



To: MW Club Registrars
From: Scot Sorensen, MW Membership/Registration Coordinator
Date: August 1, 2021
Re: 2022 Registration

The 2022 registration period will commence **September 1, 2021**. This information is designed to guide you through the process. **Read it carefully** to minimize problems and confusion with your registrations, **as material has been updated** from last year. **These revisions are highlighted in yellow**. The enclosed Registration Policy and Procedures Manual as well as these instructions describe what you should do before attempting to complete any of the enclosed forms.

- The club registration form must be filled out completely. The MW Safe Sport Guidelines must be signed. All information is required and incomplete forms will be destroyed. It is encouraged that you make copies of all submitted documents for your files.
- The club registration fee is \$200.00 (rebate of \$75.00 for those with representation at the two 2021-22 HOD meetings). Club registrations received after December 31, 2021 will incur a \$300.00 fee. The registration deadline for clubs hosting sanctioned competition in January 2022 is December 1, 2021. Please refer to MW Redbook 4.2.
- Electronic registration for all club-attached athletes is **REQUIRED**. Manual registrations will only be performed for unattached athletes. Refer to your club database software for instructions and guidance in this area. Additional information is also posted on the MW website.
- Effective September 1, 2021, all employees (e.g., staff, interns, etc.) and individuals serving on the board of directors of USA Swimming, Zones, Local Swimming Committees (LSCs) and member clubs must be non-athlete members of USA Swimming. Previously, as it relates to employees, only those who interact directly and frequently with athletes were required to be non-athlete members of USA Swimming. Now, all employees of USA Swimming, LSCs and member clubs must be non-athlete members of USA Swimming regardless of whether they interact directly and frequently with athletes. Additionally, all volunteers of USA Swimming, Zones, LSCs and member clubs who interact directly and frequently with or have authority over athletes as a regular part of their duties are also required to be non-athlete members of USA Swimming. Note this does not apply to volunteers such as timers, marshals, computer operators, etc., who only have limited contact with athletes during a meet.
- When using your club database software,
 - Set your registration Batch to #1 at the start of this registration season
 - If you choose not to use a Club Deposits on File Account, the batch number must be included on your check
- The Transmittal of Funds Form **MUST** be submitted with all club and athlete registrations. The form is available electronically.

FEES FOR 2022	
Non-Athlete	\$ 74.00
Premium Athlete	\$ 74.00
Seasonal Athlete	\$ 37.00
Flex Athlete	\$ 20.00
Outreach Athlete	\$ 5.00
Athlete Transfer	\$ 10.00

The following 2022 information, forms and applications will be available on the MW website under MW Registration before 8/1/21:

1. Registration Policy & Procedure Manual
2. Coaches Safety Curriculum Course List
3. Club Membership Application (*Six Pages*)
4. Organization Membership Application
5. Premium Athlete Registration Application
6. Flex Athlete Registration Application
7. Seasonal Athlete Registration Application
8. Non-Athlete (NATH) Membership Application
9. Outreach Athlete Application
10. Transfer Request Form
11. Transmittal of Funds Form

If during the year you require any additional assistance, please contact me at any time.

Scot Sorensen

MW Membership/Registration Coordinator

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2022
REGISTRATION
POLICY
&
PROCEDURES

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GENERAL INFORMATION

The annual registration period for 2022 begins **September 1, 2021** and ends August 31, 2022. Membership is then valid through December 31, 2022.

The seasonal registration period is from April 15th through August 31st of the calendar year and registrations are valid until August 31st of the registration year. Seasonal registrations received prior to April 15, 2022 will not be valid until that date.

The date the Midwestern Swimming (MW) Membership/Registration Coordinator receives the properly completed registration material and the appropriate fees will be the official date of registration.

Club registrations will not be valid until all required individual club leader membership requirements have been completed. Remember to sign and check the pre-employment screening, racing start certification and state concussion laws check-off boxes on the application form. The MW Safe Sport Guideline must also be signed prior to club registration. All clubs must have at least one attached athlete member.

