



**2020**

**REGISTRATION**

**PROCEDURES**

**MANUAL**

## GENERAL INFORMATION

The 2020 registration period begins September 1, 2019 and ends August 31, 2020. Year-Round Club, Athlete and Non-Athlete registrations are valid through December 31, 2020. Any Year-Round registrations received from September 1, 2019 to January 1, 2020 are valid from date of registration through December 31, 2020.

The Seasonal Club registration period is from April 1, 2020 through August 28, 2020. Seasonal club registrations received prior to April 1 will not be valid until April 1. Seasonal Athlete Registration is available throughout the registration year and is valid for 150 days beginning on the date of registration.

An Athlete is legally registered for all purposes on the date the electronic registration submission is received if fee is mailed the same day. For applications sent through mail, the postmark date of when a completed application with fee is mailed to the ISI Registration Coordinator is the date of registration. Fax and Phone call registrations are not acceptable.

An initial 2020 Registration Info email was sent to Club Contacts and Registrars (according to current club information on file) in July. The annual registration “packet” is emailed mid-August. The Club Registrar should contact the ISI Registration Coordinator if the information has *not* been received. Registration forms and documents are also posted on the ISI website.

Iowa Swimming (ISI) will do what is permitted to assist member clubs in assuring that those from their clubs who need to be registered are properly registered. **However, the ultimate responsibility for proper registration of its membership lies with the individual clubs.**

For clubs using Team Unify or Active, all Athlete registrations **must** be submitted electronically through your team database software. Remember to classify each registration type correctly (Premium, Athlete Individual Season, Flex, Upgrade, or Outreach) before submission.

Each Athlete registration batch is to be for a single club and payment is to be in the form of a single club check. Personal checks from athletes/families affiliated with a club will not be accepted. Only unattached athletes and non-athletes may submit personal checks.

Non-Athlete registrations should be submitted on 2020 Non-Athlete Application forms to the Club Registrar with payment to the club. The Club Registrar should then send (email *or* mail) the completed Non-Athlete forms, with payment (mail) in the form of a single club check, to the ISI Registration Coordinator.

Submitted registrations that do not meet requirements as described in this manual, or are incomplete, may be returned to the club, and not processed until completed and submitted as required.

When/if your club makes changes in personnel, complete a new Iowa Swimming Club Information form and send to the ISI Registration Coordinator *as soon as possible* so that your club’s information may be updated, and any new incoming board officers, coaches, and club contacts will receive all ISI communication.

**No Coach Left Behind – It is the responsibility of all Non-Athlete Coach members to maintain all current coach certification requirements.** However, as Club Registrars, you can help support your coaches by

keeping an eye on their certifications and impending expirations. This can be done in two ways. It is recommended that Club Registrars 1 - monitor their club's Non-Athlete certifications on their Club Portal (see page 14) and 2 - encourage your club's coaches to regularly check their membership status on Deck Pass (see page 13) so that certification issues can be resolved well in advance of meet days.

Forward copies of updated safety training certifications (CPR, In-Water Checklist or Lifeguarding, Online Safety Training for Swim Coaches, Concussion Protocol Training) to the ISI Registration Coordinator *immediately* upon receipt from the certifying organization. Background checks, Athlete Protection Training, and Foundations of Coaching requirements update automatically in SWIMS upon completion - no need to send a certificate.

## GROUP MEMBERSHIPS

Iowa Swimming (ISI) allows three classes of group memberships

- Year-Round Club - Annual club memberships, once valid, are for the entire registration year.
- Seasonal Club - Seasonal club memberships, once valid, are for the period from April 1 through August 28.
- Organization - Organizations are groups which support USA Swimming but DO NOT have athletes or coaches, and do not have insurance coverage. Organization memberships, once valid, are for the entire registration year.

Renewing Year-Round and Seasonal Clubs must submit a completed Club Application and payment each year for membership to be valid.

Organizations must submit an Organization Application and payment each year.

