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REGISTRATION

I. Club Registrations

- A. A CLUB is defined as a group that has at least one USA Swimming registered certified Coach, one USA Swimming registered Athlete, and a USA Swimming registered non-athlete Safety Officer.

Each club has a legal obligation if it desires to remain in good standing within USA Swimming to comply with the rules and regulations of USA Swimming. These rules relate to sanction of meets; proper registration of coaches, athletes, and non-athletes; implementation of safety programs; compliance with membership requirements; and other obligations as set forth in the rules and regulations of USA Swimming. In particular, note that ALL athletes and ALL coaches and assistant coaches must be USA Swimming members. The responsibility is ultimately on the CLUB to comply with USA Swimming Rules & Regulations.

1. Benefits of CLUB membership in USA Swimming include: Insurance, current copy of the USA Swimming Rules & Regulations, and availability of programs offered through USA Swimming. Once USA Swimming NHQ receives club registrations, these three benefits will be mailed to the Club.
2. Completed USA Swimming club membership application, ISI club application (APP-1c), club registration fee, and copy of club bylaws must be submitted to the ISI Registration Chairperson. In late August, current ISI club registration persons will receive a registration packet, which will include club application forms and current club registration list.

The ISI office must be informed during the year if ANY information submitted on the original application changes. This information is used for various mailings, so please keep information current.

3. Membership is for a calendar year period, January 1 through December 31. Note that registration and insurance expire December 31. If a club has not registered prior to January 1, they will not have insurance until they re-register. New clubs applying for membership on or after September 1 will be current through December 31 of the following year. Seasonal club membership is available April 1 through August 28.
4. Each registered club will receive votes at the House of Delegates meetings based on the number of athletes registered the previous year. Number of votes will be included on the ISI club membership application sent with membership packet.

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5. All coaches, assistant coaches, officials, meet directors, club safety officers, House of Delegate members and athletes **MUST BE USA SWIMMING MEMBERS**. It is recommended that Club board members take advantage of USA Swimming membership.
 6. If a club application is received **WITHOUT** a registered certified coach, safety officer and at least one athlete, they will be entered as an organization until proper registrations are received.
 7. Club registrations will not be taken at swim meets.
- B. An **ORGANIZATION** is a group which supports swimming but **DOES NOT** have athletes or coaches.
1. Benefits of **ORGANIZATION** club membership in USA Swimming include a current copy of the USA Swimming Rules & Regulations.
 2. An organization **DOES NOT HAVE** insurance coverage.
 3. Completed USA Swimming club membership application, ISI club application (APP-1) and club registration fee must be submitted to the ISI Registration Chair. In late August, current organizations will receive a registration packet, which will include club application and current registration list. The ISI office must be informed during the year if **ANY** information submitted on the original application changes.
 4. Membership is for a calendar year period, January 1 through December 31. New organizations applying for membership on or after September 1 will be current through December 31 of the following year. There is **NO** organization for seasonal club status.
 5. During the year, an organization may update to club status by notifying ISI Registration Chair and registering a USA Swimming certified coach, USA Swimming non-athlete safety officer, and at least one USA Swimming athlete.

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II. Club/Organization Membership Fees

Make all checks payable to Iowa Swimming, Inc. (ISI). If checks are returned, ISI will charge the club a fee of \$15.00 for handling of the returned check.

A. Club Membership Fees

1. Clubs - Year-round

- a. \$100, if all information is submitted to the ISI Registration Chairperson BY December 1. \$125.00, if information is submitted AFTER December 1.
 - 1) USA Swimming Club application, ISI club application and fee submitted.
 - 2) Non-athlete membership for at least one coach with current certification requirements. (See non-athlete registration.)
 - 3) Non-athlete membership for safety officer.
 - 4) One or more athletes registered.