Remember, all forms and documents are posted on the MW registration website.

Midwestern Swimming will assist member clubs in assuring that those from their organizations who need to be registered are properly registered. **However, the ultimate responsibility for proper registration of its membership lies with the individual clubs.**

All athlete registrations must be submitted electronically through your team database software. Remember to classify each registration type (Premium, Flex, Season 1, Outreach) correctly before submission. All non-athlete registrations must be submitted on a 2022 non-athlete application. Photocopies and electronic copies (published on the MW website) of the 2022 non-athlete forms are acceptable. Submitted registration and supporting documents that are unreadable or do not meet these guidelines will not be processed.

Each registration batch is to be for a single club and payment is to be in the form of a single check unless Club Deposits on File Account (CDFA – see below) funds are utilized. Any batches received that do not meet these guidelines will not be processed. The Transmittal of Funds form must accompany all submissions.

When your club makes changes in personnel, please inform the MW Membership/Registration Coordinator as soon as possible. Additionally, encourage your coaches to forward copies of new safety requirement certificates immediately upon receipt from the certifying organization. **To avoid confusion, changes to club information will only be accepted from the Club President or Club Registrar of record.**

GROUP MEMBERSHIPS

GENERAL INFORMATION

Midwestern Swimming (MW) allows three classes of group memberships - Annual Club, Seasonal Club, and Organization. A Satellite club (group which is not a club entity unto itself) will be processed following the regular club requirements.

Annual club memberships, once valid, are for the entire registration year.

Seasonal club memberships, once valid, are for the period from April 15 through August 31 of the calendar registration year.

Club applications not including valid personnel for the following positions will not be accepted:

- Club Contact
- Head Coach (must be a registered coach member of USA Swimming)
- Club President
- House of Delegates Representative (must be a registered non-athlete member of USA Swimming)
- House of Delegates Alternate (must be a registered non-athlete member of USA Swimming)
- Club Registrar
- Club Treasurer
- Club Officials Contact

Please include valid email for all positions

Make sure to check and sign the pre-employment screening and racing start certification boxes on the registration form. Any club application without these boxes checked and accompanied by a signature will not be processed.

CLUB RENEWALS

Provide all information requested on the Club Membership Application Form. The person listed as Club Registrar will be the person through whom the MW Membership/Registration Coordinator will communicate all registration issues. An email address is required. The Head Coach must be a registered coach member of USA Swimming for the registration year for which the club is making application. If the Head Coach becomes a non-coach, non-athlete member due to expired safety requirements, a designated Head Coach must be provided within 48 hours of such.

NEW CLUBS

Clubs applying for **new seasonal** club membership must complete the items listed in the club renewal section on the previous page. After review by the Membership/Registration Coordinator, the application will be presented to the Midwestern Swimming Board of Directors and USA Swimming headquarters for approval.

Clubs applying for **new annual** club membership must complete the following requirements:

- Club Membership Application Form (procedure listed on the previous page under renewals)
- Demographic Questions Form
- Team Mission Statement
- First Year Budget or Business Plan
- Safety Action Plan for all facilities
- Facility Use Confirmation Form (for all facilities)
- Club Leadership & Business Management School (CLBMS) 101 must be completed online by two club representatives prior to the first registration year. Prior to the second year of registration, two club representatives must complete CLBMS 201:
 - Non-Profit Organizations – Head Coach and Club President (or President’s designee)
 - Institutionally-Owned Clubs – Head Coach and his/her supervisor (or supervisor’s designee).
 - Privately or Coach-Owned Clubs – Head Coach and Owner. If Head Coach is the owner, 2nd participant is designated by the Head Coach.

Additional personnel requirements:

Head Coach:

- Must have completed ASCA Level 1 Educational Requirement
- Must have completed ASCA Level 2 Stroke School
- Must have completed ASCA Level 3 Physiology School or have completed three (3) years prior USA Swimming coaching experience.

