

# THE NEW COACH REQUIREMENTS APPLY TO YOU!

If you have received this packet it means that according to USA Swimming's records, you are a 1<sup>st</sup> year USA Swimming coach member. You must pass the new coach test prior to registering for your 2<sup>nd</sup> year as a USA Swimming coach member. You will not be able to register as a coach for your second year without passing this exam.

## QUESTIONS?

Please thoroughly read the welcome letter on the back of this page – it will explain in detail the new coach requirements and how the process works. The FAQ (Frequently Asked Questions) page should answer any additional questions you may have. If you still have questions after reading both of those, please contact Club Development at the phone number below.

## Error?

If you were a USA Swimming coach member in **1998 or before**, you can be grandfathered (exempt from taking the test). You will need to send your LSC Membership Chair a copy of your old coach card.

If you don't have your old card, please contact Club Development at 719-866-4578. You will need to provide the following information in order to do a membership archives search:

- 1) The EXACT year you were a USA Swimming coach member
- 2) The LSC (local swimming committee) you were registered in at the time and your current LSC
- 3) The name you were registered under at the time
- 4) The club you were with at the time and your current club



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Dear Coach,

Congratulations! You have completed the requirements to become a first year USA Swimming coach member. On behalf of USA Swimming, I would like to welcome you to coaching! Coaches are the backbone of USA Swimming--without you, there is no USA Swimming!

Before you may register for your second year as a USA Swimming coach member, you will need to make sure your safety certifications are up-to-date and you will need to successfully complete the coach education test. Following are more detailed instructions on the education requirement for new coaches:

The *Foundations of Coaching* test must be successfully completed prior to registering for your second year as a USA Swimming Coach member. Although registration begins on September 1 of each year, your coach membership is good through December 31. The test must be taken online on the USA Swimming website: [www.usaswimming.org](http://www.usaswimming.org). Go to the "Coaches" tab on the top of any page. On the left hand menu bar, click on "Coaches Education Requirement" and then on "Foundations of Coaching Test". Instructions for completing the test are included on the website.

1. The test is based upon:
  - A. *The Foundations of Coaching* DVD
  - B. *The USA Swimming Rules & Regulations*You will automatically receive a free copy of the USA Swimming Rules & Regulations within three months of your registration. The DVD can be purchased from USA Swimming for \$25.00 plus shipping and handling. Go to the USA Swimming website and click on the "USA-S Store" tab. USA Swimming recommends that you purchase the DVD, as it makes the start of a good reference library. The test is based on material in the DVD and the documents which are linked to the DVD. It's hard to pass the test without the reference materials! Approximately ½ of the test is based on the DVD and accompanying documents and the other ½ is based on the rulebook.
2. The new coach exam is an "open book" 180 question test. Since it is open book, successful completion will require you to miss no more than 20 questions.
3. Upon successful completion, you will receive an email from USA Swimming saying that you have passed the test. Your LSC Registration Chair will also be notified.

There is some basic information in this packet about USA Swimming. We also have included information about optional membership in two coaching organizations that are separate from USA Swimming: the American Swimming Coaches Association (ASCA, [www.swimmingcoach.org](http://www.swimmingcoach.org)) and the National Interscholastic Swimming Coaches Association of America, Inc. (NISCA, [www.NISCA.net](http://www.NISCA.net)).

Again, USA Swimming welcomes you as a coach member! Be sure to check out our web page at [www.usaswimming.org](http://www.usaswimming.org). If you have any questions, please don't hesitate to call me at (719) 866-4578 or e-mail me at [tavischious@usaswimming.org](mailto:tavischious@usaswimming.org)

Sincerely,

Tom Avischious  
Programs & Services Director





# New Coach Requirements

## Frequently Asked Questions

### **Do I have to take the Foundations of Coaching test? Do the new coach requirements apply to me?**

The new coach requirements apply to any coach who registered with USA Swimming for the FIRST time after September 1, 1998 (start of our 1999 registration period). A first year coach must pass the Foundations of Coaching Test prior to registering for his/her second year as a USA Swimming coach member. There is no set test deadline; however your memberships expire on December 31<sup>st</sup> of each year. If you don't pass the test prior to December 31<sup>st</sup>, you will not be able to coach until you pass the test and re-register.

### **What version of the test should I take?**

The test is based on the [Foundations of Coaching DVD](#) and accompanying documents linked to the DVD as well as the [USA Swimming Rules and Regulations](#). It is computer generated drawing from a bank of questions. The order of the answers is randomized. Therefore, each test that is taken will be totally unique to the test-taker.

### **Can I take the test online?**

The **only** way to take the test is on-line. Go to the USA Swimming website ([www.usaswimming.org/](http://www.usaswimming.org/)). To get started, go to the "Coaches" tab on the top of any page. From there click on "Education/Safety Requirements" then "[Foundations of Coaching Test](#)" on the menu bar on the left.

### **Can I take the test on paper and mail it in for grading?**

No, but you can print out a copy of the test and fill in your answer sheet at your leisure. (Additional

instructions appear on the actual test page.) You would then need to go back online to input your answers and submit the test for grading. If you are going to print out a copy of test to work on it "offline" **make sure that you click on the "Save & Restart Later" button**. If you don't, when you go back to enter your answers you will generate an entirely new and different test.

### **How do I "sign in" to take the test?**

In order to take the "Foundations of Coaching Test" you **must** have a web account with USA Swimming. You can [create an account](#) on the USA Swimming home page. You will then need to "[sign in](#)" to the website which can be found in the upper right-hand corner of virtually every page. If you try to take the test without properly signing in, instructions will be given to complete the correct "sign in" procedure.

### **How many questions do I need to answer correctly to pass?**

The test is open book. You are allowed to miss up to 20 questions out of 180 to pass the test.

### **How do I know if I passed or failed?**

When you click on "End Test" (shown at the bottom of question #180) your score will be immediately displayed.

### **What happens if I don't take or fail the test?**

If you fail the test, you will need to retake it. Please note that your next test will be a different computer generated test. You may take the test as many times as necessary in order to pass the test. You must pass the test before you can register for your second year as a USA Swimming

Coach member. You will be allowed to register as a non-athlete member for your second year until you pass the test, but that still means you will not be able to be on deck until you become a coach member. If you are on deck and are not a coach member, you are not covered by insurance and are putting your club at risk.

### **What does LSC stand for?**

Local Swimming Committee.

### **How do I register? Where do I send my USA Swimming Coach registration form?**

You will need to register through your [LSC Membership Chair](#). On the USA Swimming website, go to the "Volunteers" tab and then click on LSCs.

### **How can I find the contact information for the Local Swimming Committee's (LSC)?**

You can find the information on the USA Swimming website. Click on the "Volunteers" tab located on the top of each page. From there, [click on "LSC" where you can choose the appropriate LSC contact person or website](#).

### **How do I find out which LSC I am in?**

Look at the [LSC Map](#). It's on the USA Swimming website, "Volunteers" tab. Click on "LSC's." If you cannot find your location or are unsure about it you can contact the [Member Services Department](#) by calling 719-866-4578. The department will be able to let you know which LSC you are in and who the contact people are for that LSC.

**I took the test online and passed. What happens now?**

An email will be sent to you and your LSC Registration Chair will also be automatically notified. Your registration will then be updated to "Coach Member." It is highly recommended that you print a copy of the email to save for possible future registration clarification.

**I'm a new coach but I haven't received the new coach information yet.**

New coach packets are sent out electronically via email after the local registration person in your LSC successfully processes your coach application. If you have not received the packet you should contact your local registration person or you can download the "New Coach Packet" on the right side of the [Coaches/Education & Safety Requirements](#) section of the USA Swimming website.

**I received this packet but I'm not a new coach.**

You may not have to take the test. If you were a USA Swimming coach member prior to 1998 you will need to give your LSC Membership Chair a copy of your old USA Swimming Coach card (from 1998 or before) and ask him/her to change your status in the Membership database. You must do this before you register for the upcoming year. If you do not have an old coach card, you may contact the [Coach Certification](#) person at USA Swimming (call 719-866-4578.) You will need to provide the **exact** year you were a USA Swimming coach member, the LSC you were in at the time, the name you were registered under at the time and your current LSC. We will attempt to locate you in our archives. This may take up to 3 days. Once we locate you in the archives as a coach prior to 1999, we will contact your current LSC Membership Chair and let him/her know to "grandfather" you in. If we cannot locate you in the archives you will be required to take the new coach test.

**Do I have to purchase the Foundations of Coaching DVD?**  
Purchasing the DVD is optional

however passing the test without the resources in the DVD is rather difficult. The test is "open book" and covers material from the [Foundations of Coaching DVD](#) and the [USA Swimming Rules and Regulations](#). The test is separated into sections from the different resources. The DVD may be [ordered from the USA Swimming online store](#). On the USA Swimming website, click on the "Shopping" tab at the top.

**Who receives the money from the purchase of the Foundations of Coaching DVD?**

Like most of the programs run by USA Swimming, the new coach requirement program is designed to break-even or run at a slight loss. When you purchase the DVD from USA Swimming, the charge covers the basic costs (there is also an additional shipping charge). Absolutely no royalties are paid to any of persons in the DVD. All gave of their time and expertise voluntarily.

**Which version of the USA Swimming Rules & Regulations do I need for the test?**

Use the current USA Swimming Rules and Regulations book for the test.

**How do I get the USA Swimming Rules and Regulations book?**

As a coach member, USA Swimming will send you a copy of the *Rules and Regulations* free of charge. Generally, you will receive your copy within three months of registration. If you registered over three months ago and still have not received your copy of the rulebook, please contact the [membership department](#) (719-866-4578) at USA Swimming. The easiest way is to view the [USA Swimming Rules and Regulations online](#). Go to the "Volunteers" tab on the USA Swimming website. You can also order a rulebook at the [USA Swimming Store](#) on the website.

**Will I have to take a test each year now?**

No, there are no plans to have additional educational requirements after the first year. This program is strictly designed to ensure that all new USA Swimming Coach members

have a basic level of education before entering their second year of coaching.

**Do I have to be a member of ASCA (the American Swimming Coaches Association) too?**

No. ASCA membership is entirely optional. By passing the *Foundations of Coaching* test you are eligible to become ASCA Level 1 certified (by request only – ASCA does not do this automatically). If you would like more information about becoming a member of ASCA, please call 1-800-356-2722.

**What if I'd like for the test to count toward ASCA Level 1 Certification?**

As you begin the test there is a check box that asks, "Are you also seeking American Swimming Coaches Association certification?" Be sure to check "Yes".

**Is the USA Swimming Foundations of Coaching test the same as the ASCA Level 1 test?**

No. The online *Foundations of Coaching* test is comprised of 180 questions. The ASCA Level 1 test does not contain questions on the USA Swimming rules and regulations. It is a shorter test.

**I'm not a new coach but I'd like to take the test anyway – am I allowed to do that?**

Yes, any USA Swimming coach member may take the test.

**I have heard that USA Swimming now requires a background screen. How do I do that?**

Before someone becomes a coach they must successfully pass a background screen. The background screen must be completed every 24 months on the USA Swimming website. The screening process is completed through an outside provider. For additional information and to complete your screen, go to the USA Swimming website and click on the Coaches' Tab/ Education/Safety Requirements and click on [Background Screen](#) link near the middle of the screen. This page provides additional information about the screening process.

### **Does USA Swimming require lifeguards during practice?**

USA Swimming does not require lifeguards to be on duty for swim practices or meets. USA Swimming rules require all coach members to be certified in three different areas in order to be coaching on deck: Safety Training for Swim Coaches, CPR and First Aid. If the facility has a requirement for lifeguards to be on duty in order for its insurance to be in effect, then this is a facility regulation. Many states also have laws that require lifeguards to be on deck in certain situations.

### **I need to renew my Safety Training for Swim Coaches (STSC) certification. My local ARC chapter has informed me that a course called Sport Safety Training has replaced STSC. If I take Sport Safety Training instead of STSC, have I met the requirements?**

No! Sport Safety Training does fulfill the First Aid and CPR requirements, but it has not replaced Safety Training for Swim Coaches.

