

**2020 REGISTRATION/ MEMBERSHIP PROCEDURES CHECK-LIST**

All athletes should be registered through their clubs. Non-athletes must complete 2020 Minnesota Swimming NA applications.

And clubs must complete the **current** 2020 Club Membership Application and the required Signature Form.

The following are items are required for the 2020 Registration/Membership Year.

 **CLUB MEMBERSHIP** (use only current 2020 application)

[ ]  Minnesota Swimming Club Membership Fee $100.00 [Fee is $100 **only if everything is complete & approved in the**

 **MSI office by 10/31/19.** Otherwise, the fee is according to published 2019 Club Fee Schedule.)

**[ ]** Completed Minnesota Swimming 2020 Club Membership Downloadable (Fill-In) 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. Return by email attachment.

[ ]  Required Signature Page – Part of the Club Application - must be signed in **all** designated locations per the form. “Employment Screening”, “Racing Start Certification” & “State Concussion Laws” & “Minor Athlete Prevention Policy” must all be checked.

[ ]  Mail or email Signature Page with a 2020 Transmittal of Funds (TOF) form to approve that club fees are to be posted to your ACH account. Or mail Signature page and TOF with a check.

[ ]  Submit Club Bylaws (email preferred), if we don’t already have them on file or if they have changed since last sent to MSI. Write the date of your most current bylaws where indicated on the signature form.

[ ]  Email the Fill-In Club Application as an attachment to cshapley@mnswim.org

Do NOT put application 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**

**[ ]  Hy-Tek**: Email current 2020 Minnesota Swimming Athlete Applications (file from your Hy-Tek Software).

[ ]  Create Export File

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

[ ]  Email the TOF form, and, if you do not have an ACH account, a check for total listed on TOF form ($70 per Premium Athlete/ $20 for Flex/ $5 for Outreach)

[ ]  Email any transfer forms/fees or Outreach Applications/waivers/proofs associated with the batch(s).

**[ ]  Team Unify/Active**: Email a 2020 Transmittal of Funds (TOF) form authorizing ACH payment for the total of all items as listed on the form. If you do not have ACH, mail the TOF form and a check.

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

[ ]  Create Export File and submit to SWIMS via your vendor system

[ ]  Email Batch Report (in .pdf) or with TU MDVS, I can extract that report. No need to send.

[ ]  Email Alpha List in an Excel File format.

[ ]  Flex Memberships ($20). Designate Flex under Season on your system.

[ ]  Outreach Memberships ($5). Designate Outreach under Season on your system. **Required**: Email completed & signed

Outreach Fee Waiver Application (on MNSI website) AND the eligibility proof for each athlete).

Processing contingent on receiving this paperwork.

[ ]  Season 1 Memberships ($38). Designate Season 1 under Season in your system. Valid period: 4/4-8/31/2020

**NON-ATHLETE (NA) MEMBERSHIPS (Coaches, Officials & Others)**

[ ]  NA members paid by club: Collect applications **completed and signed by the applicant**! Email the 2020 Non-athlete applications, along with a TOF form (ACH) for $67 fee for each. May mail these, as well. All NA members MUST have current Background Checks (every 2 years) and current Athlete Protection Training (every year) for active memberships. Concussion Training Certificate is required for coaches & Officials (every 3 years).

**[ ]** Coaches should read the Current Coach Membership Requirements on the MNSI website before taking any course. **The following MUST also accompany all Coaching Applications if we do not have on file:**

[ ]  Copy of current "CPR" Certificate

[ ]  Copy of current "Safety Training for Swim Coaches” In-Water certificate (or LG or In Water Checklist)

 [ ]  Copy of current “Safety Training for Swim Coaches” Online certificate (from Red Cross website)

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

**We receive notification of successful completion or BG Check, APT, CAT and FOC Exams on the SWIMS database**.