# Indiana Swimming, Inc. / 201 S. Capitol, Suite 410 / Indianapolis, Indiana 46225-1026 317.237.5780 / FAX: 317.237.5783 / <http://www.inswimming.org/>/ [michele@inswimming.org](mailto:michele@inswimming.org) - ATHLETES & NON-ATHLETES

**General Membership / Registration Guidelines and Rules**

*Revised 3.09.2018*

All forms referenced below can be found at [www.inswimming.org](http://www.inswimming.org/)

# AS PER USA SWIMMING RULES, ALL CLUB MEMBERS must adhere to the guidelines and rules as set forth in the USA Swimming Rulebook and the USA Swimming Insurance Summary document.

**ATHLETE REGISTRATIONS**

**Essentially***, every swimmer in the water during a club practice* ***(and at meets)*** *must be a member of USA Swimming* ***while being supervised by USA Swimming member coaches.*** *Clubs are responsible for the membership registrations and any transfers being submitted to Indiana Swimming for processing. Please do not wait to be notified by us that you have swimmer in a meet that is not registered with you to submit.*

* **USA Swimming does allow for a 30-day tryout period for NEW swimmers that have never been members of USA Swimming in the past!** We strongly suggest that you collect a signed application and the USA Swimming fee from the swimmer on their first day. You will then HOLD the membership application until that 30-day tryout period is over and the swimmer has confirmed they are staying with your club/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 swimmer during this tryout period. However, if the swimmer decides to not stay with 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, a swimmer participates in a sanctioned competition, he/she will have to be registered with Indiana Swimming and the club will owe that fee.
* **Have all athletes fill out a paper application.** The paper applications need to stay on file with your team for at least a 1-year period.

Please verify that all information is filled in completely both on paper and in the Team Manager files. **Full legal first name, along with middle initial (if applicable), preferred name, Date of Birth and high school gradutation year are all necessary items of information.**

*Since 9/1/10, all athletes under 18 must submit a copy of their official Birth Certificate.*

***See Birth Certificate Proposal for additional details and instructions.***

# Submitting an e-mail Registration batch:

If your team is using the preferred method of using Hy-Tek’s Team Manager or Team Unify (or other on-line registration program) to e-mail your team registrations (via batches) to the office, please submit registration batch to [michele@inswimming.org.](mailto:michele@inswimming.org) In the subject line of your e-mail, please list your team name and batch # (Example: MDAC Batch #1). Instructions on how to set-up and process registrations using Hy-Tek’s Team Manager and how to e-file can be found at Hy- Tek’s website: [http://www.hy-tekltd.com](http://www.hy-tekltd.com/) . If you are having difficulties, please contact Michele De Luna at [michele@inswimming.org**.**](mailto:michele@inswimming.org) **Team Unify also has support for your registration needs.**

# Once you have e-mailed the batch to us, print out the batch registration report an dsend to our office along with Registration Fee Summary Form and Payment.

* If you have an athlete who is transferring to your team, you must also submit the Change/Transfer form for that athlete. You MUST complete a last date of competition (even if it’s been over 120-days). You can include these swimmers on your registration batch. Please list these swimmers as members of **YOUR CLUB, NOT UNATTACHED**. In the body of your email, please inform us of each swimmer and their LAST ATTACH DATE and confirm you will be sending the completed USA Swimming Transfer form with your Registration Fee Summary and payment. Our system will flag them as a transfer and ask for a LAST ATTACH DATE.
* Once you have transferred swimmers, we can send you a file of their times to input into your

team management software. Please send time requests to [michele@inswimming.org](mailto:michele@inswimming.org) and indicate a time since date with your request.

# Athletes will NOT be processed until we receive the following:

* 1. **The REGISTRATION REPORT from your team management software,**
  2. **Date of birth confirmation/verification document (ie: birth cert, etc)**
  3. **Registration Fee Summray Form, AND**
  4. **THE CHECK for the amount due are received at Indiana Swimming.**

Please send the check and the report(s) ASAP to prevent processing delays!

***ONLINE PAYMENT option is available.*** Please see the current Registration Fee Summary form for instructions.

* **Please send in ONE club check for the entire registration batch\***. Individual checks from your club families are not permitted. \*If your math was errant, you can submit additional check(s).
* **Athlete Membership Cards** – Are no longer mailed, See **DECK PASS APP** below.
* **DECK PASS APP** – USA Swimming now has a free app - DECK PASS for smart devices. You can link a swimmer’s membership and see membership status as well as results.