All forms and the appropriate registration fees are to be returned to the MW Membership/Registration Coordinator. After verification that all requirements have been met, the materials will be forwarded by the MW Membership/Registration Coordinator to the Central Zone Sports Development Consultant for final approval.

INDIVIDUAL MEMBERSHIPS

ATHLETES

MW has four categories of registrations which apply to athlete members:

- Premium** Traditional year-round athlete registration. Valid for the entire membership period, beginning on the date of registration through December 31, 2022.
- Flex** Valid for the entire membership period, beginning on the date of registration through December 31, 2022. Flex membership is for athletes 18 and under. Flex members are eligible to compete in only two sanctioned competitions per membership year. Flex members may not compete at or above the LSC Championship level. Flex members may upgrade to Premium membership within the same membership year. See guidelines detailed below.
- Seasonal** Valid from April 15 through August 31
Valid for LSC level competition only
This is classified as **Season 1** in third-party software vendors such as TU and Active/Hy-Tek. Please designate correctly when registering such an athlete.
- Outreach** Valid for the entire membership period, beginning on the date of registration through December 31, 2022. Eligibility criteria and guidelines are detailed below.

ESTABLISHING DUAL CITIZENSHIP

To establish dual citizenship, documentation of legal citizenship in both countries must be provided.

Items which are acceptable to establish United States citizenship:

- Government issued birth certificate documenting birth in the United States
- United States passport
- Certification from the United States Department of State establishing citizenship for United States citizens born abroad
- Certification of Naturalization or acquisition of citizenship

To establish legal citizenship in a nation other than the United States, a certified translated copy as well as the original of a document issued by the national government of the foreign country must be provided. The following information must be included in the documentation:

- The athlete is considered a citizen of their country
- They are aware that the person is also a citizen of the United States and this has no effect on their citizenship status.

Photostatic copies or electronic scans of the above documentation are acceptable. All documents will be destroyed upon verification of the information required for registration.

ATHLETE RENEWAL REGISTRATIONS

All premium, flex, outreach or seasonal club-attached athlete memberships must be registered using **only** the following method:

- Electronic means using an export file from your club's database software (e.g. Active/Hy-Tek software or TeamUnify). Exports will only be accepted from the club registrar of record. For the proper procedure, see Electronic Registration Section.

For athletes transferring into your club from another USA Swimming club, see Transfer Section for the correct procedure.

NEW ATHLETE REGISTRATIONS

All new athlete registrations must be submitted similar to athlete renewals. In addition to the electronic transmission and registration fees, all new athlete registrations must be accompanied by a clear photocopy of a government issued birth certificate, passport, driver's license or both sides of a military ID card. These documents will be shredded upon verification of information required for registration. Do not send originals as they will not be returned. Proof of birth documents may also be submitted electronically if you so desire.

USA Swimming does allow for a 30-day tryout period for new athletes that have never been members of USA Swimming in the past. It is strongly suggested that you collect a signed application and the USA Swimming fee from the athlete on their first day. You will then HOLD the membership application until that 30-day tryout period is over and the athlete has confirmed they are staying with your club and in the sport of swimming. Because the club has collected the form and has the money, this covers liability insurance for your club and secondary accident insurance for the athlete during this tryout period. However, if the athlete decides to not continue swimming, you can easily refund their membership money by simply returning that membership check (or a refund if you deposited the check). If during this tryout period, an athlete participates in a sanctioned competition, he/she will have to be registered with Midwestern Swimming and the club will owe that fee.

FLEX ATHLETE MEMBERSHIP PROGRAM

MW offers a Flex Membership for all interested athletes under the age of 18. Flex memberships will be offered for the same period of time as a Premium Membership. Flex athlete members are eligible to compete in only **two** sanctioned competitions per registration year. Flex members are permitted to transition to the Premium membership category within the same calendar year, paying the difference between the cost of the Flex membership and the Premium membership. Flex membership is not valid for competition at or above the LSC Championship level.

