

2012 AUBURN SWIM CAMPS

COACH/COUNSELOR INFORMATION

WAGES AND SALARIES

- a) All camp coaches and counselors will be provided with meals during the camp week(s). (*Camp weeks begin with registration on Sunday afternoon and end at 12:00 noon on Thursday*). Camp staff will also be provided with dorm rooms beginning on the Friday/Saturday preceding the camp week through the last day of the camp on Thursday (at noon). Camp staff who will be working more than one week of camp will be provided housing on “off days” between camp sessions.
- b) All camp coaches will work closely with Head Coach Brett Hawke who will be on deck all three weeks of camp.
- c) Approved full-time coaches/counselors will be paid \$600/camp week plus an additional \$50/week for each year of prior experience in working the Auburn Swim Camps, up to a maximum of \$750/week.
- d) Head Counselors will be paid an additional \$250/week.
- e) Full time coaches only who have no “off-deck” responsibilities will be paid \$250/camp week plus an additional \$50/week for each year of prior camp experience up to a maximum of \$500/week.
- f) Coaches and/or counselors who serve as Elite (*morning swim*) group coaches will receive a \$100/week bonus. Camp Coaches/Counselors, voted by the campers, as Camp Coach/Counselor of the week will receive a \$50/bonus.
- g) Ancillary staff stipends include:
 - i. Travel Coordinator (airport shuttles)- \$200/week
 - ii. Camp Store Manager/Runner- \$200/week
 - iii. Administrative Assistant- \$10/hour
 - iv. Activities Director- \$250/week
 - v. Airport Shuttle Counselors- \$50/trip or \$10/hour, whichever is greater.

RESPONSIBILITIES

- a) All coaches/counselors (full-time/part-time) will be required to maintain a “professional” appearance (staff uniforms will be provided) and to conduct themselves with the highest standards of behavior expected of staff, role models, mentors and supervisors by Auburn University and USA Swimming. This will include, but is not restricted to, a strict prohibition of alcohol, tobacco products and any inappropriate language or behavior. Those who are found in violation will be asked to leave the camp immediately with forfeiture of pay.
- b) Camp employees will be paid weekly. (*Taxes are the sole responsibility of the employee.*)
- c) Camp staff should plan to arrive on campus on Sunday (May 27, 2012) at 10am for Camp Orientation.
- d) Full time coaches and/or counselors will be instructing and supervising a designated group of swimmers “24/7” during the camp week. This instruction and supervision will include, but is not restricted to: pool, dryland, classroom

sessions, team building and social activities, meal time, free time and dorm supervision.

- e) In addition to the responsibilities indicated above, Head Counselors will be responsible for coordinating and supervising the counselors in their respective dorms. Head Counselors will not be assigned a group.
- f) Part-time coaches will be responsible for working with assigned groups of swimmers during the pool sessions only, but will be subject to the same behavior requirements and policies as the full time staff at all times while on campus.

CERTIFICATION REQUIREMENTS

- a) All camp staff will be required to complete a background screening through USA Swimming. This background screening can be completed online. *(Please plan to complete this screening well in advance of the camp to allow ample time for processing.)*
- b) Coaches and Head Counselors are also required to have a background check through Priority Research (this form is to be completed and returned with application and will be paid for through the Auburn Swim Camps.)
- c) Coaches and Head Counselors must be registered coach members of USA Swimming. Registration requirements and procedures can be found by logging on to USA Swimming's website, www.usaswimming.org, clicking on "Coaches" at the top of the home page and then clicking on "Background Screening" and "Education/Safety Requirements" (if applicable) in the left column menu. In addition to the background screening required of all camp staff, all staff are required to have current CPR and First Aid Certification and Safety Training for Coaches.

You must have current certification prior to the start of camp and submit copies of your current certification cards with your application. For certification please contact your local Red Cross.

**2012 AUBURN SWIM CAMPS
COACH/COUNSELOR APPLICATION**

*****PLEASE NOTE****

Staff positions will be on a first come, first served basis only. However, priority will be given to applicants willing to work both as coaches and counselors, 24-hours, all three sessions. Completed applications must be mailed as originals are required.

PART 1: CONTACT INFORMATION

Name (L, F, MI): _____
Address: _____
City: _____ State: _____ Zip: _____
Home Phone: _____ Work Phone: _____
Cell Phone: _____ Email: _____
Date of Birth: _____ Gender: _____

I have/have not previously worked at Auburn Swim Camps.
If yes, indicate # of years: _____

I will/will not bring my swimmers to the camp.
If yes, indicate number of campers and provide their names:
#: _____ Name(s): _____

PART 2: CAMP SESSION(S) - AVAILABILITY

Session I: _____ May 27- May 31
Session II: _____ June 4 - June 7
Session III: _____ June 10 – June 14

I would prefer the following level of responsibility (number in order of preference):

_____ Full time coach/counselor (\$600/week + meals, dorm room & \$50/ yr. experience bonus, if applicable, not to exceed \$750/week)

_____ Pool session coach only (\$250/week and \$50/yr. experience bonus, if applicable, not to exceed \$500/week)

I would/would not be interested in serving as a Head Counselor for an additional \$250/week.

