

**2018 REGISTRATION/ MEMBERSHIP PROCEDURES CHECK-LIST**

All athletes should be registered through their clubs. Non-athletes must complete 2018 Minnesota Swimming NA applications.

And clubs must complete the **current** Club Membership Application and the required Signature Form.

The following are items are required for the 2018 Registration/Membership Year.

 **CLUB MEMBERSHIP** (use only current 2018 application)

[ ]  1. Minnesota Swimming Club Membership Fee $100.00 ($100 **only if everything is complete & approved**

 **in MSI office by 10/31/17.** Otherwise, fee is according to published 2018 Club Fee Schedule.)

**[ ]** 2. Completed Minnesota Swimming 2018 Club Membership Downloadable Application (follow instructions on the application) **ALL positions and fields MUST be completed** (even if you are entering the same person in more than one place). Please use a PC to complete the form. Apple does not seem to cooperate. Do not alter the application or settings. Just tab through the document to complete the information. Do not use the “enter” key. Only tab or click on a field. Save the information you have entered on the document.

[ ]  3. Required Signature Page of the Club Application - must be signed in **all** designated locations per the form. Both “Employment Screening” and “Racing Start Certification” must be checked.

[ ]  4. Mail or email Signature Page with your check and a **2018** Transmittal of Funds (TOF) Form. Or indicate on the

 TOF form that you wish to be billed on your ACH account.

[ ]  5. Mail or email Club Bylaws. [Only if we don’t have them on file or if they have changed since last sent.]

 Note date of most current copy on file at MSI on your Club Application.

[ ]  6.. Email the Downloadable Club Application as an attachment to cshapley@mnswim.org

Best if done on a PC, rather than Apple computer. Do NOT put in a .pdf format. Do NOT change the format settings. Return to MSI in original Word Format. (Email only. **Do not print and mail**.)

**ATHLETE MEMBERSHIPS**

**[ ]** 1. **Hy-Tek**: Mail current 2018 Minnesota Swimming Athlete Applications printed from your Hy-Tek Software.

[ ]  2. Email Export File

[ ]  3. Email Batch Report (Registration Summary) in .pdf

[ ]  4. Mail 2018 Transmittal of Funds form with payment for totals as listed on the Form (**$66** per athlete).

[ ]  5. Include any transfer forms/fees or Outreach Applications/waivers associated with the batch(s) in the mail.

**[ ]** 1. **Team Unify**: Email 2018 Transmittal of Funds form indicating payment (ACH or check) for all items.

[ ]  2. Include any transfer forms/fees or Outreach Applications/waivers associated with the batch(s.

[ ]  3. Email Export File

[ ]  4. Email Batch Report (in .pdf)

[ ]  5. Email Alpha List in an Excel File format.

[ ]  Outreach Membership (**$5**) Designate “Outreach” on Hy-Tek & TU + mail or email completed Outreach Fee Waiver Application (NEW) (on website). The 2018 Outreach Membership Application is also on the website, if needed.

**NON-ATHLETE, OFFICIAL, & COACH MEMBERSHIPS**

[ ]  1. Mail/Email 2018 Non-athlete applications & $63 fee for coaches, officials, meet directors, others for whom your

club pays. ALL NON-ATHLETE MEMBERS MUST have current background checks (every 2 years) and

 current Athlete Protection Training (every 2 years) for active memberships.

**[ ]** 2**.** Coaches should read the Current Coach Membership Requirements on the MSI website before taking any course.

**[ ]** 3. **The following MUST accompany all Coaching Applications (send 2018 application & $63 check or ACH**

**Authorization on Transmittal form):**

[ ] Copy of current "CPR" Certificate (if not already on file)

[ ] Copy of current "Safety Training for Swim Coaches” certificates (current on- line STSC **+** in-water or LG or

 or completed/signed checklist) [Send if not on file.]

 [ ]  **\*\***USA Swimming background check must be current before coaching membership will be granted.

[ ]  **\*\***Athlete Protection Training must be current prior to granting coach membership.

[ ]  **\*\*** FOC 101 required for 1st year Coaches / FOC 201 & Rules & Regulations required for 2nd year coaches.

**\*\* We receive notification of successful completion of these requirements on the SWIMS database**.