2. Clubs - Seasonal

- a. \$50, if all information is submitted to the ISI Registration Chairperson BY May 1. \$75.00, if information is submitted AFTER May 1.
 - 1) USA Swimming Club application, ISI club application and fee submitted.
 - 2) Non-athlete membership for at least one coach with current copies of all certification requirements. (See non-athlete registration.)
 - 3) Non-athlete membership for safety officer.
 - 4) One or more athletes registered.
 - 5) Seasonal club athletes cannot compete as a club beyond the state championship meet.

B. Organization Membership Fees

(Note: If a swimmer is swimming for an organization, the swimmer is considered to be unattached.)

1. \$100.00, if application and fee is submitted to the ISI Registration Chairperson BY December 1. \$125, if application fee is submitted AFTER December 1.

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III. Athlete Registrations

All swimmers for ISI member clubs and entrants in practice & sanctioned competitions must be registered USA Swimming athlete members. Insurance coverage is provided to members of USA Swimming who are in complete compliance with all USA Swimming rules & regulations.

Athlete membership consists of either an annual, seasonal or individual seasonal membership.

ANNUAL MEMBERSHIP is for a calendar year. Non-members applying for membership on or after September 1 will be issued a membership card valid through December 31 of the following year.

SEASONAL MEMBERSHIP runs April 1 through August 28 (150 days) of any given year. A swimmer with seasonal membership may participate in USA Swimming meets during this period. This membership is NOT valid for competition at or above the Zone Championship level. Seasonal swimmers who wish to upgrade to full USA Swimming membership MUST PAY THE ENTIRE FEE, not the difference between seasonal fee and full fee.

INDIVIDUAL SEASON MEMBERSHIP runs 150 days after registration date of any given year. A swimmer with individual season membership may participate in USA Swimming meets during this period. This membership is NOT valid for competition at or above the Zone Championship level. Individual season swimmers who wish to upgrade to full USA Swimming membership MUST PAY THE ENTIRE FEE, not the difference between Individual Season fee and full fee.

OUTREACH MEMBERSHIP is for a calendar year period. Outreach program is to provide reduced membership for economically disadvantaged youth. The applicant MUST include one of the following proofs to be considered for the reduced fee, along with athlete registration form: proof of reduced/free lunch program; show proof of food stamps; show proof of annual income. To show a person is economically disadvantaged the burden of proof rest with the applicant.

- A. ATHLETE MEMBERSHIP may be obtained by filling out a current athlete membership application, or electronically by using Hy-Tek's *Team Manager* or other computer software. No fax or email registrations will be accepted.

In late August, current ISI clubs will receive a registration packet, which will include current forms and a computer printout of previous year's athletes. Additional forms can be obtained from ISI office or the ISI website. Application forms must be COMPLETELY & CLEARLY filled out using swimmer's full legal name as it appears on official documents & a preferred name. The swimmer's ID number is a permanent 14-character code. This code includes birth date in 6 digits, first 3 letters of

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legal first name, middle initial, and first 4 letters of last name. If a swimmer doesn't have a middle initial, or first or last name doesn't contain # of required letters a "*" is assigned.

For continuous insurance coverage, renewals should be submitted by December 1 to the ISI Registration Chairperson. When swimmers receive their USA Swimming membership card, all information should be checked for accuracy. Any errors should be sent to ISI Registration immediately. When entering meets, name and USA Swimming ID numbers must remain the same as what USA SWIMMING card shows.

1. An athlete is legally registered for all purposes by the postmark date of when a completed application with fee is mailed to the ISI Registration Chairperson. Fax and phone call registrations are NOT acceptable.
 2. For clubs with tryouts, there is a two-week grace period. However, the athlete is NOT PROVIDED ANY INSURANCE COVERAGE until he/she joins USA Swimming. A swimmer MUST be registered in order to swim a meet (a sanctioned or approved event).
- B. ATHLETE CHANGES - Inform ISI Office during the year if any information submitted on the original application changes. Use form APP-3.
- C. ATHLETE TRANSFER - When transferring between clubs or LSC's during the year, the swimmers MUST present a written transfer. An ISI Transfer form (APP-3) must be submitted along with the transfer fee to ISI Registration Chairperson. This form is available on the ISI Website, in the forms section of ISI codebook, or by contacting the ISI Office. NO TRANSFERS WILL BE MADE UNLESS THE ABOVE INFORMATION IS COMPLETELY FILLED OUT, SIGNED BY ATHLETE OR GUARDIAN, AND SUBMITTED WITH FEE.