The **rationale** for this new class of athlete membership is to increase membership by offering a less expensive membership plan for athletes who want to try swimming as a sport.

Details of this membership opportunity are as follows:

- MW Flex membership will be only \$20.00 for the entire registration year. The athlete may transition to premium athlete membership within the same registration year by only paying the difference of **\$54.00**.
- A flex athlete may remain in that membership class for as long as he/she wishes.
- It is the club member's right to determine whether or not to permit flex membership.

FLEX ATHLETE UPGRADE

Flex members are permitted to transition to the Premium membership category within the same calendar year, paying the difference between the cost of the Flex membership and the Premium membership. Any Flex member may upgrade their membership to Premium at any time. These steps detail the necessary procedure for upgrading from Flex to Premium membership:

- Written instructions sent electronically listing the athlete(s) who are to be upgraded.
- Do NOT re-register these specific athletes again, so a registration file and TOF are unnecessary.

OUTREACH PROGRAM

Outreach Athlete membership is available to qualified athletes in accordance with USA Swimming guidelines. The purpose is to make premium membership available to athletes who might otherwise not be able to afford the standard athlete membership fee. ***The criteria for outreach eligibility shall be that the athlete/family meets ONE of the following requirements:***

- *Proof of acceptance into the Free/Reduced Lunch Program - Verification Letter from a school administrator*
- *Proof of acceptance into the Supplemental Nutrition Assistance Program (SNAP) – A front copy of the Nebraska or Iowa Electronic Benefits Transfer (EBT) card*
- *Medicaid participation – A copy of the parent or guardian Medicaid card*

The burden of proof rests with the applicant, and proof of eligibility needs to be resubmitted each year at registration for the athlete to continue in the Midwestern Swimming Outreach program.

Also available to all outreach athletes is reduced meet event entry fees. This policy may be viewed in the registration section of the MW website. The fundamentals are as follows:

- Event entry fees for all Outreach athletes will be twenty five percent (25%) of the published entry fee for all Midwestern Swimming sanctioned competition.
- Only USA Swimming Outreach athletes are eligible for reduced swim meet fees.

Outreach membership information is to be kept confidential at all times.

TRANSFERS

Transfers are to be submitted on the MW Transfer Request Form. Regarding the last date of open sanctioned competition, it is the responsibility of the athlete or parent/guardian to accurately complete all sections of the Transfer Request Form:

- The date of last competition will be obtained from SWIMS.
- A Transfer Request Form and fee must be submitted for all athletes who wish to become unattached or wish to attach to any MW club. There will be no charge for unattaching, only for attaching to a new club within the same or preceding registration year period.

The Transfer Request Form must be signed by the athlete, parent or guardian before processing.

In accordance with USA Swimming rule, 203.6, "If a member club of an LSC has secured a court judgment against an athlete member (or his/her parents or custodians) for non-payment of club membership dues and fees which entitle the athlete to compete attached to the club that athlete shall be ineligible to represent any USA Swimming member club until the judgment is paid."

An electronic notification will be generated from SWIMS informing the prior club leadership and prior club coach that a transfer has occurred. The previous club has the responsibility to notify MW if the club has obtained a court judgment in accordance with USA Swimming Rules and Regulation 203.6. If there is a court judgment, the athlete will be unattached until such time as the judgment has been satisfied.

TRANSFERS WITHIN MIDWESTERN SWIMMING

Those athletes who attempt to register in a new year with a club other than the one they competed with the previous year without a transfer, will be treated in the following manner:

- The athlete may practice with his new club upon application for transfer.
- The athlete must serve in an unattached status for one hundred twenty (120) days from the date of his/her last open sanctioned competition in which they represented their former club, in accordance with USA Swimming Rules & Regulations 203.3.
- The club which is attempting to register the athlete will be notified of the need for transfer.

