**2021 Registration Information**

**Please have all team registrars email Angela Monty** **admin@wisconsinswimming.org** **correct team registration contact information for 2021 Registration.**

Registration for 2021 will begin as of June 1, 2020. All registration forms can be found on the Wisconsin Swimming website under the **forms tab** and each category- Clubs, Athletes and Non Athletes all have their own sub tab in the drop down menu. **All club and athlete registrations must include the financial summary form.**

Please read each item below very carefully and communicate these items to your coaches, non-athletes and athletes. There will be **no registration** information processed when the USA Swimming office is closed over the holidays in the end of December. Please watch for specific dates to be sent out and plan your registration accordingly.

**CLUB REGISTRATION**

Complete the club application form.
**\* The 2021 fee is $500.00. Club Membership $500 = $70 USA + $430 WI
\* If registered between 6/1 - 9/30/20 $300 returned to team for Annual HOD Meeting Attendance \* If registered between 10/1 & 10/31/20 $200 returned to team for Annual HOD Meeting Attendance \* If registered between 11/1-11/30/20 $150 returned to team for Annual HOD Meeting Attendance \* If registered after 12/1/20 or no attendance at the Annual HOD Meeting the total is $500.**

The club registration MUST also include the non-athlete registration forms and payment for: **\*Head coach \*Voting delegate and alternate (alternate is optional)**

Please complete your club registration form carefully and completely. These forms **will be sent to USA Swimming**.

**NON-ATHLETE REGISTRATION**

Who **must** be registered?

\* Coaches
\* LSC voting delegates and alternate \* Officials
\* Meet directors \* Club Board Members

**For 2021 WI Swimming has a new registration method for all Non- Athletes.**

Listed below are instructions on how the system works.

2021 Non Athlete Registration is open from June 1, 2020 - August 31, 2021.

The registration fee is $75/ non athlete.  This registration fee does not include the CC transactions fees of 2.95% per transaction amount and $.30 per transaction.

**On-Line Registration Instructions:**
1.  If you have not used WI Swimming's Teamunify site before (this is different than your club site), you will be asked to set up an account as a new user.  This will include your e-mail, setup your password, and parent/guardian contact information.

2.  If you have registered as a user, on the WI Swimming website, in the past please use your account name and password to proceed with registration.

3.  Once the account has been created, you will also have to create a “member” profile for each non athlete that you will be registering.

4.  Complete the registration and checkout using a credit or debit card.

5.  The WI Swimming office will receive confirmation of your registration and approve your account within 48 business hours of registration.

6. Upon approval, you will receive an e-mail telling you how to log in.   Watch your junk folder as you'll get an e-mail that will have you click to verify your email address (very simple step).

7. WI Swimming will no longer be sending a receipt via email.  You can see an accounting of your transaction under your billing admin located on the left side of the screen.

8.  WI Swimming no longer sends non athlete credentials.  To find information on how to access your credentials please click on the Forms tab and the non athlete drop down menu, instructions for print membership cards on [www.WisconsinSwimming.org](http://www.WisconsinSwimming.org) website

9. Please send all required certifications (see below for requirements) to the operations manager via email at admin@wisconsinswimming.org

All Non-Athletes must have a current USA Swimming Background Check and Athlete Protection Training.

Click [here](https://www.usaswimming.org/background-checks) to initiate a background check.

***You must be a currently registered Non-Athlete Member to take the Athlete Protection Training.***

Click [here](https://www.usaswimming.org/utility/landing-pages/safe-sport/apt) to access the Athlete Protection Training.

**COACHES AND OFFICIALS:**

All Coaches and Officials must submit proof of Concussion Protocol Training to the Wisconsin Swimming Office Admin@wisconsinswimming.org.

Click [Here](https://www.usaswimming.org/news-landing-page/2019/08/23/coaching-education-requirement-changes-for-2020) for the Concussion Protocol Training link on USA Swimming

**COACHES ONLY:**

Coaches must submit their Safety Requirements to the Wisconsin Swimming office Admin@wisconsinswimming.org to complete the registration process.

