

**REQUIRED AND RECOMMENDED PRE-EMPLOYMENT SCREENING BY
MEMBER CLUBS ON NEW EMPLOYEES AND NEW VOLUNTEERS**

As a condition of membership in USA Swimming, member clubs are required to conduct the following additional screens on their new employees who are required to be USA Swimming members by USA Swimming rules:

1. Past employment reference checks or verifications (where there have been multiple employers, minimum of 3 most recent employers in the last 10 years);
2. Education Verification (highest held);
3. State Motor Vehicle Report;

USA Swimming recommends that local member clubs conduct the following internal research into new employees who are required to be members by USA Swimming rules:

4. Social Network Search;
5. Google Media Search.

USA Swimming also recommends that local member clubs conduct the following additional screening on new employees who are required to be members by USA Swimming rules:

6. Fingerprinting in any state which allows fingerprinting of individuals who will have oversight of children;

USA Swimming further recommends that local member clubs perform the pre-employment screens described in paragraphs 1 through 6 above on all new volunteers who are asked to perform services for the clubs that require them to become members under USA Swimming Rules.

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

Amended by Board of Directors on 9-17-11