TRANSFERS FROM AN LSC OTHER THAN MIDWESTERN SWIMMING

At a minimum the athlete's legal name, registration number, former club and LSC must be provided. The last date of open sanctioned competition, if not provided, will be obtained from SWIMS.

ELECTRONIC ATHLETE REGISTRATION

FORMATTING STANDARDS

Before you begin, it is suggested that you create two folders somewhere on your hard drive where you can save the registration files created in this guide. Name the files: "2022 Exported Registrations" and "2022 Registration Reports". Every time you create an Export File or Registration Batch Report, save it to the corresponding folder.

If your club is:

- Using Active Hy-Tek software, make sure you are using an updated version. Review the e-lesson on the Active Hy-Tek website for athlete registrations, and follow the instructions for renewals and new athletes. The instructions for those clubs using Active Hy-Tek's Team Manager are posted on the MW website under "*MWInfo*" and "*MWRegistration*". In Team Manager, print out registration forms for each of your renewing athletes. These can be handed out at a parent meeting or sent to parents in order to make corrections.
- Using a program that is compatible with electronic submission (e.g. TeamUnify), follow the instructions within the tutorial. Further information for those clubs using TeamUnify is posted on the MW website under "*MWInfo*" and "*MWRegistration*".

In order to create data that is consistent, the following standards are mandatory:

- Enter the **legal name** of the athlete. There is a place for the preferred name.

- Enter names with normal capitalization, first letter capital. (i.e. John Edward Doe)
- Enter entire middle name.
- Be sure to include all information requested – a valid USPS address formatted to the USPS, home phone, parent’s names, etc.
- For new athletes, use the required documentation to enter legal name and DOB.

Anyone who does not adhere to these standards will have their privilege to register electronically revoked.

SUBMITTING ELECTRONIC REGISTRATIONS

For electronic data submission to be seamless and free of errors, you must follow these steps closely.

1. In **one** email to the MW Membership/Registration Coordinator, attach the following:
 - ✓ The exported batch .zip file
 - ✓ A printed copy of the exported registration batch (typically this will be a .pdf file)
 - ✓ A completed Transmittal of Funds form
 - ✓ Completed Transfer Request Form(s), if transfers are included
 - ✓ All required documentation for new athlete registration (e.g. birth certificate)
2. If your club chooses not to participate in the MW Club Deposits on File Account (CDFA - see below), submit the same day through whatever carrier you wish (USPS, FedEx, UPS), one check payable to Midwestern Swimming covering the transactions in the registration batch. The batch number must be included on the check. The date of receipt for both the necessary documentation and funds will be the date of registration.

In an effort to facilitate timely registration of athletes,

- ALL new athletes requiring proof of birth documents will be registered on receipt of funds and registration documentation. If a proof of birth document is not provided in batch submission, all such athletes **will be registered immediately and UNATTACHED**. Club registrars will not be notified of such occurrences. It is your responsibility to sync your third-party vendor software with your club portal reports such that all athlete memberships match SWIMS data. Only when proof of birth is provided will that athlete attach to your club.
- ALL transferring athletes in a registration batch that require transfer form and fee submission **will be registered immediately and UNATTACHED**. Club registrars will not be notified of such occurrences. It is your responsibility to sync your third-party vendor software with your club portal reports such that all athlete memberships match SWIMS data. Only when the necessary documentation (Transfer Request Form) and fee is provided will that athlete begin or complete attachment to your club.

- It is your responsibility to verify athletes attached to your club via your club portal and provide the documentation necessary for attachment at the time of registration.

ON DECK REGISTRATIONS

These steps must be completed for all on-deck registrations:

1. A 2022 athlete registration form must be completed. This is the only instance when manual registration is permissible.
2. A copy of a **government issued** birth certificate, driver's license, military ID (front & back) or passport must be forwarded with the registration form. ***This documentation is required no matter what statements are made regarding previous registration.*** If the athlete is listed as ***an expired registration*** on the pre-meet recon report or presents a previous year's registration card, the birth certificate requirement is waived.
3. A check payable to MW for the on deck registration fee, which is **double** the standard fee.
4. The Meet Referee will confirm that all elements are present, sign and date the registration form and return it to meet management.
5. The registration materials will be forwarded to the Membership/Registration Coordinator no later than three (3) days after completion of the meet.