### **I need to renew my Safety Training for Swim Coaches certification. How do I find a class?**

Safety Training for Swim Coaches (STSC) is only offered by the American Red Cross. Contact your local Red Cross chapter. If your area is not offering the course right now, there are several options available: Go to the USA Swimming website [Coaches' tab/Education and Safety Requirements](#) to take the online 25 question STSC test. Upon receipt of an email confirmation that you passed the test, take that email to your local ARC chapter and do one of the following:

- Challenge the water skills portion with a Water Safety Instructor (WSI), Lifeguard Instructor (LGI) or a Safety Training for Swim Coaches Instructor (STSC I);
- Arranges to take the 4-hour water skills portion with a WSI, LGI, or Safety Training for Swim Coaches Instructor;

- Shows an ARC lifeguard certification to the ARC chapter (which means the coach doesn't have to do the Challenge or the 4-hour water skills portion).

Contact your Local Swimming Committee (LSC) [Membership Chair](#) and/or [Safety Chair](#) to see if the LSC will offer the course or provide a Red Cross instructor to certify coaches who are challenging the course.

### **Is there a substitute for the Safety Training for Swim Coaches course?**

No. You must pass the STSC written test. Recognized lifeguarding certifications can be used for the water skills portion. Check the USA Swimming website for a list. Click on the Coaches' tab and then on Education/Safety Requirements.

### **My CPR certification has expired and I just have not had time to get it renewed yet. Do I still have USA Swimming insurance while I am on deck coaching?**

No. From an insurance standpoint, you are no longer insured as a coach as of the date that any of your certifications expire. You are immediately considered a non-athlete member who is no longer a coach.

### **Why is it a problem if my certification expires for a short period of time?**

One of the greatest exposures a coach has from a liability standpoint is "improper instruction." For example, a swimmer dives too deep and is severely injured. The coach and club are sued. If the coach does not have current certifications, he/she no longer has coverage for this type of claim. Further, the club's insurance could be in jeopardy if it knew the coach's certification(s) had lapsed.

### **Does only the coach of record need to be 18 years of age or older?**

USA Swimming rules state that the

coach of record for the team must be at least 18 years of age. There are no age requirements for the other coaches on the team. However, the LSC can impose rules above and beyond USA Swimming's. Please check with your LSC General Chair to find out the rules for your LSC.

### **How do I know if I am a USA Swimming Coach member?**

After your local registration person has processed your application you will receive a registration card (usually in the mail) that has the year that you are a coach member in the background with your name and address in the foreground. At the bottom of the card are the words "Is a Valid coach member through (the date)." The date is the first date that: (1) one of the safety certifications expires, (2) the background check expires or (3) December 31<sup>st</sup> of the current year (whichever one of the three comes first). If it does not say "coach member" at the bottom of the card and says "non-athlete member" then you need to contact your registration person immediately because you are not registered as a coach member!

### **What is the USA Swimming recommended coach-to-swimmer ratio?**

USA Swimming does not have a coach-to-athlete ratio. It is up to the club's coaching staff to determine the safest ratio. This should be based on several criteria:

- Skill level and age of the athletes in the water.
- Skill level of the coach (years experience, professional background, etc.).
- Type of facility (size of pool, number of lanes).

### **I still have questions. Who can I call?**

Call the [Club Development Division](#) at USA Swimming: 719-866-4578



## **Background Screening Program**

### **Background**

In September 2006, the USA Swimming House of Delegates approved implementation of a background screening requirement for all coaches and other select member groups. This document includes basic information about the USA Swimming background screening program.

### **Purpose**

To implement and maintain a background screening program for the purpose of determining eligibility for membership in USA Swimming based on the criteria found in section 304.3.4 of our Code of Conduct. This screening is not intended to serve as a pre-employment background screening program.

### **Program Guidelines**

The program is designed to:

- 1) Protect the confidentiality of information of existing and prospective USA Swimming members.
- 2) Review members and prospective members pursuant to the Screening Criteria specified below.
- 3) Provide those screened with an opportunity to challenge incorrect information found in the screening process before a result is forwarded to USA Swimming.
- 4) Forward information to our outside legal counsel for additional investigation and action in those instances where the screening results produce disqualifiers. Except in rare situations, there would be no disclosure to the team, LSC, or national office personnel at this stage.
- 5) Screen members based on name, date of birth, address history and social security number.
- 6) Limit the involvement of volunteers and staff in compliance, data collection and record retention.
- 7) Be compliant with the applicable provisions of the Fair Credit Reporting Act.

### **Members Required to be Screened**

The following USA Swimming members are required to undergo regular background screening:

- 1) All coach members and prospective coach members.
- 2) All non-athletes on national team staffs or working with USA Swimming sponsored camp programs.
- 3) All members of the National Board of Directors.
- 4) All candidates for office at the Annual USAS Convention.
- 5) All USA Swimming HQ staff.

### **Screening Criteria for Membership Eligibility**

The screening criteria used to evaluate background screens are designed to identify only violations of Section 304.3.4 of our Code of Conduct – *“Conviction of, imposition of a deferred sentence for, or any plea of guilty or no contest at any time, past or present, or the existence of any pending charges, for (i) any felony, (ii) any offense involving use, possession, distribution or intent to distribute illegal drugs or substances, or (iii) any crime involving sexual misconduct.”* The complete Code of Conduct can be found in the 2007 Rules & Regulations. The National Board of Review and the Board of Directors will develop implementing rules to determine which violations of Code of Conduct Section 303.3.4 will result in total ineligibility for membership, probationary membership or other restrictions, based upon the nature and severity of the crime and other circumstances of the case (codifying how the National Board of Review handles Section 304.3.4 violations currently).

### **Frequency of Screening**

USA Swimming members subject to screening will be required to be screened every two years. Expiration for all screening tests shall be 24 months from the last day of the month in which the screen was conducted (i.e. a screening successfully completed on 1/12/07 will expire on 1/31/09.) When it is time to update screening records, it is highly recommended that a member submit an application for re-screening within the first 15 days of the month that his/her previous screening is scheduled to expire.

### **Screening Provider**

After conducting an extended search, USA Swimming selected TC logiQ, Inc. as its national provider. TC logiQ is a specialty consulting firm that provides professional employment services in the area of pre-employment and volunteer screening. More information about this Colorado Springs based company is available at [www.tlogiq.com](http://www.tlogiq.com). The Technical Support Desk at TC logiQ can be contacted by telephone at 877-825-6447 or by email at [technicalsupport@tlogiq.com](mailto:technicalsupport@tlogiq.com).

### **Cost**

In registration years 2007 – 2009, the USA Swimming background screen will cost \$20. This fee will be paid to TC logiQ the applicant at the time that he/she goes online to initiate a background screen.

### **Process**

- 1) An individual subject to screening must go online to the TC logiQ Web site (or connect through the link on the USA Swimming web site) to initiate and pay for a USA Swimming Background Screen.
- 2) The requestor will provide the information requested on the application screen. Based on that information, the provider will initiate a national search of criminal databases and receive a screening report that provides the individual's address history and criminal information, if any. Until TC logiQ reviews this search report against the USA Swimming screening criteria, the applicant's "Screening Status" on the TC logiQ Web site will reflect "Pending". A determination regarding membership eligibility will be emailed to the requestor within 3-5 business days. In some situations, confirmation could take up to 14 days.
- 3) When an applicant passes screening, the status will be updated to "Approved" on the applicant's page on the TC logiQ Web site and that approval will be communicated electronically to the USA Swimming SWIMS database. In SWIMS, the expiration date for the screening is reflected in the same manner as coaches' safety certifications.
- 4) If the background screen returns a finding of a potential disqualifier for membership, there is a process for review of the accuracy of the information and/or appeal to an established National Board of Review panel. If membership is not ultimately granted, SWIMS will display no information.
- 5) Go to [www.usaswimming.org/bgscreen](http://www.usaswimming.org/bgscreen) to initiate the screening process.

### **Review & Appeals Process**

In the event that a background screening returns criminal information that the applicant believes is not accurate, he or she will have the opportunity to dispute that information with the provider. To protect the applicant, that opportunity will precede any communication of information to USA Swimming HQ.

In addition, there will be a hearing process - in compliance with Part 4 of the USA Swimming Rules and Regulations but on an expedited basis at no additional charge - before a National Board of Review special panel should the applicant choose to challenge a negative finding on membership eligibility.

### **Information Management and Exchange**

This program places the responsibility for information management and retention on the screening provider. The screening process will not provide the applicant or USA Swimming with a copy of the individual's screening report. In the event that a background screen returns information that results in a negative membership decision, the applicant will be provided a copy of the specific information in their report that prompts that decision. Except in those few instances where a member's background screen

returns information indicating a disqualifying event and he/she then chooses to appeal the membership decision, USA Swimming will not store the information returned in a member's background screen.

### **Coaches Age 17 & Younger**

Coach members age 17 and younger are not subject to the new background screening requirement. The screening requirement becomes mandatory for a coach who is 17 and younger at the first annual membership renewal following his/her 18<sup>th</sup> birthday.

### **Enforcement**

To ensure compliance with this requirement, the following policies govern enforcement of the background screening program:

- 1) An individual applying to be a new coach member must complete the background screening requirement prior to being registered as a coach member.
- 2) When a coach member is not current with one of the three safety certifications or the background screening requirement, he/she does not enjoy the privileges of coach membership nor are he/she insured as a coach member of USA Swimming. In addition, the club's insurance protection may also be in jeopardy.

Updated 10-8-07



## USA SWIMMING COACH SAFETY REQUIREMENTS

USA Swimming initiated the Coaches Safety Curriculum in September 1987. USA Swimming coach members are required to maintain current proof of training in First Aid, CPR and Safety Training for Swim Coaches (STSC).

Local Swimming Committees (LSCs) enforce these requirements largely through the membership function. Justification for the requirements may be found in legislation passed over the years by the USA Swimming House of Delegates. The following passages are found in the 2007 *Rules and Regulations*:

**Article 202.3.3** "...all persons acting in any coaching capacity in a sanctioned event must be coach members of USA Swimming, Inc."

**Article 502.4.3** "All coaches of USA Swimming clubs, including seasonal clubs, shall join USA Swimming as coach members and shall satisfactorily complete safety training and background screening required by USA Swimming."

A list of acceptable First Aid, CPR and STSC courses is attached. **Taking courses that are not on this list will not be acceptable for coach membership.**

**ALL COACH MEMBERS OF USA SWIMMING MUST BE IN COMPLIANCE WITH THE ABOVE REQUIREMENTS FOR THE COACH AND CLUB TO MAINTAIN INSURANCE PROTECTION.**

### Frequently Asked Questions about Safety Requirements

- Q:** Who determines which courses are acceptable?  
**A:** USA Swimming's Safety Education Committee established a list of minimum requirements that they use to determine whether a safety course is acceptable.
- Q:** What are some of the minimum requirements?  
**A:** Every course must be taught in a classroom; online courses are not acceptable. Every course must cover specific topics that are on the committee's requirements list. Every course must end with both a written test and cognitive skills demonstration. These tests must be passed with a minimum grade of 80% in order to pass the course and receive the certification.
- Q:** How can I request that a course be considered by the committee?  
**A:** Send the following materials to Member Services Coordinator, USA Swimming, 1 Olympic Plaza, Colorado Springs, CO 80909:
- Student handbook
  - Instructor handbook
  - Copy of written test
  - Outline of skills that must be demonstrated
  - Copy of certification issued (marked 'void')
- The materials will be forwarded to the Safety Education Committee for review. Please allow 3-4 weeks for the process to be completed.
- Q:** I am a Registered Nurse/Surgeon/Doctor/Physician's Assistant/etc. Why isn't my nursing or medical certification/degree acceptable?  
**A:** Not all medical personnel are required to maintain current certifications in first aid and/or CPR. If your certification does require that but your facility/hospital does not offer a course that is on the USA Swimming approved list, take the course and then go to your local ARC chapter to challenge the same course. (See the question above for more information about an ARC Review Challenge.)
- Q:** My CPR certification expires tomorrow but I can't find a class until next month. How will this affect me, my team and my insurance?  
**A:** Failure of a coach to satisfy the safety requirements will be grounds for termination of coach membership status and loss of insurance coverage. There is no grace period; coaches are expected to renew their safety certifications **PRIOR TO** the expiration dates. Clubs that continue to conduct a program with coaches who have failed to maintain current certifications risk termination of membership and loss of insurance coverage.