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### RENEWING CLUBS

**A complete Club Application includes 2 parts:**

- 2020 USA Swimming Club Application (*three pages*)  
AND
- 2020 Iowa Swimming Club Information (*two pages*)

Both sections must be filled out completely (**except for the optional HOD section**). All information is necessary and failure to complete and sign the forms as required by USA Swimming and ISI will invalidate or delay processing of an application. It is recommended that you make copies of all submitted documents for your club files.

- Completed Club Application AND fee must be submitted before club registration will be processed.
- Club registrations will not be valid until all required individual club leader membership requirements have been completed.
- Each club **must** have at least 1 attached Athlete member and 1 Non-Athlete Coach member, with ALL current USA Swimming Coach certifications, for club membership to be valid.
- Club applications are *unable to be renewed* in SWIMS if the Head Coach has expired certifications, until his/her certifications are brought up to date.
- **Optional – Delegate Appointment Form** – if your club prefers to wait until closer to HOD to complete this, leave this page blank. If completed with club registration, this form must be signed by the Club President/Club Owner/CEO/Director or Secretary.

Club applications for registration or renewal that do not include valid personnel for the following positions will not be processed until completed:

- Club Marketing Contact
  - President (or CEO, Owner, Director, etc.) USA Swimming and ISI recognize that clubs have different leadership formats. Who is the *leader*, if you do not have a President?
  - Club Treasurer
  - Safe Sport Officer (registered Non-Athlete member of USA Swimming)
  - Safety Officer
  - Club Registrar
  - Head Coach (registered coach member of USA Swimming, with all certifications current)
  - Athlete Representative
  - Meet Invitation Contact
- ➔ Please include a valid email for all positions

Make sure to check and sign the Pre-Employment Screening, Racing Start Certification, State Concussion Laws and **Minor Athlete Abuse Prevention Policy (MAAPP)** boxes on the USA Swimming Club Application form. A club application without these boxes checked and accompanied by the authorized signature is not valid until they are checked and signed. Please note that the *Racing Start Certification must be signed by the Head Coach*.

Sign page 2 of the Iowa Swimming Club Information Form.

Review the Additional Club Requirements and Resources list on page 2 of the Iowa Swimming Club Information Form. This list is intended to make clubs aware/remind clubs to review and update bylaws, current policy requirements, recommendations, and locate important resources for the current registration year. **It is the responsibility of each club to maintain their own policies and bylaws, educate their members, and observe mandatory policies according to USA Swimming Requirements.** Clubs do not need to submit policy documents to the ISI office.

Model USA Swimming Policies (including mandatory, recommended, best practices, and resource guides) are posted on the ISI website under Iowa Swimming/Safe Sport, and on the USA Swimming website.

Monitor your Non-Athletes' certifications on your club's portal (see page 14 for instructions on accessing the portal). If any of the Head Coach's certifications lapse during the registration year, the club will be notified that the club's registration is no longer valid. If the coach's certifications cannot be immediately updated, the ISI Registration Coordinator is required to change the club to an Organization and un-attach all athletes within that club. Once the Head Coach's certifications are brought up to date, the Club membership status will be restored and all athletes re-attached immediately.

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## ORGANIZATIONS

Organizations are groups which support USA Swimming but DO NOT have athletes or coaches, and do not have insurance coverage.

**A complete Organization Application includes 1 document:**

- 2020 USA Swimming Organization Application (*one page*)

The application must be filled out completely. All information is necessary and failure to complete and sign the form as required by USA Swimming and ISI will invalidate or delay processing of an application. It is recommended that you make copies of all submitted documents for your files.

Organization Application AND fee must be submitted for Organization registration to be processed.

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## NEW CLUBS

Clubs applying for **New Seasonal Club** membership must complete the items listed in the club renewal section (page 2). After review by the Membership/Registration Coordinator, the application will be processed and the New Seasonal Club notified. Athlete members may then be registered.