# \*\*OUTREACH membership is an option available for lower-income members to reduce the annual membership fee to $5

The following documentation is acceptable as proof for outreach fees and needs to be submitted to IN Swimming with registration fees/files/reports:

# Free or Reduced school lunch program documentation

School letter sent home to family upon school corporation application process or email from school administration is acceptable

# Hoosier Healthwise Insurance card copy

1. **WIC card copy**
2. **Other forms accepted if presented and would be equivalent to above**

**\*\***Please submit these kids as a Full (year-round) membership with your TM registration file. Outreach members are full members- N in Team Manager. In the text of your email, please indicate that you are sending in “Susie Smith” as Outreach. Documentation above can be submitted with Registration Fee Summary Form and payment. You cannot revise a previously submitted outreach application, so be sure you ahve this documentation before you send in an outreach registration.

* **SUMMER (Seasonal) MEMBERSHIP**: April 1-August 28 (same instructions as above, but different form. Please select **Season 1** in Team Manager/Team Unify. These swimmers are eligible for all competitions that are NOT Zones, Sectionals, nor Nationals level.
* Any **registration changes** (i.e. requested refunds) must be submitted within 30 days of original registration.

**Flex membership**: Yearly registration limiting athlete to two sanctioned competitions. Athlete is limited to non-championship meet participation (Divisionals, State, etc.) Swimmer may upgrade to premium at any time (required with third competition or state meet participation) at cost of yearly – flex already paid.

# 120 Day Rule for Transferring Athletes:

* + For **ANY** athlete that transfers between teams/states/etc., USA Swimming mandates that they cannot swim relays nor score points for their new club for 120 days after the last date of competition for their old team. **For Instance:** A swimmer transfers from California to Indiana (or even Munster to South Bend). They last competed a month prior to the move. They must wait 120 days from the last day of that last meet with their old club before they can be attached to their new team. ***NO EXCEPTIONS.***

# Also, if you use Team Manager to enter meets, below are instructions on how to enter them as UN athletes in meets.

Club entry chairs need to make an unattached team in the main Team Manager database. Before you select events for unattached swimmer, be sure to toggle on the box near the top that says “For this Meet, Swim for Team” Then, click on UN for that athlete. Then, you can select the events that swimmer will be entered in. Reminder, when you go to the next

swimmer, if they need to be attached to your team, you will have to go to that team box at the top to select your home team. It should remain defaulted to your home team after that. If all else fails and you get to the meet and swimmer who should be UN is listed in programs/heat sheets as your home club and not as Unattached, simply make a trip over to the head table before the event begins and request that swimmer be denoted as UN in the meet manager db. It would probably be helpful to submit a written request in case computer chair is busy with other issues.

# Foreign Athletes Joining USA Swimming

* Foreign athletes may apply as USA Swimming members simply by completing and submitting a membership application. **IF** they swam in their home country and that country was a FINA member, they must also complete a second form for USA Swimming. This form needs to be requested of the Indiana Swimming office (michele@inswimming.org) This USA Swimming form MUST accompany a membership application.

# Club Membership

* Club Membership application must be completed ANNUALLY! **Please be sure to also file your club bylaws annually.** We cannot actually process the club membership if there is NOT a CURRENT member coach already in our database.
* If your club attends the annual House of Delegates meeting in the fall, your club will have a

reduced fee due of $100 for that season as long as the club application and fees are submitted by 12/1. If submitted between 12/1 and 12/31 the reduced fee will be $150. If received after 12/31, the fee will be $300.

* If your club misses this annual HOD meeting, your club will have a fee due of $300 for for the season **AND** will not be issued any sanctions for any meets you might want to hold during the registration year. Club application and fee also due by 12/1 to keep fee at $300. If submitted and paid after 12/1 and before 12/31, fee will be $350. After 12/31, fee will be $400.
* Contact inswimming.org subject line CLUB FEE STRUCTURE with any questions.