Fees for late submission of the registration materials by the host club (charged to the host club) are:

Four (4) to seven (7) days	\$25.00
Eight (8) to fourteen (14) days	\$50.00
Fifteen (15) days or more	\$100.00

CLUB DEPOSITS ON FILE ACCOUNT

Midwestern Swimming offers a club deposits on file account (CDFA) program for all club, athlete and non-athlete fees. This voluntary program is designed to simplify and expedite club registration, athlete registrations (premium, seasonal, flex, outreach and transfers), non-athlete registrations (coach, official, other) and any fines incurred throughout the year. Your club may deposit any amount within your dedicated account, and then simply submit the necessary registration materials (applications, birth certificates, completed transfer forms, club database software .zip & .pdf files, Transmittal of Funds form) electronically. Payment will be made from your escrow account and a copy of each clubs account balance will be sent to you after each transaction. A signed agreement must be on file before utilizing CDFA funds.

The CDFA program will:

- Increase the assurance that an athlete will be registered with USA Swimming in order to compete in an upcoming meet
- Eliminate the time and cost of sending multiple checks for multiple batches of registrations or transfers
- Streamline the registration process and its associated paperwork

CDFA funds may be used for any club, athlete or non-athlete fees paid to MW. All types of athlete registrations can be batched together, with the understanding that new and renewal registrations are itemized separately within a batch. Since athlete registrations will be in a dedicated batch, hard copies of those registration materials will not be needed, thus eliminating the associated cost and paperwork.

As you will be submitting **all** necessary documents in **one** athlete-dedicated batch electronically, it is imperative that you:

- Verify the accuracy and content of each batch prior to submission
- Verify that all required supporting documents (e.g. birth certificates, outreach data, transmittal of funds report, the batch pdf file, the batch zip file) are attached
- Verify the accuracy of your data entry within your club's database software (name, address, DOB, email contact, etc.)

ATHLETE MEMBERSHIP CARDS

Athlete membership cards and the accompanying welcome packet will be digital. Athletes will be able to print their own card and will no longer receive a card in the mail. Printing non-athlete membership cards (officials, coaches and/or other) will be optional. Non-athlete members may print their own cards in Deck Pass or OTS, or display their membership card using the Deck Pass app on their mobile devices

It is the club registrar's responsibility to assure that your club's software database matches exactly what is available in your private club portal.

NON-ATHLETE REGISTRATIONS

USA Swimming provides for non-athlete member registration of coaches, officials and others who support the sport of swimming. Please refer to the non-athlete member checklist on the MW registration website.

All non-athlete applicants must now sign and date the application for membership. Unsigned applications will not be processed.

OFFICIALS AND OTHERS

Complete the non-athlete member registration form and mail to the address on the form with the appropriate fee. A non-athlete member must complete Athlete Protection Training and a background check before membership is accepted. Those wishing an official's membership must also complete Concussion Protocol Training (CPT) once prior to membership. Non-athlete members will not receive a membership card from MW. Please refer to the last bullet point in "Coach Memberships" below.

COACH MEMBERSHIPS

In addition to the properly completed form and fee which can be mailed with club registrations or individually, those applying for coach membership are required to provide proof of current safety requirements. All submitted (electronic or otherwise) safety requirements documentation must be copies of the front and back. This would include CPR and the necessary requirements for fulfillment of STSC. The background check, Athlete Protection Training (APT), Coaches Advantage Tutorial (CAT) and the educational requirements (FOC 101, FOC 201, Rules & Regulations) results will be uploaded automatically into SWIMS as long as the names submitted for these requirements match the formal name in SWIMS. There is no documentation necessary for these safety requirements. Documentation is necessary for CPR, STSC and CPT.