### Things to remember:

- It is the responsibility of the coach to renew all safety certifications in a timely manner.
- There is no interim coaching (grace) period. When individuals apply for coach membership, they must meet all safety requirements to be registered. All safety certifications must remain current throughout the membership period.

- Only courses on the approved list are acceptable for coach membership.
- You jeopardize your USA Swimming insurance, and that of your club, when your safety certifications are not kept current.
- All claims or incidents of bodily injury or property damage must be reported immediately to USA Swimming National Headquarters and Risk Management Services. Use the Report of Occurrence form, which is available at [www.usaswimming.org](http://www.usaswimming.org).
- If you don't know the answer to an insurance question, just ask. We are here to lend support – call Carol Burch or Mary Illich at USA Swimming (719-866-4578), or Sandi Blumit at Risk Management Services, Inc. (1-800-777-4930).

### **Enforcement in Membership**

When individuals apply for coach membership, they must meet all safety and background screening requirements to be registered. They will not be allowed an interim coaching (grace) period. Failure of a coach to satisfy the safety and background screening requirements will be grounds for termination of coach membership status and loss of insurance coverage. (Information on how to obtain a background screen can be found at [www.usaswimming.org/coaches](http://www.usaswimming.org/coaches).)

Clubs must have at least one properly registered coach to register as a USA Swimming club. This does not change the fact that **all** coaches must fulfill the safety requirements. As defined in the rulebook, a club must have at least one coach; group members that do not fulfill this requirement may join only as “organizations.”

### **Coaching Assistants**

An athlete member of USA Swimming may **assist** a USA Swimming coach. However, it is imperative that the USA Swimming coach member be on deck with the athlete member and maintain “direct line of sight” at all times. If exercising sole supervisory responsibility, the athlete must become a USA Swimming coach member, meeting all of the membership requirements outlined above.

### **Enforcement at Practice**

Clubs that continue to conduct a program with coaches who have failed to satisfy the requirements risk termination of membership and loss of USA Swimming insurance coverage.

### **Enforcement at Meets**

Individuals without a current coach membership will not be allowed to participate in any coaching capacity at any LSC/USA Swimming sanctioned competition. This restriction includes being barred from the deck area at all LSC, Zone, Sectional, Junior National, National and International qualifying competitions.

If any individual refuses to comply with these provisions, all athletes on that person's club shall be designated as “Unattached” for the entire competition unless the club has some other USA Swimming coach member present. It shall be the responsibility of the meet referee, or his designee, to enforce these provisions. This “last resort” option of unattaching athletes exists only when the coach does not fulfill the requirements and **refuses** to leave the deck when asked to do so by meet management.

Athletes should not be forced to swim unattached simply because their USA Swimming coach is not able to accompany them to a USA Swimming meet. Instead the athletes should be assigned to another coach, the host team or a designated marshal.

### **Membership Application**

All safety certificates must be valid on the date of application for membership. Coaches should submit their certificates (or copies, if allowed by LSC policy) of the First Aid, CPR and Safety Training for Swim Coaches courses (front and back) as proof of training. **If an LSC Membership Chair doubts the authenticity of a copy, he/she has the right to request access to the original.** It is the responsibility of the coach to renew all safety certificates in a timely manner.

The First Aid, CPR and STSC expiration dates will appear on the stub of the coach's membership card. The earliest of the expiration dates will also appear in bold letters on the front of the coach membership card. (Example: If CPR expires on May 15, 2007 the following wording will appear on the front of the coach membership card: VALID THROUGH MAY 15, 2007.)

### **Waiver for Coaches with Physical Disabilities**

Coaches with physical disabilities who are unable to participate in the skill demonstrations required to pass these courses can apply for a Disability Waiver. For additional information, contact your Local Swimming Committee Membership Chair.

### **FIRST YEAR EDUCATIONAL REQUIREMENT FOR COACHES**

**Article 502.4.5** “All coaches of USA Swimming clubs, including seasonal clubs, who register for the first time as a coach member, shall complete coaches' education required by USA Swimming prior to receiving their coach membership for the second year.”

This educational requirement is in addition to the safety and background screening requirements described above. Within 4-6 weeks after the LSC Membership Chair processes the membership application, first year coaches will receive a packet containing information about the educational requirement, an order form for course materials, and information on how to take the test online. Upon successful completion of the online test, the LSC Membership Chair will be notified automatically and the coach's record will be updated to reflect that the requirement has been completed. This must be done prior to registering for the second year of coaching with USA Swimming.



## USA SWIMMING COACHES SAFETY CURRICULUM 2007 - 2008 Requirements and Equivalents

Effective since 1988, all coach members are required to fulfill safety training requirements as established by the USA Swimming Board of Directors. USA Swimming currently requires coach members to hold current certifications for the following: Safety Training for Swim Coaches, CPR, and First Aid.

**ARC/USOC Sport Safety Training is recommended by USA Swimming because of its coaching specific content and materials. This course includes Adult CPR, fulfilling both the first aid and CPR requirements.**

### CARDIOPULMONARY RESUSCITATION (CPR)

**Any one of the following courses will satisfy the CPR requirement:**

#### **American Red Cross:**

*(All American Red Cross CPR certifications are valid for one year)*

- Adult CPR (4 hours)
- Adult CPR/AED
- Adult, Child and Infant CPR (6.5 hours)
- Community CPR
- CPR/AED - Adult, Child and Infant
- CPR for the Professional Rescuer (9 hours)
- CPR/AED for the Professional Rescuer

**Not acceptable: ARC instructor certification, Workplace CPR, WSI. Certifications from foreign Red Cross chapters are not acceptable.**

#### **American Heart Association:**

*(All American Heart Association CPR certifications are valid for two years)*

- ACLS Provider (8-16 hours)
- Healthcare Provider (6-8 hours)
- Any AHA Basic Life Support Instructor or Instructor Trainee for the courses listed above

**Not acceptable: AHA Heartsaver CPR or Heartsaver AED**

#### **American Lifeguard Association:**

- CPR-PR
- Community CPR

#### **American Safety & Health Institute (ASHI):**

- CPR Pro
- CPR/AED for the Community and Workplace (two year certification)

#### **National Safety Council:**

*(National Safety Council CPR certifications are valid for one or two years, depending on the training agency.)*

- Adult CPR & AED
- Standard First Aid, CPR & AED (includes First Aid component)

#### **Ellis & Associates:**

- Water Safety+ (4 hours; includes First Aid component)
- International Lifeguard Training (one year certification; includes first aid component)
- International Lifeguard Training Instructor License (12-18 month certification)

#### **CPR courses offered by other organizations:**

- AAOS (Amer Acad of Orthopaedic Surgeons) Emergency Care & Safety Institute CPR (two year certification)
- California State Lifeguard
- Medic First Aid (includes First Aid component)  
**(Coach must also submit a scored written Medic First Aid test signed by the instructor)**
- EMS Safety Services CPR
- EMT (Emergency Medical Technician) Basic (includes First Aid component)
- Paramedic
- Save-A-Life Educators CPR
- StarGuard
- Tacoma Fire Department First Aid & CPR (includes First Aid component)
- University Training Centers, Inc. - Healthcare Provider BLS( C)

## FIRST AID

**Any one of the following courses will satisfy the first aid requirement:**

### **American Red Cross:**

*(All American Red Cross first aid certifications are valid for three years)*

*(When the course includes a CPR component, a separate CPR card will be issued)*

*(No ARC instructor certifications are acceptable)*

- ARC/USOC Sport Safety Training (7 hours; includes CPR component)
- Sports Injury Prevention and First Aid (7 hours; includes CPR component)
- First Aid - Responding to Emergencies (23 hours; includes CPR component)
- First Aid Basics **(Course discontinued in 2005.... All cards expire no later than 2008)**
- Community First Aid & Safety (includes CPR component)
- Emergency Response (43 hours; includes CPR component)
- Lifeguard Training (40 hours; includes CPR component)
- Standard First Aid

**Not acceptable: ARC instructor certification, Workplace First Aid, WSI.  
Certifications from foreign Red Cross chapters are not acceptable.**

### **National Safety Council:**

*(National Safety Council first aid certifications are valid for 2-3 years, depending on the training agency)*

- First Aid
- Standard First Aid, CPR & AED (includes CPR component)

### **Ellis & Associates:**

- Water Safety+ (4 hours; includes CPR component)
- International Lifeguard Training (one year certification; includes CPR component)
- International Lifeguard Training Instructor License (12-18 month certification)

### **First aid courses offered by other organizations:**

- AAOS (Amer Acad of Orthopaedic Surgeons) Emergency Care & Safety Institute First Aid
- American Lifeguard Association First Aid
- ASHI (American Safety & Health Institute) Basic First Aid (4 hours)
- California State Lifeguard
- Medic First Aid (includes CPR component)  
**(Coach must also submit a scored written Medic First Aid test signed by the instructor)**
- EMS Safety Services First Aid
- EMT (Emergency Medical Technician) Basic (includes CPR component)
- Paramedic
- Save-A-Life Educators First Aid
- StarGuard
- Tacoma Fire Department First Aid & CPR (includes CPR component)
- University Training Centers, Inc. - Standard First Aid
- Life Education of Florida - First Aid for All Ages: A Common Sense Approach

**Not acceptable: American Heart Association Heartsaver First Aid**

## SAFETY TRAINING FOR SWIM COACHES (STSC)

**Any one of the following courses will satisfy the STSC requirement:**

### **American Red Cross:**

*(All American Red Cross STSC certifications are valid for three years)*

*(No ARC instructor certifications are acceptable)*

- Safety Training for Swim Coaches (8 hours)
- Safety Training for Swim Coaches Review Course (4 hours)
- Lifeguarding (31 hours; includes CPR & first aid components)
- Lifeguarding/Waterfront (37 hours; includes CPR & first aid components)
- Lifeguarding/Waterpark (33 hours; includes CPR & first aid components)

**Not acceptable: ARC Sport Safety Training, WSI.**

### **American Lifeguard Association**

- Lifeguarding (includes CPR-PR & First Aid)  
*(Three options: First Time Lifeguard, Professional Lifeguard Challenge, Lifeguard Recertification)*

### **Ellis & Associates:**

- International Lifeguard Training (one year certification; includes first aid & CPR component)
- International Lifeguard Training Instructor License (12-18 month certification)

### **YMCA Lifeguarding**

### **StarGuard**



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## WHAT IS USA SWIMMING?

USA Swimming is the National Governing Body for competitive swimming in the United States. USA Swimming was conceived in 1978 with the passage of the Amateur Sports Act which specified that all Olympic sports would be administered independently. Prior to this act, USA Swimming was the Competitive Swimming Committee of the Amateur Athletic Union (AAU) located in Indianapolis, Indiana. USA Swimming Headquarters office was established in Colorado Springs, Colorado, in 1981 and is located at the Olympic Training Center.

As the National Governing Body for the sport, USA Swimming is responsible for the conduct and administration of swimming in the United States. In this capacity, USA Swimming formulates the rules, implements the policies and procedures, conducts the national championships, disseminates safety and sports medicine information and selects athletes to represent the United States in international competition.

## HOW IS USA SWIMMING ORGANIZED?

**International** — The international federation for the aquatic sports is the Federation Internationale de Natation Amateur (FINA). USA Swimming is affiliated with FINA through United States Aquatic Sports (USAS), made up of the four aquatic sports – swimming, synchronized swimming, diving and water polo.

**National** — USA Swimming is a Group A member of the United States Olympic Committee (USOC) and has voting representation in the USOC House of Delegates.

**Zone** — USA Swimming is divided into four separate zones – central, eastern, southern and western. Each zone elects two representatives to the national Board of Directors.

**Local** — Within the United States, there are fifty-nine (59) Local Swimming Committees (LSCs). Each LSC is responsible for administering USA Swimming activities in a defined geographical area and has its own set of bylaws under which it operates. A House of Delegates with representation of athletes, coaches, members of the Board of Directors and clubs is responsible for managing the business affairs of the LSC.

