

## **CLUB REGISTRATION**

Complete the club application form.

The 2018 fee is \$500.00. (\$300 will be returned at the **required** annual meeting in April)

The club registration **MUST** also include the 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**

Complete a non-athlete form for each non-athlete. .

The 2018 non-athlete fee is \$66.00

Who must be registered?

- Coaches

- LSC voting delegates and alternate

- Officials

- Meet directors

**Coaches** must include copies of current certifications; a list of acceptable certifications is included. **DO NOT SEND ORIGINALS.** Please look at the list of acceptable cards. (This may be posted AFTER August 15 and/or updated periodically throughout the year).

**Coaches Safety Training is now one of the required certs.**

Foundations of Coaching 101 is required for all 1<sup>st</sup> year coaches.

Foundations of Coaching 201 and Rules and Regulations are required for all 2<sup>nd</sup> year coaches. These courses are mandatory for all renewing coaches who were new in 2017 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](http://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.

PLEASE remember to complete the 2018 Release of Information form in addition to the USA registration form.

The 2018 non-athlete fee is \$66.00.

### **ATHLETE REGISTRATION**

*Non-athletes who are also active athletes must carry an athlete registration as well.*

**2017 Seasonal Athletes** membership expires on August 26, 2017. Register these athletes immediately.

**2017 Regular Athletes** memberships expire on December 31, 2017. Please register these athletes as soon as possible.

The 2018 athlete fee is \$66.00 for athletes who are 9 years old or older

The 2018 athlete fee is \$56.00 for athletes who are 8 years old or younger **on the day their application is received**. The club registrar **MUST** indicate this price reduction on both the hard copy report and the summary sheet and the club must charge the athlete the reduced fee.

**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.

All clubs should do all athlete registrations via Team Manager or Business 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.**

If you are generating registration forms from any software, please be sure that you have downloaded the most current updates and that you check your registration preferences set up.

## **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.

An athlete registered for 2017 who applies for transfer after September 1, 2017 must register for 2018 (athlete application and fee).

An athlete registered for the current 2018 year must submit a transfer form 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 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.**

Angela Monty  
1907 Cedarhurst Dr.  
New London, WI 54961-2297  
[Angmonty25@gmail.com](mailto:Angmonty25@gmail.com) (920) 284-1179