

# **Illinois Kids Wrestling Federation**

## **Instructions for coaches (18 and older)**

In compliance with Part IV, Section B, Line 13 of Federal Form 990, Return of Organization Exempt from Income Tax, the IKWF requests that any suspicious activity that a member, a members' parent or guardian witness, be reported to Jeff Tolbert at [jtoltbert@ikwf.org](mailto:jtoltbert@ikwf.org).

### **Instructions for coaches 18 years old and older:**

#### **1. Create an account**

- a. Go to [www.usawmembership.com](http://www.usawmembership.com) (USAW's membership system) and create an account.

*Note: Creating an account only gives you access to the system.*

#### **2. Claim or create a profile**

- a. **Returning** coaches will **claim** their **old** profile from USAW's previous membership system.
- b. **New** coaches will **create** their profile.

*Note: Your profile contains all your personal data.*

#### **3. Complete background screening (if required)**

- a. All coaches are required to pass a background screening every other season by USAW's background screening provider.
- b. Background screening fee is **\$20**.
- c. Background screenings take a minimum of 5 business days and in some cases up to 30 business days to complete the search after your information has been submitted.

#### **4. Complete Safe Sport Certification (NEW)**

- a. Starting with the 2018-19 season, all coaches and officials are required to complete the Safe Sport certification provided by the United States Olympic Committee (USOC) to coach or officiate at any USAW event.
- b. Go here for USAW's Safe Sport Policy: <http://content.themat.com/AbuseandHarassmentPolicy.pdf>.
- c. Go here to take course: <https://training.teamusa.org/store/details/1>.
- d. You'll need your USAW ID to link your certification to your USAW profile.
- e. **There is no fee to take this course.**

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**PLEASE NOTE:** You are **required** to have an APPROVED BACKGROUND SCREENING and a COMPLETED SAFE SPORT CERTIFICATION before you can purchase your USAW coach's membership.

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#### **5. Purchase USA Wrestling Coach's Membership**

- a. **\$39.75 fee** Must be done online through [www.usawmembership.com](http://www.usawmembership.com).

#### **6. Complete National Coaches Education Program (NCEP) certification (if required).**

- a. The IKWF requires ALL coaches to have one of USAW NCEP certification levels (copper, bronze, silver, or gold) to coach at ANY IKWF event.
- b. Click this link for NCEP information and links to take the courses: <http://www.teamusa.org/usa-wrestling/coaches/ncep-certification>
- c. **Fees** start at \$40.

