



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA NATIONAL YOUTH SPORTS EVENTS VOLUNTEER REQUIREMENTS

The YMCA is committed to the safety and security of all participants at our national youth sports events. As part of that commitment, all national youth sports event volunteers are required to complete:

BACKGROUND CHECK

- Renewed every 24 months

Acceptable Providers:

- YMCA of the USA (through Praesidium) – initiated during Volunteer Registration process
- USA Swimming
- USA Diving
- USA Gymnastics

Current USA Swimming, USA Diving and USA Gymnastics members may submit their Member Card to show the date of their successful screening.

CHILD/ATHLETE PROTECTION TRAINING

- Renewed every 12 months

Acceptable Providers:

- U.S. Center for SafeSport: Course: SafeSport Trained
 - Note: You will need to sign up to log in then go to Catalog and select SafeSport Trained course. The fee is \$20, not reimbursable by YMCA of the USA.
- USA Swimming: <https://www.usaswimming.org/resource-center/athlete-protection-training>. Course: Athlete Protection Training.
 - Available to USA Swimming members *and* non-members for free. Must set up a log-in.
- USA Gymnastics: <https://members.usagym.org/pages/education/courses/U110/>. This is for USA Gymnastics members.
- Praesidium: Course: *YUSA Competitive Sports* learning pathway.
 - Available for free by using appropriate registration code below. See guide.
 - Swimming or Diving: **reg-yusa-610-swimmingdiving**
 - Gymnastics: **reg-yusa-698-gymnastics**

YMCA VOLUNTEER REGISTRATION

- Required every year

All volunteers register through the [YMCA National Youth Event Volunteer Registration](#) system. See step by step instructions on next page.

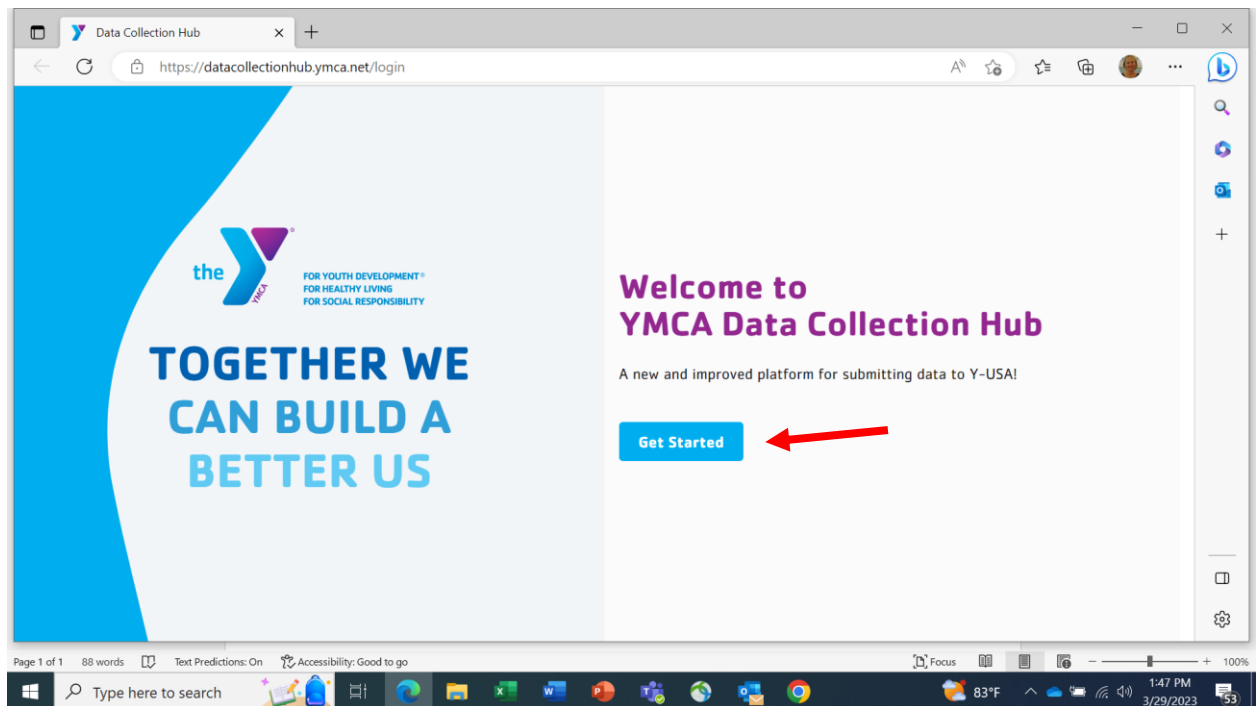
This system requires the volunteer to have a YMCA account. Instructions [here](#).