## HOW USA SWIMMING OPERATES

USA Swimming is a non-profit organization made up of very dedicated volunteers. Interested individuals donate their time, energy and expertise at every level from the national Board of Directors to the local swimming clubs. There are 50 standing committees. Staff liaisons, along with these committees, create, implement and evaluate USA Swimming programs. The House of Delegates meets annually to determine the rules and regulations for the following year. Between yearly meetings of the House of Delegates, an elected USA Swimming Board of Directors is charged with the responsibility of making decisions for USA Swimming.

## USA SWIMMING HEADQUARTERS

USA Swimming Headquarters provides a variety of services and programs for its membership. Among the many services are publications, educational programs, fund-raising activities, sports medicine programs, resources and general information about swimming related activities. USA Swimming staff is available to assist you in answering questions or providing additional information about USA Swimming.

USA Swimming  
1 Olympic Plaza  
Colorado Springs, CO 80909-5707  
719/866-4578 Fax: 719/866-4669  
Web site: <http://www.usa-swimming.org>

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## What is Available from USA Swimming?

Program or Service	Dept. or Contact	Website Location ( <a href="http://www.usaswimming.org">http://www.usaswimming.org</a> )
<b><i>For Coaches:</i></b>		
<a href="#">Active Tracking Project</a>	<a href="#">Dr. Genadijus Sokolovas</a>	Coaches/Physiology-Biochemistry/Active Tracking
<a href="#">Biomechanics &amp; Technique Articles</a>	<a href="#">Russell Mark</a>	Coaches/Biomechanics-Technique
<a href="#">Field Service Consultants as Resources</a>	<a href="#">Field Service Consultants</a>	
<a href="#">Club Profile Project</a>		Swim Clubs/Club Profiles
<a href="#">Coaching Clinics &amp; Workshops</a>	<a href="#">Tom Avischious</a>	
<a href="#">Coaches Education Requirement</a>	<a href="#">Tom Avischious</a>	
<a href="#">Coaches' Incentive Program</a>	<a href="#">Lindsey Mintenko</a>	Coaches/National Team/Incentive Program
<a href="#">Coaches Forum on Website</a>	<a href="#">Webmaster</a>	USA Swimming Tools/Forums
<a href="#">Coaches Quarterly Magazine (Direct Mailed to Coach)</a>	<a href="#">Club Development</a>	
<a href="#">Coaches Quarterly Archives</a>		USA Swimming/Coaches Quarterly Archives
<a href="#">Coaching &amp; the Club Website Section</a>	<a href="#">Sue Anderson</a>	Coaches/Coaching & the Club
<a href="#">Coaching publications and materials</a>	<a href="#">Christine Schemmel</a>	Shopping/Publications, Videos, and More
<a href="#">DartSwim</a>	<a href="#">Mariejo Passion-Rojas</a>	Coaches/Swimming Video & <a href="http://dartswim.com">dartswim.com</a>
<a href="#">Doping Control</a>	<a href="#">Stacey Michael</a>	Coaches/Doping Control
<a href="#">Downloadable Age Group Workouts</a>	<a href="#">Performance Science &amp; Technology</a>	Coaches/Training & Workouts
<a href="#">Downloadable Senior Level Workouts</a>	<a href="#">Performance Science &amp; Technology</a>	Coaches/Training & Workouts
<a href="#">Growth &amp; Development</a>	<a href="#">Dr. Genadijus Sokolovas</a>	Coaches/Growth & Development
<a href="#">Insurance</a>	<a href="#">Mary Illich</a>	Swim Clubs/Insurance & Risk Management
<a href="#">Lactate Clearance &amp; HR Profile</a>	<a href="#">Dr. Genadijus Sokolovas</a>	Coaches/Physiology-Biochemistry/Lactate Clearance
<a href="#">Land Water Strength Testing</a>	<a href="#">Dr. Genadijus Sokolovas</a>	Coaches/Physiology-Biochemistry/Lactate Clearance
<a href="#">Liability &amp; Excess Accident Insurance</a>	<a href="#">Mary Illich</a>	Swim Clubs/Insurance & Risk Management
<a href="#">Mental Toolbox</a>		Coaches/Psychology
<a href="#">My USA Swimming page for coaches</a>	<a href="#">Webmaster</a>	USA Swimming Tools/My USA Swimming
<a href="#">Nutrition</a>	<a href="#">Charlene Boudreau</a>	
<a href="#">Olympic Stuff</a>	<a href="#">Performance Science &amp; Technology</a>	Coaches/Olympic Stuff
<a href="#">Online Meet Entry</a>	<a href="#">Larry Herr</a>	Coaches/Online Meet Entry
<a href="#">Race Analysis</a>	<a href="#">Russell Mark</a>	Coaches/Race Analysis
<a href="#">Regular Blast Emails</a>	<a href="#">Club Development</a>	
<a href="#">Risk Management</a>	<a href="#">Mary Illich</a>	Swim Clubs/Insurance & Risk Management
<a href="#">Safety</a>	<a href="#">Mary Illich</a>	Swim Clubs/Insurance & Risk Management
<a href="#">Sample Workouts</a>	<a href="#">Performance Science &amp; Technology</a>	Coaches/Training & Workouts
<a href="#">Season Planning Tools</a>	<a href="#">Dr. Sokolovas &amp; Dan McCarthy</a>	Coaches/Training & Workouts
<a href="#">Sport Medicine Network &amp; Information</a>	<a href="#">Performance Science &amp; Technology</a>	Coaches/Sports Medicine
<a href="#">Successful Sport Parenting CD-ROM</a>	<a href="#">Christine Schemmel</a>	Shopping/ Publications, Videos, and More
<a href="#">"Swim Fast" Video Series</a>	<a href="#">Christine Schemmel</a>	Shopping/Publications, Videos, and More
<a href="#">Swimming Resource Database</a>		
<a href="#">Swimming Video</a>		Coaches/Swimming Video
<a href="#">Training Case Studies</a>		Coaches/Training & Workouts
<a href="#">Training Consideration Articles</a>	<a href="#">Dr. Genadijus Sokolovas</a>	



## What is Available from USA Swimming?

Program or Service	Dept. or Contact	Website Location ( <a href="http://www.usaswimming.org">http://www.usaswimming.org</a> )
<a href="#">Hertz Car Rental Meeting Rates</a>	<a href="#">Jim Fox</a>	
<b><i>For Clubs:</i></b>		
<a href="#">April Pool's Day</a>	<a href="#">Jim Fox</a>	
<a href="#">Build A Pool Conference</a>	<a href="#">Sue Nelson</a>	Swim Club/Facilities
<a href="#">Club Administration &amp; Operations</a>	<a href="#">Field Service Consultants</a>	Swim Clubs/Club Admin-Operations
<a href="#">Club Excellence Program</a>	<a href="#">Ruth Flint</a>	Swim Clubs/USA-S Programs & Services/Club Excellence
<a href="#">Club Governance</a>	<a href="#">Field Service Consultants</a>	Swim Clubs/Club Governance
<a href="#">Club Leadership &amp; Business Management School</a>	<a href="#">Zone Consultants</a>	Swim Club/Programs and Services
<a href="#">Club Portals</a>	<a href="#">Sue Anderson</a>	
<a href="#">Club Recognition Program</a>	<a href="#">Tom Avischious/Field Service Consultants</a>	Swim Clubs/Club Recognition Program
<a href="#">Club Section of Website</a>	<a href="#">Sue Anderson</a>	
<a href="#">Club Visits and Consultations</a>	<a href="#">Field Service Consultants</a>	
<a href="#">Coaches Education Requirements</a>	<a href="#">Tom Avischious</a>	Coaches/Coaches Education Requirement
<a href="#">Diversity/Outreach Information</a>	<a href="#">John Cruzat</a>	Swim Clubs/Diversity & Outreach Initiative
<a href="#">Facility Flash Newsletter</a>	<a href="#">Mick Nelson</a>	Swim Clubs/Facilities
<a href="#">Facility Information, Renovation, Construction, Help</a>	<a href="#">Mick Nelson</a>	Swim Clubs/Facilities
<a href="#">Facility Programming</a>	<a href="#">Sue Nelson</a>	Swim Clubs/Facilities/Programming
<a href="#">Field Service Consultants as Resources</a>	<a href="#">Field Service Consultants</a>	
<a href="#">Finances &amp; Fundraising (including sample budgets)</a>	<a href="#">Field Service Consultants</a>	Swim Clubs/Finances & Fundraising
<a href="#">Hertz Car Rental Meeting Rates</a>	<a href="#">Jim Fox</a>	
<a href="#">Hy-Tek Power Points</a>	<a href="#">Larry Herr/Chelsey Walden</a>	USA Swimming Tools/ Times&Time Standards /Age-Group Hytek Power Points
<a href="#">I.M. Extreme Challenge (IMX) Challenge</a>	<a href="#">Tom Avischious</a>	USA Swimming Tools/Times&Time Standards/ IM Xtreme
<a href="#">IMX Logo Manual</a>	<a href="#">Jim Fox</a>	USA Swimming Tools/Applications & Forms
<a href="#">Insurance</a>	<a href="#">Mary Illich</a>	Swim Clubs/Insurance & Risk Managements
<a href="#">Links to Additional Nonprofit &amp; Profit Resources</a>		Swim Clubs/Additional Resources
<a href="#">Make a Splash Initiative</a>	<a href="#">Kim O'Shea</a>	
<a href="#">Meet Directors Handbook</a>	<a href="#">Christine Schemmel</a>	Shopping/ Publications, Videos, and More/Meet Supplies
<a href="#">Model Club Profiles</a>		Swim Clubs/Club Profiles
<a href="#">Officiating Videos, Rulebook &amp; Mini-Rulebook</a>	<a href="#">Christine Schemmel</a>	Shopping/ Publications, Videos, and More/Meet Supplies
<a href="#">Optional Directors &amp; Officers (D &amp; O) Insurance</a>	<a href="#">Mary Illich</a>	Swim Clubs/Insurance & Risk Managements
<a href="#">Prospective Club Membership Packet</a>	<a href="#">Field Service Consultants</a>	Swim Clubs/Starting A New Club
<a href="#">Recruiting Posters &amp; Postcards</a>	<a href="#">Christine Schemmel</a>	Shopping/Publications, Videos, and More/Recruiting
<a href="#">Risk Management</a>	<a href="#">Mary Illich</a>	Swim Clubs/Insurance & Risk Managements
<a href="#">Safety</a>	<a href="#">Mary Illich</a>	Swim Clubs/Insurance & Risk Managements/Safety
<a href="#">Safety Action Plan Samples</a>		
<a href="#">Safety/Loss Control Manual</a>	<a href="#">Mary Illich</a>	Swim Clubs/Insurance & Risk Managements
<a href="#">Sample Club Documents</a>	<a href="#">Sue Anderson</a>	Swim Clubs/Sample Club Documents
<a href="#">Sample Club Handbook</a>	<a href="#">Sue Anderson</a>	Swim Clubs/Sample Club Documents