PART 3: EMPLOYMENT

(Please list two personal references we may contact, excluding family members):

1. Name: _____ Phone: _____
2. Name: _____ Phone: _____

RESUME (*Please attach a resume describing your relevant experience and level of education.*)

Why do you wish to be employed at the 2012 Auburn Swim Camps?

PART 4: CERTIFICATIONS

*****PLEASE NOTE*****

CPR/First Aid **AND** Safety Training for Swim Coaches

You must have current certification prior to the start of camp and submit copies of your current certification cards with your application. For certification please contact your local Red Cross.

PART 5: BACKGROUND CHECK

- All Camp Staff must complete a USA Swimming background check at least 30 days prior to camp. (*See Certification Requirements in Coach/Counselor Information*)

USA Swimming Registration #: _____

You must be registered!

- In addition, Auburn University requires all camp employees to have an additional Background Check through Priority Research. The 2012 Auburn Swim Camps will cover this cost. (*Complete Background Form and submit with completed application along with a copy of your current driver's license*)

*****INFORMATION PROVIDED AS WELL AS BACKGROUND RESULTS
ARE STRICTLY CONFIDENTIAL*****

Return completed applications to:

Mailing Address:

Auburn Swim Camps

P.O. Box 351, Auburn, AL 36831-0351

Fed Ex: 651 Heisman Dr., Auburn, AL 36849

Questions?

Please contact Debra Hazeldine at 334/844.9746 or by email at djh0007@auburn.edu

DISCLOSURE and AUTHORIZATION TO OBTAIN INFORMATION

In connection with my suitability for employment with **2012 Auburn Swim Camps at Auburn University**, (herein "Client") or if employed, I understand that prior to or at any time after my employment commences a consumer report may be requested for employment purposes from Priority Research, Inc., (herein: "Priority Research") from public records including; but not limited to, Social Security number, motor vehicle operation history/driving records, workers' compensation information and criminal history to the extent permitted by law from various local, state, and federal agencies. Further, I understand that an Employment Credit Report may be requested. Finally, I understand that an Investigative Consumer Report may be requested and, as required under §606(a)(1) of the federal Fair Credit Reporting Act (FCRA), IS U.S.C. §1681 et seq., I understand that this Report will include information as to my character, general reputation, personal characteristics, mode of living, work habits, performance, experience, along with reasons for termination of past employment, whichever are applicable, obtained through personal interviews with associates who have knowledge concerning such items of information.

I VOLUNTARILY AND KNOWINGLY AUTHORIZE ANY PRESENT OR PAST EMPLOYER OR SUPERVISOR, COLLEGE OR UNIVERSITY OR OTHER INSTITUTION OF LEARNING, ADMINISTRATOR, LAW ENFORCEMENT AGENCY, STATE AGENCY, LOCAL AGENCY, FEDERAL AGENCY, CREDIT BUREAU, PRIVATE BUSINESS, MILITARY BRANCH OR THE NATIONAL PERSONNEL RECORDS CENTER, PERSONAL REFERENCE, AND/OR OTHER PERSONS TO GIVE RECORDS OR INFORMATION THEY MAY HAVE CONCERNING MY CRIMINAL HISTORY, MOTOR VEHICLE HISTORY/DRIVING HISTORY, SOCIAL SECURITY NUMBER, EARNINGS HISTORY, CHARACTER, AND EMPLOYMENT (INCLUDING REASONS FOR TERMINATION), CREDIT HISTORY, CREDIT CAPACITY, OR CREDIT STANDING OR ANY OTHER INFORMATION REQUESTED BY PRIORITY RESEARCH DEEMED PERTINENT TO MY EMPLOYMENT.