The coach's membership will only be valid until 31 December of the membership year or until one of the safety requirements expire, whichever occurs first.

- Coaches **CANNOT** be on the pool deck if any one of the safety requirements is not current. When a safety requirement expires, the coach will no longer be a coach member of USA Swimming unless proof of an update has been received by the MW Membership/Registration Chair. A coach who is no longer a coach member of USA Swimming will NOT be allowed on a competition pool deck and should not be on the pool deck at club practices. When updates to certifications are provided, the coach may self-print a current coach card with the updated certification dates.
- Coaches **CANNOT** register at meets or provide updated certifications to the Meet Referee. In order to provide information to meet hosts in a timely fashion, updates to safety requirements should be received by the MW Membership/Registration Coordinator seven (7) days prior to competition.
- Coaches will no longer receive a printed membership card from MW. Other means of proving membership exist and should be utilized when membership proof is required, such as:
 - Deck Pass Plus on a smartphone
 - NATH membership report from a club's private portal account
 - A self-printed membership card from the individual's Deck Pass account on a PC

DISABILITY WAIVER

If for reasons of physical disability a coach cannot complete the skills demonstration of one or more of the safety requirements, the following procedure is to be followed:

1. Obtain current certification in any of the three courses where his/her disability is not a factor. Certifications must be from the list of USA Swimming approved courses.
2. Take the remaining course(s) and complete the written exam at the end of the course.
3. Obtain a letter from the organization that administered the course(s), stating that the candidate passed the written exam(s) but was unable to participate in the skills demonstration portion of the exam(s) due to a physical disability. Letters should be submitted to the MW Membership/Registration Coordinator.
4. Submit a letter to the MW Membership/Registration Coordinator from the club's head coach or board president, stating that a lifeguard or another USA Swimming coach will also be on deck at all times.
5. Copies of the front and back of all certifications along with both letters listed above are to be submitted along with the registration form and appropriate fee.

CLUB PORTAL REPORTS

All clubs have a private club portal within the USA Swimming website. It is strongly recommended that club registrars and any authorized club representative routinely access your portal and view the information that is available. Take note of the different kinds of reports that are available: Membership Trends, Club Athlete Roster, Club Non-Athlete Roster, and Club IMX Certificates. Every time you click on one of the reports, **real-time** information from SWIMS is generated.

Club Registrars may request club portal passwords from the MW Registration/Membership Coordinator at any time for any authorized club representative.

MEMBER DATA VALIDATION SERVICE (MDVS)

The Member Data Validation Service (MDVS) for clubs provides for integrating club databases hosted by third-party swim team management software vendors with the USA Swimming member database called SWIMS. The goal of the service is to improve the quality of data for both the club and USA Swimming.

Depending on the vendor implementation, it provides club registrars with the ability to compare the information in their member database with the information in SWIMS to ensure they are in sync with each other. Each club must give their third-party vendor permission ("activate" the vendor) to exchange club registration data with SWIMS on behalf of the club.

Detailed information with FAQ is available at

<https://www.usaswimming.org/utility/landing-pages/club/member-data-validation-service>.

Once activated and validated, the Transmittal of Funds form will be the only supporting document necessary for batch submission. Proof of age and transfer issues will be handled as previously detailed.



2022 REGISTRATION FEES

GROUP REGISTRATION FEES

Annual Club Membership \$ 200.00

After December 31, 2021 \$ 300.00

POLICY REMINDER: Annual club membership fee for a club hosting a January meet in 2022 will be \$200.00 if registered by December 1, 2021. The fee will be \$300.00 if club, meet director, meet referee, and admin official are registered after December 1, 2021.