## What is Available from USA Swimming?

Program or Service	Dept. or Contact	Website Location ( <a href="http://www.usaswimming.org">http://www.usaswimming.org</a> )
<a href="#">Sport Medicine &amp; Science Network</a>	<a href="#">Performance Science &amp; Technology</a>	Coaches/Sports Medicine
<a href="#">Starting A New Club</a>	<a href="#">Mary Illich</a>	Swim Clubs/Starting A New Club
<a href="#">Strategic Planning/Thinking Seminars</a>	<a href="#">Field Service Consultants</a>	Shopping/ Publications, Videos, and More
<a href="#">Successful Sports Parenting CD-ROM</a>	<a href="#">Christine Schemmel</a>	Swim Clubs/USA-S Programs & Services/Swim A Thon
<a href="#">Swim-a-Thon</a>	<a href="#">Carrie Waters</a>	USA Swimming Tools/Applications & Forms
<a href="#">USA Swimming Logo Usage</a>	<a href="#">Jim Fox</a>	
<a href="#">"We Want You On Our Team" Membership Campaign</a>	<a href="#">Jim Fox</a>	
<a href="#">Virtual Club Championships</a>	<a href="#">Tom Avischious/Field Service Consultants</a>	Swim Clubs/Virtual Club Championships
<b><i>For Swimmers:</i></b>		
<a href="#">DartSwim CD</a>	<a href="#">Mariejo Passion-Rojas</a>	Swimmers/DartSwim Feature Box
<a href="#">Diversity Select Camps</a>	<a href="#">Club Development</a>	USA Swimming Tools/Camps & Clinics
<a href="#">Drug and Doping Control Information</a>	<a href="#">Stacey Michael</a>	Swimmers/AWARE Feature Box
<a href="#">Educated, Certified Coaches</a>	<a href="#">Sue Anderson</a>	Coaches/Coaches Education Requirement
<a href="#">Find A Time</a>	<a href="#">Larry Herr/Chelsey Walden</a>	USA Swimming Tools/ Times&Time Standards
<a href="#">Forums</a>		USA Swimming Tools/Forums
<a href="#">Hy-Tek Power Points</a>	<a href="#">Larry Herr/Chelsey Walden</a>	USA Swimming Tools/ Times&Time Standards /Age-Group Hytek Power Points
<a href="#">I.M. Extreme Challenge (IMX)</a>	<a href="#">Larry Herr/Chelsey Walden</a>	USA Swimming Tools/My USA Swimming & USA Swimming Tools/Times&Time Standards/ IM Xtreme Challenge
<a href="#">Insurance</a>	<a href="#">Mary Illich</a>	Swim Clubs/Insurance & Risk Management
<a href="#">LSC "Catch the Spirit" Camp</a>	<a href="#">Club Development</a>	USA Swimming Tools/Camps & Clinics
<a href="#">My USA Swimming personal account</a>	<a href="#">Webmaster</a>	USA Swimming Tools/My USA Swimming
<a href="#">National Internet Distance Challenge</a>	<a href="#">Dave Thomas</a>	Swimmers/Open Water
<a href="#">National Select Camps</a>	<a href="#">Club Development</a>	USA Swimming Tools/Camps & Clinics
<a href="#">National Team</a>	<a href="#">National Team</a>	Swimmers
<a href="#">Nutrition Information</a>	<a href="#">Charlene Boudreau</a>	Swimmers/Nutrition Tracker Feature Box or Parents/Nutrition
<a href="#">Open Water Select Camps</a>	<a href="#">Club Development</a>	USA Swimming Tools/Camps & Clinics
<a href="#">Risk Management</a>	<a href="#">Mary Illich</a>	Swim Clubs/Insurance & Risk Management
<a href="#">Safe, Sanctioned Swim Meets</a>		Swim Clubs/Swim Meets
<a href="#">Safety</a>	<a href="#">Mary Illich</a>	Swim Clubs/Insurance & Risk Management
<a href="#">Scholastic All-America Program</a>	<a href="#">Jim Fox</a>	USA Swimming Tools/Applications & Forms
<a href="#">Speedo Tip of the Week</a>	<a href="#">Webmaster</a>	Swimmers
<a href="#">Splash Magazine (6 issues/year)</a>	<a href="#">Jim Rusnak</a>	
<a href="#">Swim-a-Thon &amp; Swim-a-Thon Prizes</a>	<a href="#">Carrie Waters</a>	Swim Clubs/Programs and Services
<a href="#">SwimKids</a>		Swimmers
<a href="#">Time Standards</a>	<a href="#">Larry Herr/Chelsey Walden</a>	USA Swimming Tools/ Times&Time Standards /Time Standards
<a href="#">Top 10 Rankings</a>	<a href="#">Larry Herr/Chelsey Walden</a>	USA Swimming Tools/ Times&Time Standards /Top 16 Ranking
<a href="#">Zone Select Camps</a>	<a href="#">Club Development</a>	USA Swimming Tools/Camps & Clinics



## What is Available from USA Swimming?

Program or Service	Dept. or Contact	Website Location ( <a href="http://www.usaswimming.org">http://www.usaswimming.org</a> )
<b><i>For Parents:</i></b>		
<a href="#">Drug &amp; Doping Control Information</a>	<a href="#">Stacey Michael</a>	Coaches/Doping Control
<a href="#">Growth &amp; Development</a>	<a href="#">Performance Science / Club Development</a>	Parents/Growth & Development
<a href="#">Health Issues</a>	<a href="#">Performance Science</a>	Parents/Health Issues
<a href="#">Nutrition Information</a>		Parents/Nutrition
<a href="#">Officials Education &amp; Certification</a>		Volunteers/Officials
<a href="#">Parent Articles &amp; Resources</a>	<a href="#">Sue Anderson</a>	Parents/Articles & Resources
<a href="#">Parent Education Awareness Kit (PEAK)</a>	<a href="#">Christine Schemmel</a>	Shopping/ Publications, Videos, and More
<a href="#">Parents Forum on website</a>	<a href="#">Webmaster</a>	USA Swimming Tools/Forums
<a href="#">Role of Parent</a>	<a href="#">Sue Anderson</a>	Parents/Role of Parent
<a href="#">Successful Sports Parenting CD-ROM</a>	<a href="#">Christine Schemmel</a>	Shopping/ Publications, Videos, and More
<a href="#">Swim Parent Survival Guide</a>	<a href="#">Christine Schemmel</a>	Shopping/ Publications, Videos, and More
<a href="#">Training Questions</a>	<a href="#">Performance Science / Club Development</a>	Parents/Your Child's Training
<a href="#">USA Swimming Website</a>	<a href="#">Sue Anderson</a>	Parents
<b><i>For Local Swim Committees (LSCs):</i></b>		
<a href="#">Awards &amp; Recognition for Volunteers</a>	<a href="#">Member Services</a>	
<a href="#">Clinics &amp; Training for LSC Volunteers</a>	<a href="#">Carol Burch</a>	
<a href="#">Field Service Consultants as Resources</a>	<a href="#">Field Service Consultants</a>	
<a href="#">Hertz Car Rental Meeting Rates</a>	<a href="#">Jim Fox</a>	
<a href="#">Insurance &amp; Risk Management Information</a>	<a href="#">Mary Illich</a>	Swim Clubs/Insurance & Risk Management
<a href="#">LSC Leadership &amp; Business Management</a>	<a href="#">Field Service Consultants</a>	
<a href="#">LSC Strategic Thinking Seminar</a>	<a href="#">Field Service Consultants</a>	
<a href="#">Member Services Staff as LSC Liaisons</a>	<a href="#">Member Services</a>	
<a href="#">Officials Education &amp; Certification</a>		Volunteers/Officials
<a href="#">Officiating Videos, Rulebooks &amp; Mini-Rulebooks</a>	<a href="#">Christine Schemmel</a>	Shopping/ Publications, Videos, and More
<a href="#">Swimposium</a>	<a href="#">Carol Burch</a>	
<a href="#">USA Swimming Website</a>		Volunteers/LSCs

To contact a staff member at USA Swimming:

First initial and last name @ usaswimming.org  
(example: Pat Hogan = phogan@usaswimming.org)

Or call: (719) 866-4578



# USA SWIMMING STORE

Visit our website to purchase USA Swimming publications and videos.

[www.usaswimming.org](http://www.usaswimming.org)

We accept VISA, MasterCard, Discover, and American Express.

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**Note: We no longer accept phone, fax, or mail-in orders. All orders must be paid in full prior to shipping. We do not accept purchase orders nor do we invoice for orders.**

### **Video Tape Return Policy**

Video tapes that are damaged or poor quality will be accepted for *exchange* only. Original video must be returned before replacement will be shipped. Video returns will not be accepted for any other reason.

# The American Swimming Coaches Association

*Serving Coaches Since 1958...*

*"Leadership, Education, Certification, Cooperation"*

*A National Member of the World Swimming Coaches Association*



Dear Coach,

Congratulations on becoming a member of USA Swimming! You're part of the greatest swimming team in the history of the world, and we hope you'll take great pride in playing a part in American Swimming success.

Over 5,600 of your coaching peers belong to the American Swimming Coaches Association. As our vision statement says, "Coaches Lead World Swimming," and the ASCA is the voice of the American Coach.

We've been providing leadership and education to American Coaches since 1958 and know you'll want to join us to help lead swimming, lead your athletes, and lead others involved in swimming.

ASCA Membership provides you with a toll-free 800 number to use for all your questions in our sport and 30 publications a year for your education in our sport.

Your ASCA Membership form follows this letter in your packet. Please consider joining today. We're your voice in American Swimming.

Congratulations again on joining the most successful Olympic Team on the planet. We're glad to have you aboard!

Best Regards,

John Leonard  
Executive Director  
American Swimming Coaches Association

EAST - 5101 NW 21st AVENUE • SUITE 200 • FORT LAUDERDALE, FLORIDA 33309 • (954) 563-4930 • 1-800-356-2722 • FAX (954) 563-9813 • E-MAIL: [asca@swimmingcoach.org](mailto:asca@swimmingcoach.org)  
WEST - 7797 NORTH FIRST • SUITE 150 • FRESNO, CALIFORNIA 93720 • (559) 322-0700 • 1-888-927-2722 • FAX (559) 322-0705 • E-MAIL: [klatt@swimmingcoach.org](mailto:klatt@swimmingcoach.org)

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**American Swimming Coaches Association**

*Leadership - Education - Certification - Cooperation*

# MEMBERSHIP INFORMATION and APPLICATION

## **Top 4 Reasons to Join the ASCA:**

**#1. Education in the Sport**

**#2. The Home Study Program**

**#3. Coach Certification**

**#4. Identification with a professional association**

*(Taken from a two-year survey of the American Swimming Coaches Association's newest members.)*

- **ASCA sends you 19 publications a year (6 *American Swimming Magazines*, 12 *ASCA Newsletters* and *The Journal of Swimming Research*)**
- Significant savings on books, audios, CDs, videos & DVDs
- **Free access to Job Service Announcements** on the internet; free position evaluations for rated head coach positions; and free documents on the interview process and contract information
- A toll-free 800 number for all of your coaching questions.
- Over 1500 pages of downloadable technical information on our members only section of the website.
- A wonderful service for **just \$70.00 a year or 19 cents a day!**

**Questions? Call 1-800-356-2722 or 954-563-4930**

**[www.swimmingcoach.org](http://www.swimmingcoach.org)**

*"ASCA is an organization that helps swimming coaches become more professional. Each of us can contribute ideas and learn from one another. The professional status we deserve is dependent on the ASCA Central Theme of "Education, Certification, Cooperation."*

*Rick Klatt - Level 4, USS*

## EDUCATION



As an ASCA Member, you will receive nineteen educational publications annually.

● **The American Swimming Magazine** (published six times per year) Articles might include: training, stroke mechanics, teaching skills, philosophy of the sport, psychology, nutrition, club operation, school team operation and every other technical swimming topic. *The magazine is designed to help you do a better job of coaching your athletes.*

● **The ASCA Newsletter** (published twelve times a year) *The newsletter is focused on how to improve your position and the profession of coaching.* It provides up-to-date information on the coaching profession, awards and compensation. Past articles include: the profession of swimming, swimming awards, compensation of coaches, the history and future of swimming, how to enhance your swimming business and many other topics.

● **The Journal of Swimming Research** (published when an adequate amount of articles is available) is the only publication of its kind in the world and includes technical swimming research and practical applications on a variety of topics: lactate testing, psychology, pool specs and injuries. Reviewed by scientists and peers. Past articles included: *"Energy Demand of Interval Training for Competitive Swimming"* & *"Muscle Glycogen Depletion During Swimming Interval Training."*

● **World Coaches Clinic** - More than 1,500 swimming coaches attend each September. It's the largest swimming coaches clinic in the world. Members enjoy five days, 30 speakers, educational opportunities and over 100 exhibitors in the exhibit hall.

● **Other Educational Benefits Include Access to:**

- Books, Tapes, CDs, Videos & DVDs
- Enhancement Clinics
- Club Administration Seminars
- Customized Internet Delivery of Coaching Education

*"ASCA is essential for coaches who want to stay on top of the coaching profession and stay informed - not only for the do's and don't's of coaching, but staying aware of the political aspects of the swimming world."*

*Mark Schubert - Level 5, USS; NCAA2*

*Winner of more national championships than any coach in history!*

## CERTIFICATION

● **ASCA Certification** is designed to identify and recognize professionally prepared coaches on a national level.

Join the ranks of over 8,400 ASCA Certified Coaches who have raised their level of expertise through the ASCA Certification Program. Certification is based on your education, experiences and achievements since the start of your coaching career. ASCA is constantly working with clubs and employers across the U.S. in order to educate them about our certification program and to assist in raising the compensation levels of swimming coaches nationwide.