Included in the Volunteer Registration:

- Upload USA Swimming, USA Diving or USA Gymnastics member card showing completion date of Background Check **or** initiate Y-USA Background Check during Volunteer Registration.
- Upload Child/Athlete Protection Training (certificates or transcript or USA Swimming, USA Diving or USA Gymnastics member card)
- Upload YMCA swim official certification and/or USA Swimming member card (if applicable)
- Electronically sign attestation (Photo/Video Release, Code of Conduct with Youth, Waiver & Release of Liability).

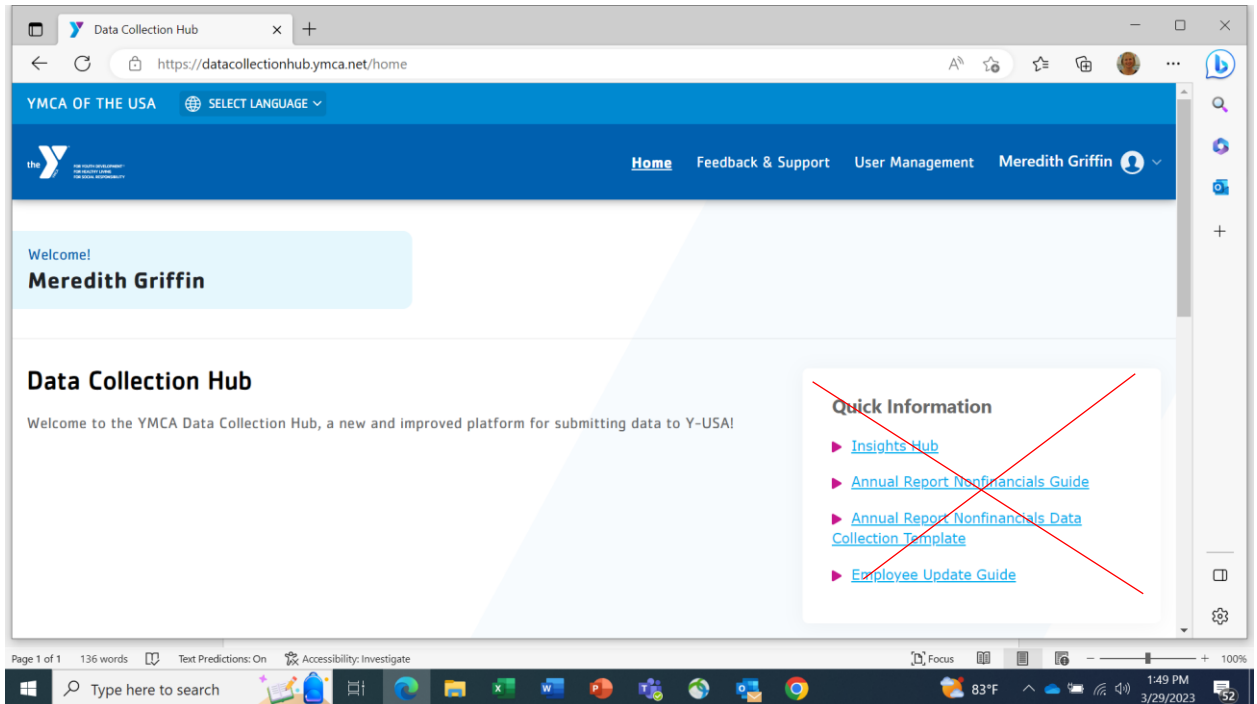
YMCA National Youth Sports Event Volunteer Registration System Step by Step Instructions with Screenshots

1. Use a PC, rather than a tablet or mobile device.
2. Clear your cache / browsing history.
3. Make sure you have a YMCA account.
 - If you have ever taken a YMCA training course (such as YMCA Swim Officials training) or been a YMCA employee, you have an account. If you have ever accessed the YMCA's Learning and Career Development Center (LCDC), you have an account.
 - If you do not have an account, create one ([instructions here](#)) and remember your exact name, e-mail address and password used to create it. Each person must use their own e-mail address. Two people cannot share the same e-mail address.
4. If you just created a new YMCA account, *close out of that site before* going to the next step.
5. Contact Jim Ryan (jim.ryan@ymca.net) or Meredith Griffin (Meredith.griffin@ymca.net) with the exact name and e-mail address used in your YMCA account. **You have to be added as a user to the Data Collection Hub before you can continue.**
6. Go to <https://datacollectionhub.ymca.net/>
7. Click Get Started