If athlete was registered with a different USA Swimming club the previous year, this information MUST be noted on the bottom of the registration form when submitting registration application.

120-DAY RULE - For a swimmer to represent a USA Swimming club in a competitive event, one hundred-twenty (120) consecutive days must have elapsed without the swimmer having represented any other USA Swimming club in USA Swimming competition.

- D. WHEN DOES A SWIMMER REPRESENT A CLUB? A swimmer's status is governed by status existing when taking the starting blocks to compete in his/her first event of the meet. The status at the time of preliminaries governs status at time of finals (it is "one event").

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The administrative difficulties presented when a swimmer switches from attached to unattached status, or vice versa, from the time he/she sends in his/her entry card until the day of the meet (or event) does outweigh the athlete's right to swim attached or unattached as he/she chooses. This must be tempered by the fact that sensible rules must be observed and respected so that meet officials can run an effective meet.

It is the swimmer's responsibility (or coach's responsibility, particularly when younger age group swimmers are involved) to see that his/her status is exactly as he/she wishes it to be on the day of the event. Once the event has begun at the preliminary stage, he/she can swim subsequent events in an unattached status but he/she cannot again switch back to attached, unless with the same club, until the 120 days has expired.

To clarify, if he/she swims an event for Club A in a meet, then swims unattached the next meet, he/she can swim again for Club A in a subsequent meet without regard to the 120-day rule; but if he/she wishes to swim for Club B, he/she must follow the 120day rule.

- E. **UNATTACHED STATUS** - A registered swimmer may compete in USA Swimming- ISI sanctioned competitions as an unattached swimmer if he/she is not a member of an ISI member club, or does not wish to represent a club in the competition. Meet entry materials should be completed to reflect that the swimmer is competing unattached (UN-IA) where team affiliation is shown. Unattached swimmers may participate only in individual events, since USA Swimming rules do not recognize relays for unattached swimmers.
- F. **USA SWIMMING MEET ADMINISTRATION** - All ISI member clubs are reminded that if presented with USA Swimming registration requests before the start of dual/triangular/invitational meets, these registrations shall be accepted and sent the day following the meet to the ISI Registration Chairperson. Registrations may NOT be accepted at ISI Regional or State Championships.

A meet director **MUST** be sure that all athletes are USA Swimming registered. This can be accomplished by:

- 1) A MM Back-up file sent electronically to the ISI office.
- 2) A phone call or email to the ISI office requesting registration list of teams entered in the meet.
- 3) If athlete does not show as being registered & can not show proof of registration (athlete membership card, or club computer membership abbreviated list from ISI, or membership list printed from Clubs Portal) a deck registration may be obtained. If deck registration is found to be a duplicate, the ISI office will issue a refund.

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- G. FALSE REGISTRATION - ISI may impose a fine of up to \$100 per event against a club representative signing a document that indicates that a swimmer is registered with USA Swimming for a meet when that swimmer is not properly registered. This will be enforced by ISI, and ISI will be entitled to the fines imposed.

IV. Athlete Membership Fees

Have all checks made payable to the local club for membership. Then mail a club check payable to Iowa Swimming, Inc. (ISI) and Summary form (APP-2) to cover all memberships. (Please DO NOT mail individuals' checks to ISI). If checks are returned, ISI will charge the club a fee of \$15 for handling of the returned check.