Available through home study, clinic presentation, or internet delivery, ASCA provides all five required schools in the certification pyramid for certification. In addition, we currently provide 22 enrichment courses, providing in-depth education on every coaching topic, with more being added every year. (Certification requires a separate application. Please call ASCA at 800-356-2722 for a Certification Application.)

## COOPERATION

The American Swimming Coaches Association works closely with all other swimming related organizations including:

- CSCAA - The College Swimming Coaches Association of America
- NCAA - National Collegiate Athletic Association
- NISCA - The National Interscholastic Swimming Coaches Association
- USAS - United States Aquatic Sports
- USA-S - USA Swimming
- USWP - United States Water Polo
- WSCA - World Swimming Coaches Association
- YMCA - Young Men's Christian Association

● **Club Assistance** - Through the Club Assistance Program we provide assistance and advice to coaches and boards of directors on long range planning, the budgeting process, fund raising and coach-board-parent relationships. We also provide one-on-one assistance to swim clubs.

● **Staff Assistance** - As an ASCA member, we encourage you to call our staff with any questions or problems such as recruiting, workouts, salary negotiations, etc. We are a toll free phone call away! **800-356-2722**

The ASCA logo is written in a stylized, cursive font. The letters are black with a white outline, giving it a three-dimensional appearance. The 'A' and 'S' are particularly large and prominent.

# What additional benefits do ASCA members receive?

## The office that gives you a toll free help line!

● **THE ASCA TOLL-FREE NUMBER**--We're called "the office that gives you answers," and from 8 a.m. - 5 p.m., eastern standard time, each business day, you'll always talk with a human being, never a machine! **1-800-356-2722 (ASCA)**

This is the single most used ASCA service. It is called by our members on an average of 2,200 times a month. You can get information on literally every topic in swimming, as well as news and help on coaching issues and problems you may have.

● **JOB SERVICE** - ASCA can help you find a new position through the **Job Service website**. We also have assistance by our toll free phone line to help coaches in a wide array of employment issues including contract negotiations.

### ● **SwimAmerica**

● You can benefit from an easy to operate SwimAmerica Lessons Program.

● Add \$5,000 - \$10,000+ to your income this year.

● Add more swimmers to your team.

*A proven income producer and team builder, over 550 SwimAmerica licensed program directors are operating over 800 locations nationally and have provided lessons for nearly 1 million young people.*

● Easy to teach. A unique ten-step progression method with advancement goals that encourage continual success.

● Easy to staff. There are no staffing problems with a SwimAmerica program. As licensed program directors, you train and certify your own instructors.

● Easy to market. SwimAmerica has a marketing package with brochures, ads, business cards and signs.

● Easy to afford. SwimAmerica has payment plans for qualified coaches.

### ● **PRODUCT DISCOUNTS**

Discounts on products such as:

● **BOOKS** (on coaching swimming, history of the sport and more)

● **AUDIO TAPES & CD's** (on coaching swimming)

● **VIDEO TAPES & DVD's** (on technique, dryland exercise and more)

● **CERTIFICATION SCHOOLS**

● **MOTIVATIONAL PATCH PROGRAM**

*"The ASCA's Educational Services are informative, professional, and a definite factor in the success of my coaching. The wealth of knowledge within the ASCA is a must for every swim coach in America."  
Kevin Salisbury - Level 3, USS*

### ● **AMERICAN LEARN TO SWIM TEACHERS**

A continuing education provider for learn to swim teachers throughout the world. As a professional association, the American Learn to Swim Teachers provides educational programs, activities, products and services for learn to swim programs as it applies to infants, toddlers, children and adults. American Learn to Swim Teachers members will be provided important teaching concepts as they apply to their individual teaching needs. American Learn to Swim Teachers believe that learn to swim programs are necessary to promote water safety, fitness, health, opportunity and fun. All members of the American Learn to Swim Teachers receive a monthly newsletter and have the opportunity to have a listing in the registry--this can include links to e-mail and web sites if available.

### ● **SWIMMING IN COLLEGE**

This book is a guide for coaches, parents and athletes, providing a complete list of over 560 college swimming/diving programs in America. It contains valuable information including coach's name, address, phone number, team records, approximate tuition expenses and MUCH MORE!

*"I believe that ASCA has been one of the most important steps in becoming a respected coach. I believe any serious coach must be a member and become certified to consider himself/herself a true professional."*

*- Ira Klein, Level 5 - YMCA, USS, AG*

# Who are the current members of ASCA?

Our current members range from college students aspiring to become swimming coaches to every Olympic coach since 1956, age group coaches, high school coaches, college coaches, YMCA coaches, assistant coaches, learn-to-swim professionals, summer league club coaches, and master swimmers.

Join ASCA today and take advantage of our many services designed specifically to enhance your coaching position.

**97% of National Coaches**

**96% of coaches at NCAA I Champs**

**88% of coaches at NCAA II Champs**

**86% of coaches at NCAA III Champs**

**88% of Jr. National Coaches**



# MEMBERSHIP APPLICATION

Method of Payment: (Circle) Check Mastercard/VISA/AMEX Number \_\_\_\_\_

Exp. Date \_\_\_\_\_ Signature \_\_\_\_\_

Name \_\_\_\_\_

Team/Company Name \_\_\_\_\_

Address (circle: home or work) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Country \_\_\_\_\_ Day Phone \_\_\_\_\_ Fax \_\_\_\_\_

Evening Phone \_\_\_\_\_ e-mail \_\_\_\_\_

Applying as:  New Member  Renewal (Current)  Renewal (Old)  Renewal (Early) Exp. Date \_\_\_\_\_

This section must be signed to be considered for FULL Membership in the American Swimming Coaches Association.



## CODE OF ETHICS

COACH'S SIGNATURE

I have read and agree to abide by the American Swimming Coaches Association's Code of Ethics for Swim Coaches. If you need a copy please call 800-356-2722.

## MEMBERSHIP OPTIONS--PLEASE CHECK

**SPECIAL NOTE: Full and Associate members both receive 6 magazines, 12 newsletters, and the Journal of Swimming Research. Full members must agree to the criteria for full ASCA membership and sign the code of ethics.**

**United States Membership:**

Full ASCA Membership--\$70

Life ASCA Membership--\$600

Life Plus ASCA Membership--\$1500  
(Life Plus includes World Clinic Registrations and Certification Schools)

Associate ASCA Membership--\$70  
(Associate Membership is available to all swimming enthusiasts not pursuing certification credentials.)

**Joint Memberships:**

ASCA (Full)/WSCA (US)--\$100

ASCA (Associate)/WSCA (US)--\$100

ASCA (Full)/NISCA--\$120  
(Note: NISCA expires in October)

ASCA (Associate)/NISCA--\$120  
(Note: NISCA expires in October)

**International Membership:**

ASCA Membership--\$100

Magazine and Newsletter shipped bimonthly via air mail with selected articles, editorials and information on coaching periodically via email

Life ASCA Membership--\$1000

Life Plus ASCA Membership--\$2000  
(Life Plus includes World Clinic Registrations and Certification Schools)

**International Joint Memberships:**

ASCA/WSCA--\$150

Magazine and Newsletter shipped bimonthly via air mail

- Current Coaching Positions:**
- USA-S**  
 Age Group  
 Senior  
 Masters
- High School**  
 Men's  
 Women's
- NCAA Men**  
 Div I  
 Div II  
 Div III
- NCAA Women**  
 Div I  
 Div II  
 Div III
- Jr. College**  
 Men's  
 Women's
- YMCA  
 NAIA
- Other:** \_\_\_\_\_

**MAIL TO:** The American Swimming Coaches Association  
 5101 NW 21st Ave., Suite 200, Ft. Lauderdale, FL 33309  
 Phone: 800-356-2722, 954-563-4930 ~ Fax: 954-563-9813  
 Email: [asca@swimmingcoach.org](mailto:asca@swimmingcoach.org) ~ Website: [www.swimmingcoach.org](http://www.swimmingcoach.org)

# **Criteria for FULL ASCA Membership**

As of September, 1993, FULL MEMBERSHIP in the ASCA consists of those coaches who meet the following criteria. (Associate memberships are available to all other coaches at the same membership fee.)

These criteria are predicated on the premise that professionalism is based on the concept of credentials that demonstrate the most current training, and behavior that demonstrates our concern for the well-being of our clients, and fellow professionals.

## **CRITERIA #1 - TECHNICAL PROFICIENCY**

All new ASCA Members shall complete the Certification Course work through Level 4. They will meet education and experience criteria to be fully certified at Level 2 and above. They will have 1 year from the date of application to **begin** these 4 courses.

**Note:** This means COURSE WORK ONLY, NOT FULLY CERTIFIED WITH ACHIEVEMENTS. This is not necessary for membership. Level 1 is for our apprentice coaches. Currently Certified Coaches will not lose any present status. New applicants may "test out" without actually taking the course work.

## **CRITERIA #2 - PROFESSIONAL BEHAVIOR**

An ASCA Member shall meet the following requirements in regard to Professional Behavior:

- A) Agreement to abide by the Code of Ethics, follow the procedures involved in its enforcement and accept the due process of its enforcement. Written signature of the code of Ethics will constitute informed consent.
- B) Statement of professional contributions. These may include publication, committee work at the national or local level, clinic instruction or administration, or other contributions to professional development of the sport and other swimming professionals.

## **CODE OF ETHICS AND CONDUCT OF THE ASCA**

The conduct and ethical behavior of a professional is determined by the degree of respect with which he/she interacts with the public that he/she serves. This public consists of both client and peer. The intent of the following code is to define the parameters of that interaction, and to provide for adherence to the following components.

Compliance with this code, as with all law in an open society, depends primarily upon understanding and voluntary compliance, secondarily, upon reinforcement by peer and public opinion, and finally, when necessary, upon enforcement through disciplinary proceedings. The code does not exhaust the moral and ethical considerations that should inform an ASCA Member professional swim coach, for no worthwhile human activity can be completely defined by rules. This simply provides a framework for the ethical coaching of the sport of swimming.

### **Section A. PERSONAL CONDUCT**

Article #1. A Coach Member of the American Swimming Coaches Association shall not abuse alcohol in the presence of athletes. A Coach Member of the ASCA shall not use illegal or recreational drugs. A legal conviction for possession or sale of any illegal substance shall be an automatic violation of this rule.

Article #2. All professional communications shall be conducted in an honest, open manner consistent with the best interests of the sport and the profession. Integrity is a basic part of coaching, whether financially or in dealing with swimming events and entries. Members are accurate at all times to the best of their knowledge.

### **Section B. COACH TO COACH**

Article #1. In all professional matters regarding the changing of organizational affiliation of athletes, the initial discussion of any such change in affiliation should be initiated by the athlete, and not by the coach or direct agent acting on behalf of the coach.

### **Section C. COACH TO ATHLETE**

Article #1. A coach member of the American Swimming Coaches Association will always make decisions based on the best interest of the athlete.

Article #2. A coach member of the American Swimming Coaches Association shall not engage in sexual relations with any minor.

Article #3. Sexual misconduct consists of any behavior that utilizes the influence of the coaching position to encourage inappropriate intimacy between coach and athlete.

Article #4. Coaches of College age athletes shall not engage in sexual relations with athletes that they coach, even of legal age.

### **Section D. COACH TO COMMUNITY**

Article #1. Any legal felony conviction will constitute a violation of the Code of Conduct. See also Section A above.

## **ENFORCEMENT OF THE CODE OF ETHICS**

The Ethics Committee shall be elected by the ASCA membership in the Olympic Year. Four positions shall be elected for a four year term. A fifth shall be appointed by the ASCA President to chair this committee. This Chair shall be an ASCA Vice-President. The first four positions may be Board Members or non-Board Members. Each candidate for a position on the Ethics Committee must have 5 years of experience as an ASCA Member.

### **Responsibilities of the Ethics Committee shall be:**

1. To develop each month a sample case regarding ethics and conduct, to act as a case-book when accumulated, to delineate conduct that is acceptable and unacceptable within the context of the four areas of the Code of Ethics and Conduct. This case-book example shall be published each month in the ASCA Newsletter and Magazine as part of on-going education in Professional Ethics and Conduct.
2. To receive and investigate complaints pertaining to matters of ethical behavior among the members of the Association.
3. In regard to said investigative responsibility, develop procedures to ensure that an individual's right to due process is protected at all times in the procedure.
4. To develop within the due process system a series of potential penalties for those members found in violation of our code of ethics. These will be of varying degrees of severity and may include temporary or permanent revocation of membership or certification.
5. To deliver said penalties in such cases as may be necessary to protect the integrity of our membership.