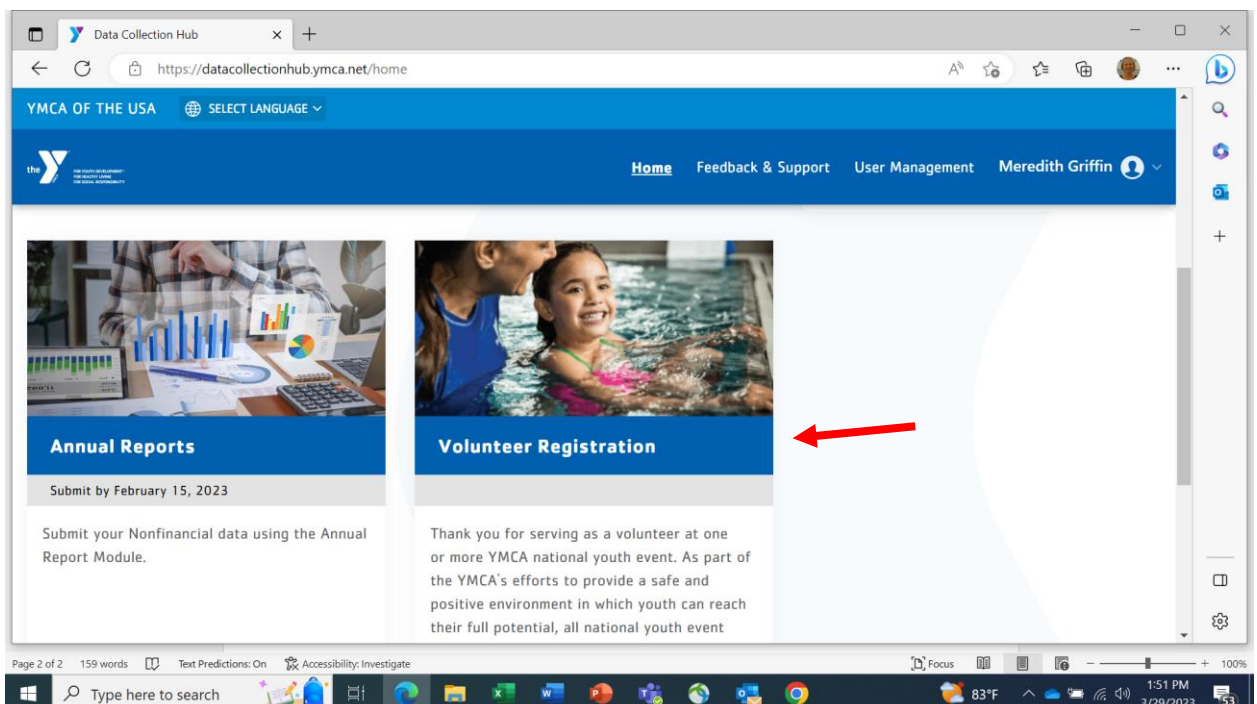


You will be asked to sign into your YMCA account. If you have had an account and used that on your current computer, it may self-populate.

8. Do not click on any prompts on the left under Quick Information.



9. Scroll down until you see the Volunteer Registration box. Click on that box.



10. Your personal details (name, address, phone, etc.) will appear. Scroll down to see where to upload your documents.

11. Remember to click Submit on the bottom of the screen when you finish.

Important Notes

- Do not create another YMCA account if you already have one. Contact fulfillment@ymca.net for assistance with your existing account.
- You must be added to the access list in the system so if you enter your correct information and get a message that you do not have access, e-mail [Jim Ryan](#) or [Meredith Griffin](#) with the exact name and e-mail address on your YMCA account.
- You cannot share an e-mail address with another person.
- Your name and e-mail address in the Data Collection Hub (volunteer registration system) **must** be exactly the same as your YMCA account.
- If you share a computer with someone else who is trying to register in the system, it is especially important to exit the system and clear your cache before changing users.