1. ANNUAL MEMBERSHIP fee is \$58.00 (2010) - \$59.00 (2011)
2. SEASON 1 MEMBERSHIP (April 1-August 28) fee is \$34.00 (2010) - \$35.00 (2011)
3. INDIVIDUAL SEASONAL MEMBERSHIP (150 days) fee is \$35.50. (2010) - \$36.50 (2011)
4. OUTREACH MEMBERSHIP fee is \$5.00 with required proof.
5. UPGRADE - Seasonal members who wish to upgrade to full membership must pay the entire annual membership fee, not the difference between seasonal and annual.
6. TRANSFER of swimmer between clubs during the year, \$5 or LSC \$10.
7. Swimmers who CANNOT prove their USA Swimming membership at a swim meet will be charged annual, season 1 or individual seasonal membership payable to ISI and \$5.00 payable to the host club for late registration. If the registration at the meet is found to be a duplicate when received by ISI, the membership fee ONLY will be returned.
8. NO SWIMMER REGISTRATIONS WILL BE ACCEPTED AT ISI REGIONAL FINALS OR STATE CHAMPIONSHIPS.
9. Numerous registration errors made by those sending in registrations to ISI requiring corrections in existing USA Swimming registrations and issuing new cards may be subject to a \$5.00 processing fee.

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V. Non-Athlete Registrations

- A. Listed below is an explanation of the various membership categories and benefits provided to non-athlete members of USA Swimming.
1. INDIVIDUAL membership includes a copy of current USA Swimming Rules & Regulations, Membership card, Insurance coverage, *Splash* newsletter (one per household) six times per year.
 2. FAMILY membership is for two non-athlete members, related by blood or marriage, living at the same address.), USA Swimming Rules and Regulations (one copy), Membership cards for both family members, Insurance coverage for both members, *Splash* newsletter (one per household) six times per year.
 3. LIFE membership includes a special membership card given only to life members, personalized life membership plaque presented at the USA Swimming annual convention. Yearly benefits include a copy of current USA Swimming Rules & Regulations, Insurance coverage, *Splash* newsletter (one per household) six times per year, and two tickets to all USA Swimming National Championship meets.
- B. NON-ATHLETE MEMBERSHIP may be obtained by filling out a current non-athlete membership application and submitting with fee to ISI Registration Chairperson.

In late August, current ISI clubs will receive a registration packet, which will include non-athlete forms, and a list of non-athlete members registered the previous year. Application forms must be COMPLETELY & CLEARLY filled out using legal full name & preferred name. Non-athlete ID number is a 14-character code. This code includes birth date (6 digit), the first 3 letters of the legal first name, middle initial, the first 4 letters of the last name. An asterisk will be used if names do not include enough letters or if no middle name.

On the application, non-athletes must circle which of the following categories they wish to be entered as:

1. OTHER - The largest number of applications will be considered "Other." These are all non-athletes who do not fall into a specific category such as coach, or official.
2. OFFICIAL - This category is for the non-athlete members who are certified officials in ISI or nationally. Official certification requirements are found in the Officials section of this code book (Section G).

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3. COACH - All coaches, including assistant coaches, must fulfill the requirement of being USA Swimming coach members. A practice conducted or supervised by a non-trained USA Swimming member, without a trained coach present, is definitely not acceptable. A coach membership can only be obtained if a non-athlete membership has been completed, and CURRENT CERTIFICATION CARDS IN CPR, First Aid, and Safety Training for Swim Coaches are submitted (cards will be returned with membership card). Renewing coaches need to send certification cards along with registration only if certifications on file have expired. Online Background Screening requirement will also need to be met & kept current. Second year renewing coaches must also complete the Foundations of Coaching online test to renew as a coach member. Previous years registration list shows the expiration dates that are currently on file. CERTIFICATION UPDATES DURING THE YEAR MUST BE SENT TO ISI REGISTRATION TO KEEP COACH MEMBERSHIP STATUS CURRENT. If current certifications are not submitted with application, a regular non-athlete membership will be issued and updated to a coach membership when proper copies are received.