In accordance with the FCRA and applicable state laws, I understand that I have the right to request a complete and accurate disclosure of the nature and scope of the investigation requested. Further, I am entitled to know if employment is denied because of information obtained by my prospective employer from a Reporting Agency. If so, I will be so advised in writing and be given the name, address and toll free number of the agency, a statement that the action was based in whole or in part on information contained in the Report, and written notice that I have the right (i) if I request, to obtain within sixty days a free copy of the Report from the Reporting Agency (under no circumstances shall such cost exceed the actual costs of duplication), and from any other Consumer Reporting Agency which compiles and maintains files on consumers on a nationwide basis; and, (ii) to dispute the accuracy or completeness of any information in a consumer report furnished by the Reporting Agency. I understand that upon my request with reasonable notice and after furnishing proper identification, Priority Research's trained personnel will provide me with investigative information in my file during normal business hours in person or upon written request, by certified mail to a specified addressee, or telephone as permitted by law. Further, I understand that should I wish to review my file in person; I am permitted to be accompanied by one other person of my choosing who shall furnish reasonable identification and if requested, Priority Research will provide a written explanation of any coded information contained in my file. I understand that Priority Research is a Consumer Reporting Agency and it is Priority Research's policy to not be involved in or make hiring decisions or recommendation.

Priority Research's privacy policy limits the information it provides to the client named herein, however I hereby authorize the client to share such information with parties in interest who have a "need to know" such information to protect them and their employees. Priority Research does not sell or otherwise provide any of the information found in its background investigations to any other party other than the client.

I understand that any consumer report or investigative consumer report requested will be used strictly for employment purposes as defined under §603(h) and authorized under §604(a)(3)(B) of the Fair Credit Reporting Act, as a report to be used for the purpose of evaluation for employment, promotion, reassignment or retention as an employee. I further understand and consent to the furnishing of workers' compensation information, after a conditional job offer, which may include my medical information including any and all injuries pursuant to state law and in compliance with the Federal Americans with Disabilities Act. In addition, I understand that any offer of employment, promotion, reassignment or retention will be conditional upon the receipt of satisfactory information as required by the subscriber, and that to be considered for employment, promotion, reassignment or retention, I must authorize the procurement of such report(s). A photographic or faxed copy of this form shall be as valid as the original.

The following must be filled out completely and signed for your application to be considered (Please Print)

LAST NAME _____ FIRST NAME _____ MIDDLE NAME/INITIAL _____

HOME ADDRESS _____

CITY _____ COUNTY _____ STATE _____ ZIP _____

SOCIAL SECURITY NUMBER _____ DRIVER'S LICENSE NUMBER or STATE ID _____ STATE ISSUED _____ E.MAIL ADDRESS _____

For ID purposes please provide FULL DOB: _____ Please List Other Names Used _____

For residents of California, Minnesota and Oklahoma only:

I wish to receive a copy of any Background Check Report on me that is requested.

Signature Authorizing the Procurement of the Consumer Report and/or Investigative Consumer Report

TODAY'S DATE _____

**2012 AUBURN SWIM CAMPS
COACH/COUNSELOR CONTRACT**

In seeking employment with the 2012 Auburn Swim Camps I fully understand that if hired I am expected to adhere to the following guidelines.

As a camp employee I am expected to maintain a “professional” appearance (*khaki/beige shorts preferred. Camp shirts will be issued to staff members*) and conduct myself with the highest standards of behavior expected of staff, role models, mentors, and supervisors of Auburn University and USA Swimming.

1. Use of tobacco, alcohol, inappropriate actions, and/or language is strictly prohibited.
2. I am expected to fulfill my role as counselor/coach to the utmost of my abilities at all times.
3. Cell phones will not be used during instruction.
4. I am responsible for the safety and security of my assigned campers.
5. I am expected to walk my campers to each location.
6. I will inspect grounds/pool areas to be certain they are free of debris prior to camper’ use.
7. I will not leave the dorm room after hours for any social agenda.
8. I will report any injuries, problems, or camper issues to the appropriate personnel immediately upon occurrence.
9. During transit, I will be certain that my assigned campers are in my direct eye sight and I am in contact with them at all times.
10. I will not leave my assigned campers unattended at any time.
11. I will respect the Head Counselors and other camp personnel at all times.

I, _____, hereby release Auburn University, its Board of Trustees, Administration, Faculty, Staff, Student Leaders, the Outreach Program Office, the Camp Staff, and all other officers, directors, employees and agents from any and all liability as to any right of action that may accrue to my heirs or representatives for any injury to myself or loss that I may suffer while working and/or traveling to or from the 2012 Auburn Swim Camps. This agreement is binding on my heirs and assigns.

By signing my name below it is understood that if any of these rules or guidelines are broken the consequences may result in a warning, loss of pay and/or my immediate removal from camp.

Name (*Please Print*): _____

Signature: _____

Date: _____



Directions for Initiating a Background Screen

Following are step-by-step directions that will guide members through the process of initiating and completing a USA Swimming Background Screen.

Special Note: If you use Microsoft Internet Explorer as your web browser, this online process is optimized with Explorer 6.0+ or 7.0+. It is recommended that you update your computer to one of these versions of Internet Explorer. It is also necessary to have the free Adobe Acrobat Reader software installed in order to access the "Terms of Usage."