Click [here](http://www.usaswimming.org/_Rainbow/Documents/6443fdbf-58e0-4e01-bf1c-6c5cd4760b55/COACH%20REQUIREMENTS%20as%20of%201_12_16.pdf) for a list of accepted Safety Courses for CPR and Safety Training for Swim Coaches

Click [here](http://www.redcross.org/take-a-class/course-dowbt000000000010877) to access the American Red Cross site for the Safety Training for Swim Coaches On Line Content Only certification

First year coaches and first-time renewal coaches must complete the USA Swimming Educational Requirements

First year coach click [here](http://www.usaswimming.org/DesktopDefault.aspx?TabId=2440&Alias=Rainbow&Lang=en) to access Foundations of Coaching 101

First time renewal coach click [here](http://www.usaswimming.org/DesktopDefault.aspx?TabId=2440&Alias=Rainbow&Lang=en) to access Foundations of Coaching 201

First time renewal coach click [here](https://www.usaswimming.org/utility/landing-pages/club/foundations-of-coaching) to access Foundations Rules and Regulations

All coaches must take the USADA Coaches Advantage Tutorial

Click [here](https://www.usaswimming.org/utility/landing-pages/safe-sport/learn#sts=usada%20coach's%20advantage%20tutorial%20requirement) to access the USADA Coaches Advantage Tutorial

**Coaches** must include copies of current certifications; a list of acceptable certifications is included. DO NOT SEND ORIGINALS. Please look at attachment with the list of acceptable certification cards. Foundations of Coaching 101 is required for all 1st year coaches. Foundations of Coaching 201 and Rules and Regulations are required for all 2nd year coaches. These courses are mandatory for all renewing coaches who were new in 2019 and must be completed **PRIOR TO** renewing their second year coach membership. The cost of FOC 201 is $25.00. There is no charge for the rules test.

***Coach cards are no longer being sent. Coaches can prove membership via Deck Pass and can print their own card if desired.***

***All coaches and officials and “other” non-athletes must have a current level 2 background screen.***

Athlete Protection Training must be renewed every other year at usaswimming.org. This is required for all non-athlete members.

**Official's *membership cards are no longer being sent***. The Registration/Membership Committee and the Officials Committee agreed that it is no longer necessary to print membership cards for officials from SWIMS. The card officials can print from the Officials Tracking System (OTS) will be acceptable to use as their membership card.

**ATHLETE REGISTRATION**

*Non-athletes who are also active athletes must carry an athlete registration as well. If the non-athlete registration has been paid, the athlete registration will not cost any additional fees. An athlete form or zip file must be submitted for the additional registration. Please let Operations Manager know if the member would like to be registered as both an athlete and a non-athlete.*

**2020 Seasonal Athletes** membership expires on August 30, 2020. **Register these athletes immediately or they will not be in Good Standing.**

**2020 Premium Athletes** memberships expire on December 31, 2020. Please register these athletes as soon as possible starting June 1, 2020.
The 2021 premium athlete fee is $75.00 for athletes.

Please submit the registration file to the Operations Manager along with a Financial Summary Form. Payment can be made via Check, through on demand credit card payments, or through ACH or Credit Card monthly draws with accounts on file. Please note: REGISTRATION WILL NOT BE PROCESSED UNTIL PAYMENT IS RECEIVED/ or BILLED TO ACCOUNT.

**OUTREACH MEMBERSHIP**

**Outreach** annual membership is available for a fee of $5. See attachment for complete details. The information used to register athletes must match exactly the information used to enter those athletes in meets. Athletes that do not match exactly will not be recognized when meets results are downloaded into the USA SWIMS database.

Please submit the registration file and outreach qualification paperwork to the Operations Manager along with a Financial Summary Form. Payment can be made via Check, through on demand credit card payments, or through ACH or Credit Card monthly draws with accounts on file. Please note: REGISTRATION WILL NOT BE PROCESSED UNTIL PAYMENT IS RECEIVED/ or BILLED TO ACCOUNT

**HAND ENTRY FEE**

All clubs should complete athlete registrations via Team Manager or Team Unify. Be sure your software is current in its updates. **There is a $5 surcharge for each paper (non electronic) athlete registration.**

**TRANSFERS**

**Transfers must be filed any time an athlete changes clubs even if they were last registered years ago.** They cannot attach to their new club until a transfer is filed. There will be a $20.00 transfer fee for every athlete transfer processed. An athlete registered for 2020 who applies for transfer after June 1, 2020 must register for 2021 (which will include the athlete application, 2021 registration fee, transfer form and transfer fee).

An athlete registered for the current 2021 year must submit a transfer form and fee to change clubs.

Athletes who were registered to a different USA club than listed on their registration form will be renewed as **Unattached** until a completed form and fee are submitted and can be processed.

Please read the 120 day rule carefully!

*Athlete cards will no longer be sent from the Wisconsin Swimming office or by USA Swimming. Athletes who want a card can print one via Deck Pass on the USA site.*

**Notify the Wisconsin Swimming office immediately if any changes occur in club officers, voting athletes or coaching staff.**