



MEET DIRECTOR INSTRUCTIONS FOR CHECKING COACH CREDENTIALS

A report of Certification Ending for Coach Members will be run out of SWIMS to identify coaches with existing expirations of all, and any, Safety and Education Requirements. Inclusive of these requirements are the First Year Education Requirement and Background Screens. The date filter on this report will be the day prior to the meet start and run on only current coach members. The results of this report will then be used to switch the coach status of the members found to "Other", thereby giving them Non-Coach Membership Status.

The following reports will then be run and sent to the Meet Directors:

1. A Non-Athlete Report showing all current coaches in good standing sorted by club. This report will show all currently registered clubs and coaches.
2. A Coach Certification Ending Report that will include non-athlete members previously switched to non-coach status sorted by club. This report will show all currently registered clubs.

Both reports will be sent to the Meet Director for use to validate coaching status at the meet. Each Meet Director will have to look for clubs attending their meets in the reports listed above, and no prior notice will be sent to each club in regards to their own coaches. If a coach requesting deck admittance is not on either report they are **NOT** currently registered.

Any coach with any expired credential who cannot show renewal at the meet will be barred deck access during the meet inclusive of warm ups. All Meet Directors will be directed to the USA Swimming website to download a current copy of the USA Swimming accepted credentials.

***For any certification accepted at the meet by the Meet Director, a copy of that certification **MUST** be sent into the Illinois Swimming Office immediately for verification and issuance of an updated Coaching Card issued to the individual.

Any club may request a current report of their coaches and coaching status from the Illinois Swimming Office at any time.