- 1) Go online to <http://www.usaswimming.org/bgscreen> and use the special button that will link you to the TC logiQ web site to initiate a request for a USA Swimming Background Screen. There are five steps to the screening application process; be sure to complete all five steps.
- 2) The first screen is the "**Instruction Page**" which provides a few instructions that you should review before beginning the application process.
- 3) The second screen is the "**Introduction Page**" which, if you have previously created a TC logiQ account, will ask you to input your username and password. If you have not created an account, click on "*Need to create an account.*"
- 4) The next screen is "**Step 1: Create a Username and Password.**" You will create a username and password and input your email address. After you click the "*Save and Continue*" button, an email providing your username and password will be generated. In the event you are unable to complete the screening application for any reason, you can log back-in and return to the screen where you left off. Please save the username and password for future use.
- 5) Next, you will be directed to the "**Step 2: Create Account & Provide Information**" screen. You will be asked to provide the following information:

- | | |
|------------------------|---------------------------------|
| ▪ Legal First Name | ▪ Social Security Number |
| ▪ Preferred First Name | ▪ Birth Date |
| ▪ Middle Name* | ▪ Local Swim Committee (LSC)** |
| ▪ Last Name | ▪ USA Swimming ID Number *** |
| ▪ Suffix | ▪ U.S. Citizen (Yes/No) |
| ▪ Maiden Name | ▪ Gender |
| ▪ Street Address | ▪ Height |
| ▪ City, State, Zip | ▪ Eye Color |
| ▪ Home Phone Number | ▪ Race |
| ▪ Cell Phone Number | ▪ Counties, States & Foreign |
| ▪ E-mail Address | Countries lived in since age 18 |

* Insert "None" if you do not have a middle name.

** Use the drop down box to select the LSC in which you are registered. If you are not sure of your LSC, check "*USA Swimming*"

*** The formula for determining your USA-S ID# is as follows: Your six-digit birth date (mmddyy) + the first three letters of your legal first name + middle initial + first four letters of your last name. If you do not have a middle initial or last name four letter or longer, the missing characters are a star (*). John Chu would be mmddyyjoh*chu*.

- 6) You will also be asked to disclose any previous arrests or convictions in a text box.

- 7) On the next screen, the **“Step 3: Verify Your Information”** page, you will be asked to verify the accuracy of the information provided on the previous screen. If any information is incorrect, please edit this information by clicking on the *“Make Changes”* button located at the bottom of the screen.
- 8) Once you confirm your information, you will be directed to **“Step 4: Secure Payment”** where you will be asked to provide payment information and secure payment by VISA or MasterCard. TC logiQ uses Authorize.net as a third-party vendor to transfer electronic payments securely.
- 9) After you submit payment information, you will be asked to verify this information on the next page **“Step 4B: Verify Your Payment Information”**
- 10) The next screen will take you to **“Step 5: Secure Payment and Initiate Background Screening Search.”** This summary page displays your personal information as well as your credit card info. Please click the button at the bottom of the page to secure payment and initiate the background search.
- 11) The final screen is the **“Print Confirmation”** screen. Please print and save this confirmation page.
- 12) Once you complete the process, you will be able to go online to the TC logiQ website at any time to check the status of your screen and/or to review your search history. Simply go to www.tcllogiq.com and enter your username and password. Also, should you ever misplace your confirmation printout; you will be able to reprint a confirmation receipt on your account page.
- 13) Until TC logiQ reviews the screening report generated by this process, the applicant’s status on TC logiQ’s website will reflect *“Pending”*. Normally, a decision regarding membership eligibility will be emailed to you within 3-5 business days. In a few situations, it may take up to 14 days to complete the process.
- 14) When you pass screening, the result will be updated to *“Approved”* on your account page on the TC logiQ website and be communicated electronically to the USA Swimming SWIMS database. The expiration date for your screening is reflected in the same manner as your coaches’ safety certifications.
- 15) If the background screen returns incorrect criminal information, you have the opportunity to dispute that information. No action will be taken regarding membership eligibility until that information has been reviewed and verified. Please see Question #5 in the separate FAQ document to learn how to challenge disputed information.
- 16) If the background screen returns a finding of a potential membership disqualifier, there is a process for appeal to an established USA Swimming National Board of Review panel. Please see Question #6 in the FAQ document to learn how to appeal a negative membership decision.

Should you encounter any problems initiating a screen or navigating the TC logiQ website, please contact their Technical Support Desk by telephone at 877-825-6447 or by email at technicalsupport@tcllogiq.com.

Please direct any questions that you might have about the background screening requirement to your LSC Registrar or Sport Development Consultant. You may also call the USA Swimming National Headquarters at 719-866-4578.

Updated 10-11-08