## **“DUE PROCESS” FOR CASES OF ETHICAL MISCONDUCT**

### Definitions:

Due Process is the procedure that ensures that if you are charged with an ethical violation, your rights are protected in the following manner:

- You receive notice, in writing, of those specific offenses with which you are charged.
- You have an opportunity to defend yourself, and reasonable period of time to prepare that defense.
- You have the right to legal counsel if you wish it.
- You have a right to a hearing before an objective body (ASCA Ethics Committee) at a specific time that will allow you full opportunity to present your defense.
- You have notice of how to appeal the decision, if the judgment is against you.

## **PROCEDURE**

The following are the general procedures involved in the ASCA Code of Ethics Due Process proceedings

1. Only a coach member of the ASCA may bring ethical charges against another coach member. In the case of criminally charged offenses, the association itself will be considered the complainant.
2. An ethical complaint brought by one coach against another that is found to be essentially of a spurious nature, will itself be considered to be a very serious breach of ethical conduct, and will be an automatic complaint. This is meant specifically to prevent “nuisance” complaints, or issues arising from personal animosities.
3. An ethical complaint is brought to the attention of Chair of the Ethics Committee, in writing by the complainant.
4. A preliminary evaluation of the nature of the complaint will be conducted by the Chair of the Ethics Committee, the President of the Association, and the Executive Director. If the complaint is found to represent a potential ethical violation, it is immediately sent to the full Ethics Committee, and notification by certified mail of the action and specific charges are sent in writing to the coach so accused. An invitation to respond is included, with a reasonable time frame for the accused to present a written response. It is possible that the initial screening process may decide that no ethical violation has occurred. If so, the Chair of the Ethics Committee will so inform the complainant immediately following such a decision.
5. Following a reasonable opportunity for written response, the committee may choose to:
  - a) Accept the response. No further action. Notification of the complainant.
  - b) Propose simple disciplinary action, (likely to be accepted by the accused). Accused is notified, and may accept proposal, or may insist upon a full hearing.
  - c) Schedule a full hearing for the complaint. In this case, a full written explanation of the hearing process and place, time, etc. will be mailed to the accused.
6. Should the accused party wish to appeal, such appeal request must be submitted to the President of the ASCA, and the appeal board will be the Board of Directors of the ASCA. The appeal will be heard at the next regularly scheduled Board of Directors meeting or at a special meeting called for that purpose. The same procedures will then be followed as for the formal hearing by the Ethics Committee. Any member of the Ethics Committee who is also a member of the ASCA Board of Directors, shall be excused from this appeal process.

## **AUTHORITY OF THE ETHICS COMMITTEE TO IMPOSE PENALTIES**

In the case of a decision that an ethics violation has occurred, the Ethics Committee may impose penalty(s) from among the following options:

1. A letter of reminder of ethical conduct to the coach.
2. A letter of reprimand directly to the offending coach.
3. A letter of reprimand to the offending coach, with copies to the employer of the coach.
4. A letter as above, with additional copies to the LSC Chair in the cases of USS Swimming Coaching, or similar body in other situations.
5. Permanent letter in the file of the offending coach, to become a part of that coaches permanent certification record, and distributed with information on the coaches certification status.
6. Temporary suspension of ASCA Membership for a defined period of time.
7. Revocation or suspension of ASCA Certification.
8. Indefinite suspension of ASCA Membership, to be reviewed at a future time.

It is understood that the above are representative penalties only, and may be modified to appropriately fit any situation of ethical violation by the Ethics Committee, and that they are presented in order of severity.



revised 6/03

**The American Swimming  
Coaches Association**  
5101 NW 21st Avenue, Suite 200  
Fort Lauderdale, Florida 33309  
954-563-4930 ☎ 1-800-356-2722 ☎ Fax 954-563-9813  
e-mail: [asca@swimmingcoach.org](mailto:asca@swimmingcoach.org) 🌐 [www.swimmingcoach.org](http://www.swimmingcoach.org)

# Coaches Certification

## The Purpose and the Process

### Why Be Certified?

Certification means that you are serious about your profession. It means that you care about your continuing coaching education and your professional preparation. It marks you as a coach who is in the mainstream of the coaching profession and willing to be examined in the same light as the great coaches of this country, whether at the collegiate, high school, YMCA or club positions. Employers know that the Certified Coach is committed to professional effort, has professional preparation and professional ethics.

In addition, compensation information and access to professionally evaluated positions are available to Certified Coaches. Certification gives you a title you deserve . . . “Coach John Doe, ASCA Level 3, Age Group.”

Certification also states your credentials precisely and concisely. If you are well educated, but do not yet have the time in service or the opportunity to work with better athletes, it says so. As you gain experience and become successful in actually producing fast swimming with your athletes, it reflects that. This precision is very important and valuable to those who employ swimming coaches . . . and hence, it protects you from unfair comparisons with others who write “creative resumes” to apply for jobs. ASCA Certification provides factual information about you to your potential employer.

### How To Be Certified?

There are three steps:

- # 1. Be a member of the American Swimming Coaches Association. Complete a membership application form and mail to ASCA at the above address with payment for annual investment.
- # 2. Complete a Certification Application in full and mail to ASCA at the above address. More information is available on the following pages.
- # 3. Take the required Certification Schools. First, Level 1 - The Foundations of Coaching; next, Level 2 - The Stroke School; continuing with Level 3 - The Physiology School; Level 4 - The Administration School and Level 5 - The Leadership School. Each school is available either at clinics or through home study.

Send the original test(s) to ASCA at the above address. They will be corrected and, if acceptable, will be processed. You will then receive a new membership card with your Certification number, Level and Type. You will be notified of the number of units of education added to your permanent Certification Record. If you wish, you may try to “test out” of any requirements at the course fee.

# How To Be Certified.

There are three things analyzed in the Certification process. They are: Education, Experience and Achievement. Your Certification shows that you have met the required standard at each Level. The Five Levels become increasingly difficult. Level 5 is composed of the top 2-5% of coaches in the USA. Level 4 is the top 5-8% and Level 3 is the upper 15% of coaches. Level 2 requires more “units” of education and experience than Level 1.

## What Are The Components Of Certification?

### Education

Coaching is both an art and a science. Recognizing the above, you will earn units for virtually any education you have taken. You receive many more units for education that relates directly to coaching. Academic education is the first category, and you receive units for your major and/or your advanced degree work. As an example, a major in Exercise Physiology is awarded 40 units for an undergraduate degree, 20 more for a Masters and 20 more for a Ph.D. A major in Egyptian studies will naturally earn fewer units (actually the minimum, which is 10 per degree). List all academic education on your application form.

Clinical education is evaluated similarly. All coaching clinics should be sanctioned by the ASCA. This means that they meet specific criteria in terms of presented topics and use of appropriate speakers. If a clinic you attend is sanctioned, they will advertise “7 ASCA Units Available” or similar verbiage. To receive credit for attending a clinic you may complete a clinic test, or in some cases you may complete an “UPDATE FORM” listing the clinic. Clinics other than swimming clinics can also receive credit if you list them on your update form (i.e., a program on “People Skills” put on by your school district).

Education Units and Experience Units must both be present on your Certification Application. They must be in reasonable balance. (You Need BOTH.) Home Study Schools are worth a variety of units from 7 on up. Most Enrichment Schools are worth 12 units. What you learn in your education is the “Tool Kit” of coaching and a vital part of the overall evaluation.

Remember, one or more of the ASCA Certification Schools, either on site or by home study is required. Level 1 - Foundations of Coaching, Level 2 - The Stroke School, Level 3 - The Physiology School, Level 4 - The Administration School, and Level 5 - The Leadership School.

**Career developmental coaches now have an opportunity for Level 3 and Level 4 certification.** The new categories are called “Level 3 Education and Experience” and “Level 4 Education and Experience” and will appear as such on all certification cards. These categories are designed to recognize the important role that coach (who spends their career in the developmental side of our sport) plays in the overall success of the sport of swimming. This change allows truly developmental coaches the opportunity to attain Level 3 and Level 4 certifications without the required achievement criteria. Level 5 is not included in this opportunity.

**There are three key requisites necessary to qualify for Level 3 Education and Experience:**

1. You must have been actively coaching for a period of ten full years (120 months), with at least six of those years in a multilevel program where you report to a head coach. This program *is not* intended for Head Coaches.
2. You must have completed the ASCA required schools through Level 3 and have a total of 175 educational units in your certification file.
3. A letter from the Head Coach in support of Level 3 Education and Experience certification must be enclosed with the application. This letter should ascertain that the coach applying is not in a position where he/she is expected to train athletes to upper levels of performance and is expected to provide foundation coaching.

**In order to qualify for Level 4 Education and Experience:**

1. The coach must have been actively coaching for fifteen years, with ten years in a developmental position.
2. The coach must have completed all ASCA required schools through Level 5.
3. The coach must have a total of 275 educational units recorded in his/her certification file.
4. The coach must have a letter on file of support from the head coach for Level 4 Education and Experience.

Experience gained at more than one club is acceptable; however, the letter should come from the current head coach for whom you have worked for at least 24 months.



**Coaches Certification Application**  
 For Members of the American Swimming Coaches Association  
 1-800-356-2722 • Fax 954-563-9813 • Phone 954-563-4930  
 5101 NW 21st Avenue, Suite 200, Fort Lauderdale, FL 33309

**To Be Certified:**

- ◆ Be an ASCA member (or enclose a membership form).
- ◆ Fill out this form as completely as possible for us to analyze your full credentials.
- ◆ Provide copies of appropriate materials to support achievement criteria (i.e., meet results, OVC's).
- ◆ Send to: Certification ~ ASCA, 5101 NW 21st Avenue, Suite 200, Fort Lauderdale, FL 33309
- ◆ Once this has been reviewed and processed, you will receive your personalized Certificate and Certification Card.

**PERSONAL DATA:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Check the following Level for which you are applying:  1  2  3  3 E&E  4  4 E&E  5

Area for which you are applying:  USA Swimming  Age Group  High School  Junior College  
 NCAA I  NCAA II  NCAA III  Stroke Coach (Level 3 Only)

**EDUCATION:**

*1. List ALL college degrees (i.e., B.A. History, M.A. Physical Education, etc.)*

College Degree: AA BA BS other (please specify) \_\_\_\_\_

Field of Study \_\_\_\_\_ School \_\_\_\_\_ Year \_\_\_\_\_

Additional Degrees \_\_\_\_\_ Year \_\_\_\_\_

*List any coaching-related elective courses taken OUTSIDE of a college degree:*

Course	School	Credits	QTR or Semester	Year

*2. Clinics or ASCA on site certification schools*

Clinic / Location	Primary Speaker	No. of Days	Topics

**OFFICE  
USE  
ONLY**

Academic  
Units



## Experience

You must document your coaching experience. You receive unit credit for volunteer or paid coaching and for intern, assistant and head coaching. List all positions and how long you were there. In general, you receive 1 unit per year of assistant or intern coaching and 3 units per year of head coaching. You should also list any teaching experience you have had in addition to the above. When in doubt, list it!

Your Experience allows you to use your coaching “Tool Kit” to maximum advantage and is, therefore, vital to the professional.

Note: Neither education nor experience alone will get you Certified. You need to demonstrate a blend of the two. Level 1 requires a minimum 20 units; Level 2 requires 30 units; Level 3 requires 40 units; Level 4 requires 80 units and Level 5 requires 100 units.

## Achievement

In order to be Performance-Certified at Levels 3, 4 or 5, you must have coached an athlete who achieved one of the standards listed under each Level on the Application form. You need only ONE of the achievements listed in order to qualify. You need to submit proof of the achievement. (Copies of official results, OVC cards, Swimming World Rankings, etc.) You also need to submit proof that you are the Primary Coach of the Athlete. (If you are the Head Coach of a team and the team is listed on the proof of time, that is sufficient.)