Club Rebate \$ 75.00

(if your club has representation at both the Spring and Fall Midwestern Swimming HOD meetings)

Satellite Club Membership \$ 50.00

(for any group that is not a club entity unto itself and wishes to have contact information entered into the SWIMS database)

Seasonal Club Membership \$ 100.00

Organizational Membership \$ 200.00

ATHLETE REGISTRATION FEES

Premium Athlete Membership \$ 74.00

Seasonal Athlete Membership \$ 37.00

Flex Athlete Membership \$ 20.00

Flex Athlete Premium Upgrade \$ 54.00

Outreach Athlete Membership \$ 5.00

Athlete Transfer \$ 10.00

NON-ATHLETE REGISTRATION FEES

Individual Membership \$ 74.00

Life Membership \$ 1,005.00

PENALTIES

ATHLETES

Any club that has an athlete participate in Midwestern Swimming sanctioned competition who is not an athlete member of USA Swimming prior to the start of a meet or who fails to properly register on deck shall be subject to a fine of \$250.00 per athlete pursuant to 302.4 USA Swimming Rules & Regulations and MW Policies & Procedures, Part 1, Section 1.3(1) and Section 2.3(4).

Specifically, the following policy changes have been made for those unregistered athletes appearing on pre-meet recon error reports:

1. Unregistered athletes appearing on the **first pre-meet recon** must register with MW immediately.
2. A **second pre-meet recon** will be run four (4) days prior to the start of competition. Unregistered athletes appearing on that list must register with MW. The registration fee is an additional \$30 above the current MW athlete registration fee. Proof of athlete membership must be provided before permission to compete via the athlete's Deck Pass Plus account, a club roster report from the entering club's portal, or verification of membership by the MW Executive Secretary or MW Membership/Registration Chair.
3. Meet management must delete unregistered athletes from the meet file prior to meet commencement.
4. Increase the post-meet recon fine notice to each entering club to **\$250.00/athlete**.
5. Achieved times for all unregistered athletes in MW competition will **NOT** be entered into SWIMS

NON-ATHLETES

Any non-athlete that illegally participates in Midwestern Swimming sanctioned competition will be fined pursuant to Section II, Part 1.3(2) and Part 1.3(3) of the Midwestern Swimming Policies & Procedures:

Coach with an Expired Safety Requirement (CPR, APT, CAT, Safety Training, and Background Check):

➤ First Offense	\$100.00
Any recurrence within a three-year period	
➤ Second Offense	\$250.00
➤ Third Offense	\$500.00

Unregistered Coach Member (Membership expired before the penalty date):

➤ First Offense	\$250.00
Any recurrence within a three-year period	
➤ Second Offense	\$500.00
➤ Third Offense	\$1,000.00

NOTIFICATION

In the case of an Athlete violation, notification shall be sent by return receipt electronic mail to the Registrar of the offending club.

In the case of a Coach violation, notification shall be sent by return receipt electronic mail to the offending Coach.

Additionally, electronic copies shall be transmitted to the:

- MW General Chair
- MW Executive Secretary
- MW Administrative Vice-Chair
- Meet Director
- Club President
- MW Treasurer

INSUFFICIENT FUNDS (NSF)

A fee of \$25.00 will be assessed to any club/member submitting payment with insufficient bank funds. All members affected by the NSF batch will be UN and transfer form(s) will need to be submitted to attach. The total amount for the batch plus the \$25.00 fee must be submitted in the form of a cashier's check in order for any processing of the affected records to occur. A second violation will require that all funds from club or individual registrations to be received in the form of a cashier's check until written authorization is received from the Membership/Registration Coordinator to do otherwise.

FORMS FOR 2022

All necessary 2022 application and forms will be posted on the MW Registration website when they become available from USA Swimming. These include the following:

- Club Application Form (Six Pages)
- Organization Application Form
- Premium Athlete Application Form
- Seasonal Athlete Application Form
- Flex Athlete Application Form
- Outreach Athlete Application Form
- Non-Athlete Application Form
- Athlete Transfer Request Form
- Transmittal of Funds Form
- Non-Athlete Membership Requirement Checklist