# CLUB Pre-Employment Screen

* ***502.6.8*** *All clubs are required to comply with USA Swimming Pre-Employment Screening Procedures for New Employees for all new employees who are required to be members under 502.4 or 502.6.3. (effective 8.31.11)*
* Since August 31, 2011, clubs are required to complete a pre-employment screening for all new employees who are required to be members. The screen has three components:
  1. references from three most recent employers; (2) education verification; (3) motor vehicle report
* Clubs will be required to indicate, by checking a check box on the 2014 club application form, that pre-employment screens on new employees were completed in order to renew for 2014.
* If vendor referrals are needed, USA Swimming has identified three vendors who can complete the prescribed screening. These vendors Services are offered ‘a la carte;’ clubs can order one, two, or all three services from their preferred vendors (see below link)
* Pre-employment screens can be initiated and additional program information is available at [www.usaswimming.org/preemploymentscreens](http://www.usaswimming.org/preemploymentscreens)

# Athlete Protection Training for ALL Non-Athletes (Coaches, Officials, Meet Directors, etc

* ***502.6.1 All non-athlete members of USA Swimming*** *must have satisfactorily completed criminal background checks as required by USA Swimming. -* [www.usaswimming.org/backgroundcheck.](http://www.usaswimming.org/backgroundcheck) These background screen are valid for 2 years.
* All non-athlete members will also be required to complete a FREE online Athlete Protection Training (APT) course available on the USA Swimming website – [www.inswimming.org/apt.](http://www.inswimming.org/apt) In order to access APT, membership has to be matched. This is the only item that needs to have the non-athlete membership submitted and processed by Indiana Swimming. APT is a one-hour Power Point read, with some videos and a 10-question quiz at the end. APT course will have an expiration date just like the background screen and will be valid for length of membership year (ie: 12/31/14).

# Coach Memberships

* Your club needs to take responsibility and ensure that **ALL** club coaches are **CURRENT COACH** members of USA Swimming/Indiana Swimming.
* Coaches can access their required expirations from the free **DECK PASS app** linked to their membership. Any items in yellow are 30 days from expiring and any item in red is expired. All GREEN is valid to be on deck coaching. SWIMS now has an automated system in place to send a coach an email and text to notify him/ her of upcoming expirations. Another notification is sent if not resolved/updated10 days prior to expiration.

Clubs can also access their coach expirations by accessing the club’s Portal on the USA Swimming website (password needed – see end of this document for information on Club Portals).

* Lastly, every Thursday afternoon, meet hosts will be sent a current list of coaches. Coaches with

expired certifications will not be on that list and will be denied deck access at the meet.

* **There is NO GRACE PERIOD for coaches** waiting on certifications/processing. A coach who is actively coaching without a current USA Swimming COACH membership card issued by Indiana Swimming jeopardizes your club liability insurance. This means that if one of the certifications they have expires and they have not submitted new certification information to the ISI offices, their status is changed to a non-athlete member and they should not be COACHING. Insurance is jeopardized when they do.
* See How to Become a Coach Member including information on required certifications by going to [www.inswimming.org](http://www.inswimming.org/)

# COACH EXPIRATIONS POLICY

* If a coach is found to be on any deck and is not a registered current coach member or has any expired certifications, the club (or coach, if Unattached) will be assessed a $100 fine per day they are on deck. A legal coach member is defined as having paid fees for a current membership as well as submission of current (non-expired) safety certifications on file with IN Swimming/USA Swimming (this includes background screen, any Foundations of Coaching test that needs to be taken and Athlete Protection Training).
* If a meet host does not do their due diligence and monitor deck access to ensure that all coaches are legal coach members (see above definition) with current certifications, the meet host will be assessed a $100 fine for the meet.

# Officials

See How to Become an Official on the Officials link on the IN Swimming website - [www.inswimming.org.](http://www.inswimming.org/)

# HELPFUL HINTS

Since most clubs are run by volunteers, it would be in everyone’s best interest to help the registration process go smoother. It is highly suggested that a club renew their returning swimmers at the same time as they register their new swimmers in September and October. This allows the volunteer registering the kids to do the bulk of their paperwork during this time. You might get parents who know that their membership doesn’t expire until 12/31. However, you can explain that you will not be charging them again in December during the holiday season. You will only collect once a year. This does not mean that you cannot accept straggler swimmers into your program any other times during the season/year. Your club volunteer processing memberships can simply send registrations to the ISI offices once or twice a month and it’s much easier to manage. As we said, this is only a helpful suggestion! If your club has a good system in place, please continue to follow your process.

**Don't put your athletes, club or yourself in jeopardy - Please contact Indiana Swimming if you have any questions - none are too big or too small!**