

January 13, 2012



Florida Swimming, Inc.

Member of USA Swimming
297 East Hwy. 50, Suite 3, Clermont, Florida 34711
352-242-5145 (O) 352-242-5245 (F)
FLSOffice2@aol.com (E)



To: Florida Swimming Member Clubs
From: USA Swimming/Florida Swimming, Inc.
Re: USA-S Rule: Have you put in place - Pre-Employment Screening

Mandatory Pre-Employment Screen Must Be Set Up By All USA-S Clubs

☐ **502.6.8** All clubs are required to comply with USA Swimming Pre-Employment Screening Procedures for New Employees for all new employees who are required to be members under 502.4 or 502.6.3. (effective August 31, 2011)

☐ As of August 31, 2011, clubs are required to complete a pre-employment screening for all new employees who are required to be members. The screen has three components: (1) references from three most recent employers; (2) education verification; (3) motor vehicle report.

☐ USA Swimming has identified three vendors who can complete the prescribed screening. It is recommended but not required that clubs use the vendor to complete the screen. Services are offered 'a la carte;' clubs can order one, two, or all three services from their preferred vendor.

☐ Clubs are required to indicate by checking a check box on the 2012 club application form that pre-employment screens on new employees were completed in order to renew for 2012.

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

If you have hired any new coach(s) to your club since August 31, 2011, please make sure that you have complied with the USA-S rule and completed the mandatory Pre-Employment Screening procedure!!!!

If you have any questions, please let me know.

Helen Kelly
Executive Director
Registration/Membership Chairman
Florida Swimming, Inc.