Now, some definitions. You must be the “Primary Coach” of the athlete. The Primary Coach is that person who designs and actively supervises the training of the athlete on a consistent and regular basis. This allows assistant coaches, in certain specific situations, to be the Primary Coach. If you are in this category, we need a letter so stating from your Head Coach. We carefully scrutinize “Primary Coach” applications to protect the integrity of the system, and check all claims by phone calls and personal interviews. Being “Coach of Record” is not enough; you must also qualify as “Primary Coach.” (It is possible to be “Primary Coach” without being “Coach of Record.”)

In general, you must have coached an Age Group athlete for a period of at least six months and a Senior or Collegiate athlete for a period of at least nine consecutive months, prior to claiming that athlete for an achievement. The achievements of your athletes are one measure of the success with which you have used your coaching tool kit.

FINALLY, AS IN ALL CERTIFICATION REQUIREMENTS, WE URGE YOU TO “STATE YOUR CASE” if you think you have an unusual situation that is not fairly represented by the process above.

## Achievement Requirements

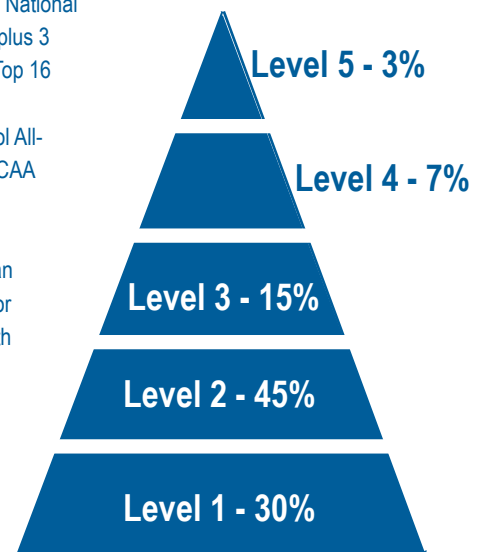
**Level 5** (one of) • On USA Swimming International Coaches List • 20 High School All-Americans • 20 Prep School All-Americans • 20 YMCA All-Americans plus 3 National Champions • 20 NAIA All-Americans plus 3 National Champions • 20 NCAA II All-Americans plus 3 National Champions • 20 NCAA III All Americans plus 3 National Champions • 40 Individuals with National Top 16 Age Group Rankings plus 3 National Top 16 number one rankings • 5 NCAA I All-Americans

**Level 4** (one of) • Individual Senior USS Qualifier or Individual NCAA I Qualifier • 5 High School All-Americans • 5 Prep School All-Americans • 5 YMCA All-Americans • 5 NAIA All-Americans • 5 NCAA II or III All-Americans • 5 Junior College All-Americans • 20 Individuals with National Top 16 Age Group Rankings

**Level 3** (one of) • High School All American • NISCA Criteria \*\* (see below) or Prep All-American • YMCA All-American • Age Group National Top 16 Swimmer • NCAA II or III All-American • Junior College All-American • NAIA All-American • 5 Gold Level Schlueter Stroke Awards • 1 Athlete with ASCA Level 3 standard ([http://www.swimmingcoach.org/services/lvl3\\_standards.htm](http://www.swimmingcoach.org/services/lvl3_standards.htm)) • YMCA National Age Group Top Ten

**Level 2** • Requires 12 Months Coaching Experience plus the Level 1 and Level 2 Stroke School Coursework

**Level 1** • Requires a Minimum of 6 Months Coaching Experience plus the Level 1 Foundations of Coaching Coursework.



American Swimming Coaching Population

75% of the population are within Level 1 and Level 2 Categories.

Levels 3, 4 & 5 performance require Education, Experience and Achievement

**\*\*The special NISCA Level 3 Certification Criteria includes:**

- Meet all requirements for Level 2.
- Ten years experience as a high school coach.
- Earned a degree from a four-year institution.
- Demonstrated at least five years service to the community through leadership in a community Learn-To-Swim or other aquatic program.
- Have membership in local, state and national swim coaches associations.

**YOU MUST BE THE PRIMARY COACH OF AN ATHLETE WITH ONE OF THESE CRITERIA TO QUALIFY FOR LEVELS 3, 4, AND 5**

# What Do I Get Once I Am Certified?

You begin the process with your certification application. We analyze that application, tell you what schools you are required to take, if any, and process your application. Once your application and schools are complete, we send you a certificate and a new card with your personal Certification Number. This is valid as long as you are a member of ASCA. You need never apply again for Certification. As you have new educational, experience and achievements to record, you complete the update form and send it to us. We will update your file and send you a new card with your new level or type of coaching.

You will receive a wall certificate suitable for framing. You will also be eligible for the Job Service program to keep in touch with the Job Market and the Position Evaluation process, which allows you to analyze and upgrade your position in the Job Market.

*We urge you to constantly update your professional record in your Certification file. It is a great way to document your progress in the profession and it is very useful when it comes time to apply for a new position.*

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## Fees and Related Matters

You pay no fee to be Certified. You do pay for the Education Schools if they are required in your individual case. You do pay for upgrading, new cards, etc., at a minimal level to cover costs.

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## Continuing Education Required

You must continue to be involved in professional education to maintain your Certification Level. The requirement is a total of 50 units earned in every three-year period. With this in mind, be consistent in updating your files. Failure to remain active in professional education may result in a loss of Certification Level according to a predetermined formula.

# What Is The Process Of Upgrading/Updating?

One of the things that you will want to do on a regular basis is update by adding your continuing education and experiences. Hopefully, you will also be UPGRADING from Level to Level as you progress in your career. Making these events happen is **YOUR RESPONSIBILITY**. You can request an upgrade/update form by calling us at 1-800-356-2722. Complete that form and mail it to us to complete the process. When you attend a clinic and take a test, follow the same process.

*“The ASCA Certification Program has a certain amount of flexibility built into it.*

*If you feel that this form does not effectively represent a certain part of your*

*Coaching Credentials, we invite you to send an accompanying letter and ‘state your case.’*

*We’re happy to work with you for an accurate representation of your professional development.”*

*- John Leonard, Executive Director, ASCA*

## **ASCA Coaches Certification In Cooperation With:**

- COLLEGE SWIM COACHES ASSOCIATION • NISCA • YMCA
- UNITED STATES SWIMMING • MASTERS COACHES ASSOCIATION
- WORLD SWIMMING COACHES ASSOCIATION

For additional information on MASTERS CERTIFICATION, including application, contact the American Swimming Coaches Association:

**954-563-4930 • 1-800-356-2722**

# National Interscholastic Swimming Coaches Association



## BENEFITS OF NISCA MEMBERSHIP

1700 NISCA members benefit from the following:

### **OPPORTUNITY FOR NISCA LEADERSHIP**

- 50 State Directors
- 8 Zone Directors
- Numerous Committee Chairpersons
- 4 Major Elected Officers

### **PUBLICATIONS**

- Web Site -[www.nisca.net](http://www.nisca.net)
- Bi-monthly NISCA Journal
- High School Coaches Manual
- NISCA Constitution & By-Laws

### **BENEFITS to MEMBERS**

- Savings on *Swimming World Magazine*
- Savings on joint membership with ASCA, CSCA, ISHOF

### **NISCA Coach Awards**

- Outstanding Service
- 25 year Service
- Completion of Service
- Appreciation
- Collegiate Scholastic Award
- David H. Robertson Excellence in Coaching Award

### **NISCA Team Awards**

- All-America Awards
- Girls/Boys H.S. Swimming and Diving
- Girls/Boys Water Polo
- Girls/Boys Academic All-American
- Team Scholar Award
- NISCA State & Zone Top Sixteen Awards

### **NISCA SERVICES AND COMMITTEES**

- Annual membership meeting: Clinic, Awards Dinner, Door Prizes, Coaches Social, Fellowship, High School Rules: Input on rules changes, Case Book, Special Projects, Water Polo, Diving, Records Archives, Professional Awards, Constitution

### **PLUS**

A group of men and women who have provided the LEADERSHIP through their time and effort to make YOUR organization the 'FINEST' of its kind.

**GET IN THE SWIM WITH - NISCA**  
"To Educate -To Promote -To Honor"

# NISCA MEMBERSHIP FORM for the 07-08 Scholastic Year

PLEASE DUPLICATE AND PASS ON TO ANY HIGH SCHOOL OR COLLEGE COACH IN YOUR AREA WHO IS NOT A NISCA MEMBER.

Each and every interscholastic and intercollegiate coach should be a member.

School \_\_\_\_\_

Work Phone # ( \_\_\_\_\_ ) \_\_\_\_\_

City & State \_\_\_\_\_

Home Phone # ( \_\_\_\_\_ ) \_\_\_\_\_

Cell Phone # ( \_\_\_\_\_ ) \_\_\_\_\_

E-Mail/Internet Address \_\_\_\_\_

Fax# ( \_\_\_\_\_ ) \_\_\_\_\_

My school is public private (circle one)

Pool length Yards SC meters LC meters (circle one)

Coaching Girls Swimming Diving Waterpolo (circle all that apply)

Coaching Boys Swimming Diving Waterpolo (circle all that apply)

Name \_\_\_\_\_

To pay by credit card please fill info below

AMEX \_\_\_\_\_ VISA \_\_\_\_\_ MC \_\_\_\_\_ DISC \_\_\_\_\_

Address \_\_\_\_\_

CARD NUMBER \_\_\_\_\_

City, State, Zip \_\_\_\_\_

SIGNATURE \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_

Please be sure and check the appropriate box depending on what multiple (if any) organizations you are joining in addition to NISCA.

\$50.00 **NISCA MEMBERSHIP ONLY.** The NISCA fiscal year is November 1, 2007 to October 31, 2008. Your membership includes \$1,000,000 of liability insurance and the bi-monthly Journal (\$10.00 of your dues goes toward publishing of the NISCA Journal). This is tax deductible. The NISCA TAX I.D. # is 11-3192617.

\$150.00 **SPECIAL TEAM MEMBERSHIP RATE. Sign up to 4 coaches at your school. Please provide individual mailing addresses of all coaches on a separate sheet. TAKE ADVANTAGE OF THIS SPECIAL RATE.**

\$15.00 **"COACHING SWIMMING SUCCESSFULLY"** 2<sup>nd</sup> Edition by Dick Hannula.

\$75.00 **Joint NISCA & College Swim Coaches Association Membership (CSCA).** Only available to Interscholastic Swimming Coaches. Receive 6 issues of Poolside (official publication of the CSCA) and 6 issues of Top Times and Top Team Rankings. Collegiate Swim coaches and their assistants must join CSCA through their own organization.

\$120.00 **Joint NISCA & American Swim Coaches Association Membership (ASCA).** Members will receive 6 ASCA Magazines, 12 Newsletters, and The Journal of Swimming Research.

\$145.00 **Joint NISCA-ASCA-CSCA Membership.** This is only available to interscholastic swim coaches.

\$165.00 **Joint NISCA-ASCA-CSCA-ISHOF.** Members receive quarterly newsletter Headlines from the Hall of Fame, a 10% discount in gift shop and free admission to ISHOF museum. This is only available to the interscholastic swim coach.

\$70.00 **Joint NISCA-ISHOF.** Members receive quarterly newsletter Headlines from the Hall of Fame, a 10% discount in gift shop and free admission to ISHOF museum. This is only available to the interscholastic swim coach.

\$5.00 **NISCA Member voluntary contribution to the International Swimming Hall of Fame**

I prefer not to receive any materials from NISCA sponsors or advertisers

\$25.95 Swimming World magazine subscription. A monthly magazine (12 issues) featuring High School Swimmers of the Year, All Americans, National Team Champions, Technique Tips, Season Plans and more.

**The NISCA High School Swimming and Diving Coaches Manual is now available as a download from the NISCA website at [www.niscaonline.org](http://www.niscaonline.org).** It is the complete source of coaching information for the interscholastic coach.

2007-2008 will be my \_\_\_\_\_ year as an interscholastic swimming coach.

Please indicate the school from which you earned your degree: \_\_\_\_\_

I plan on retiring in \_\_\_\_\_. Check should be made payable to NISCA.  
W-08

**SEND TO:** TOM WOJSLAWOWICZ  
NISCA MEMBERSHIP  
93 KENNEDY BLVD.  
BAYONNE, NJ 07002