It is the responsibility of clubs and coaches to update proof of certification during the year before they expire and forward certification card to ISI Registration. Certification card will be returned with new membership card. IF A COACH ALLOWS HIS/HER CERTIFICATION TO EXPIRE HIS/HER COACH MEMBERSHIP IS INVALID. Therefore, the insurance provided for coaching activities is no longer in existence. ARC First Aid certificates are valid for three years, ARC CPR certificates are valid for one year, and ARC Safety Training for Swim Coaches is valid for three years. A list of acceptable Coach CPR, First Aid, and STFSC Certifications are available on the ISI website or USA Swimming website under coach tabs. For additional information, contact the Registration Chair.

One condition of club insurance protection is that ALL club coaches must be in compliance with these requirements.

- a. Membership is for a calendar year. New memberships on or after September 1 will be issued a membership card valid through December 31 of the following year.
 - b. Coach registrations & certification updates will NOT be accepted at meets.
- C. NON-ATHLETE CHANGES - Please inform ISI Registration during the year if any information submitted on the original application changes. Use form APP-3-1.

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- D. NON-ATHLETE TRANSFER - An ISI transfer form for non-athletes must be completed for all transfers and submitted to ISI Registration. (Form APP-3-1.)
- E. NON-ATHLETE/ATHLETE - If a non-athlete member also wishes to become an athlete member, he/she must apply and submit fees for two separate memberships.

VI. Non-Athlete Membership Fees

Make all checks payable to Iowa Swimming, Inc., (ISI). If checks are returned, ISI will charge the club or individual a fee of \$15 for handling of the returned check.

Individual	\$ 53.00 (2010) - \$ 54.00 (2011)
Family	\$ 97.00 (2010) - \$ 99.50 (2011)
Life	\$ 1,007.00 (One time \$1,007 or payments of \$341, \$333, \$333 over a three-year period)

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VII. Summary of Registration Procedures

- A. Clubs should designate a club registration person to handle the responsibility of registering all club members.
- B. In late August all club registration persons will receive a packet with current registration material for their club.
- C. Clubs should submit membership application forms or electronic hard copies, along with ONE check payable to Iowa Swimming, Inc. (ISI), to ISI Registration Chairperson. Please submit summary (APP-2) form with check showing the registration breakdown.
- D. CLUB/ORGANIZATION - When registering include completed and signed club application form (APP-1).
- E. NON-ATHLETE members registering should send completed Non-Athlete Membership application with ALL information completed accurately and clearly. COACH members must include current certification cards of CPR, FIRST AID, and SAFETY TRAINING FOR SWIM COACHES. If card expires during the year, an updated card MUST be sent to keep coach card current.
- F. ATHLETE members must submit an application for membership with ALL information completed accurately and clearly.
- G. A permanent ID number is determined by date of birth, the first 3 letters of the legal first name, middle initial, the first 4 letters of the last name for both non-athlete and athletes. An asterisk will be used if names do not include enough letters or if no middle name. IT IS IMPERATIVE that these DO NOT CHANGE. The computer will not recognize that Bob or Bobby is the same as Robert. BE CONSISTENT WHEN RENEWING REGISTRATION, ENTERING MEETS, ETC.--this is even more important now that meet reconciliation, meet final results, are ALL done with the registration name and USA Swimming ID # electronically.
- H. If a club has Hy-Tek software with *Team Manager* or other software, athlete registrations may be sent electronically. Hy-Tek instructions are available in the Hy-Tek manual, Hy-Tek elessons available on the Hy-Tek website or by contacting the ISI office. Other software refer to their instruction manual. When submitting email registrations, hard copy along with check must be received at the ISI office before they will be processed.
- I. All registrations are registered for all purposes upon postmark date of a completed application and payment of fee to ISI Registration Chairperson. Each club registration person shall be responsible to ensure that these are postmarked in a timely manner to ISI.