the Foundations of Coaching exam. Once all membership requirements have been met, South Texas Swimming will mail a coach membership card to your team or if unattached, directly to you.

MEMBERSHIP REQUIREMENT CHECKLIST FOR NON-ATHLETE MEMBERS

Non-athletes should complete and mail a non-athlete membership application to the address printed on the application form. Memberships are processed by South Texas Swimming, Inc. Checks should be made payable to South Texas Swimming. Application forms can be found under the General Forms Link at stswim.org

OFFICIALS

- Acxiom Level 2 Criminal Background Check (www.usaswimming.org/backgroundcheck)
- Athlete Protection Training course (www.usaswimming.org/protect)
Current and previous members can access the course at any time. New non-athlete members must register through their South Texas Swimming before getting access to this online course, which takes approximately 60 minutes to complete and is offered at no charge. New members cannot initiate the course until their membership application has been processed by South Texas Swimming LSC, so it is recommended that new members wait ten days after mailing their application before attempting to log in to take the course. Once their membership application has been processed, the log in procedure can be completed. (An error message will appear during the log in if the new member's application hasn't been processed yet.)
- South Texas Officials' Registration –
[http://www.aaaa-sa.org/STSIOffPDF/STSI Officials Registration 1yr 2012.pdf](http://www.aaaa-sa.org/STSIOffPDF/STSI%20Officials%20Registration%201yr%202012.pdf)
 Form must be completed and mailed with payment (made payable to South Texas Officials) to South Texas Swimming Officials, 2030 Oak Mist, San Antonio, TX 78232-5473

South Texas Swimming will be notified automatically when you have passed the background check and online athlete protection training. Once all membership requirements have been met, South Texas Swimming will mail a membership card to South Texas Swimming Officials to complete the officials' registration process. Once completed, South Texas Officials will mail both your USA Membership card and your South Texas Officials Card to you.

VOLUNTEERS/TEAM OWNERS/COMMITTEE & BOARD MEMBERS/OTHERS

- Acxiom Level 1 Criminal Background Check (www.usaswimming.org/backgroundcheck)
- Athlete Protection Training course (www.usaswimming.org/protect)
Current and previous members can access the course at any time. New non-athlete members must register through South Texas Swimming before getting access to this online course, which takes approximately 60 minutes to complete and is offered at no charge. New members cannot initiate the course until their membership application has been processed by South Texas Swimming, so it is recommended that new members wait ten days after mailing their application before attempting to log in to take the course. Once their membership application has been processed, the log in procedure can be completed. (An error message will appear during the log in if the new member's application hasn't been processed yet.)

South Texas Swimming will be notified automatically when you have passed the background check and online athlete protection training. Once all membership requirements have been met, South Texas Swimming will mail a membership card to you.

SWIMS TIMES MODULE WORKSHOP

Since September 15, 2011:

81 New NAGS Records have been set

Short Course – 9 female and 15 male individual records and 12 short course relay records were broken

Long Course – 20 female and 12 male individual records and 13 long course relay records were broken.

The USA led the way in medals earned at the World Championships in Shanghai, China, the World University Games in Shenzhen, China, and the World Junior Championships in Lima, Peru.

Nationwide, September 15, 2011 through August 25, 2011, 52,021,199 times were loaded into the SWIMS database swum by 706,128 distinct individuals in 57,667 meets. SWIMS were observed at 192 NCAA Meets and 469 high school meets during in 2010-2011.

The final National Top Ten Times List will be published on October 15th.

Scholastic All American applications increased this year. The program tested an on-line application form this year in anticipation of full automation for the 2011-12 year. There is an ongoing project at nationals that has the potential to streamline the process further.

Times recons are being studied to potentially enhance them with the addition of SCM, altitude adjustment validation, and times faster than/slower than. This is a functionality that is needed and will be a work in progress. Various other suggestions to increase functionality in other areas were presented for future enhancement consideration.

REGISTRATION/MEMBERSHIP COMMITTEE MEETING

Multiple SWIMS enhancement requests were reviewed and prioritized.

Information was presented in reverence to the 2012 Zones Workshops. The Southern Zones workshop will be filmed and be available as a training webinar.

Proposed 2013 membership applications were reviewed as well as proposed membership card changes. A task force is exploring Online Registration directly through USA Swimming. If this moves forward, it would be an available option but not a mandatory requirement. It could be limited to only one class or membership or it could be made available only for renewing members. There likely would be a service fee involved with online registration.

SOUTHERN ZONES MEETING

Gloria Schuldt was elected as the Southern Zone Officials Chair and Tim Bauer was elected as the Southern Zone Director - Coach.

Southern Zones athletes who competed in international competition were recognized.

USA Swimming recommends that LSC's set up an Operating Reserve Task Force to analyze their current position and properly plan for the future.

Southern Zone Meets sites presentations were made and bids were awarded to:

Greenville, SC for the 2013 Zone age group meet, July 30 to August 3, 2013, with Open Water on Sunday, August 4, 2013 and to the Hall of Fame pool in Ft Lauderdale, FL for the e 2012 Zone Senior Meet from August 7 to August 11, 2012.

A number of changes were made to the Zones meet format. Zones will include freestyle events specifically restricted to swimmers with disabilities. Swimmers who have achieved the current qualifying time for Junior Nationals will not be allowed to participate in that event at Zones.

The 2012 Southern Zone/Western Sectionals will be held March 1-4, 2012 at Texas A&M University and July 31-August 4, 2012 at Conroe ISD in Conroe TX.

Scholastic All American Applications are on the rise. The number of males submitting applications greatly increased. Qualifications for Scholastic All American are being changed. The academic requirements will be unchanged however swim time requirements will become faster.