Clubs applying for **New Year-Round Club** membership must complete the Checklist for Starting a New Year-Round Club. The current Checklist may be found on the USA Swimming website and is updated without notice. *Please use the following (unofficial) checklist only as a guide for what is generally required* for those wishing to start a new club. Contact the ISI Registration Coordinator for the most up to date New Club Checklist, forms and requirements for starting a New Club.

New Club Checklist (unofficial version)

- Completed Club Membership Application (procedure listed on the previous page under General Information)
- Demographic Questions Form
- Mission Statement
- First Year Budget or Business Plan
- Safety Action Plan for all facilities
- Facility Use Confirmation Form for all facilities
- Club Leadership & Business Management School (CLBMS) 101 must be completed online by two club representatives prior to the first registration year. Prior to the second year of registration, two club representatives must complete CLBMS 201:
  - Non-Profit Organizations – Head Coach and Club President (or President’s designee)
  - Institutionally-Owned Clubs – Head Coach and his/her supervisor (or supervisor’s designee).
  - Privately or Coach-Owned Clubs – Head Coach and Owner. If Head Coach is the owner, 2nd participant is designated by the Head Coach.

Additional personnel requirements:

Head Coach:

- Must have completed ASCA Level 1 Educational Requirement
- Must have completed ASCA Level 2 Stroke School
- Must have completed ASCA Level 3 Physiology School or have completed three (3) years prior USA Swimming coaching experience.

The Checklist, all documents, and the appropriate registration fees must be first submitted to the ISI Membership/Registration Coordinator. After verification that all requirements have been met and all documents are completed, the materials are forwarded to USA Swimming for final approval. Once approved, the New Club will be notified and may begin to register Athlete members.

## INDIVIDUAL MEMBERSHIPS

### ATHLETE REGISTRATIONS

ISI has four categories of registrations which apply to athlete members:

- Premium** Traditional year-round athlete registration. Valid for the entire registration year, beginning on the date of registration through December 31, 2020.
- Seasonal** Valid for 150 days from the date of registration. **Please note: Seasonal membership is not valid at or above the Zone Championship level.**
- Flex/Upgrade** Valid for the entire registration year, beginning on the date of registration through December 31, 2020. Flex members are eligible to compete in two sanctioned competitions per registration year. Flex members may upgrade to Premium membership within the same registration year, paying the difference (\$54) between the cost of Flex and Premium.  
**Please note: Flex membership is not valid at or above the LSC Championship level.**
- Outreach** Valid for the entire registration year, beginning on the date of registration through December 31, 2020. Outreach applicants must meet certain eligibility criteria (see page 6).

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### NEW/RENEW ATHLETE REGISTRATIONS

Per ISI Policy, if a club has Team Unify or Team Manager or other compatible software, athlete registrations **must** be sent electronically. Team Unify and Active e-lessons are available on the vendor website. For the proper procedure for submitting electronic registrations, see Electronic Registration Section (page 9-10).

Unattached athletes not intending to transfer in to a club may use a traditional paper form for registration (found on the ISI website Registration page) and send directly to the ISI Registration Office.

Brand new clubs, and very small clubs that do not yet use Team Unify or Active, *may* register athletes using the paper Athlete Registration Application (found on the ISI website). However, these clubs are urged to move toward electronic registration as soon as possible. With over 3000 athlete members in our LSC, electronic registration is not only more efficient than manual registration, but more accurate. Accurate registration information translates to fewer issues with meet entries, recon, results, etc.

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## FLEX PROGRAM

The purpose of Flex membership is to “get swimmers in the door” by offering 18 and under athletes an opportunity to try out all aspects of the sport at a lower financial commitment and then hopefully have them upgrade to Premium membership. Flex permits athletes to participate in up to two sanctioned meets, but is not valid for meets at or above the LSC Championship level (not valid for Silvers, Short Course Champs, Long Course Champs or higher). Clubs with Flex members wishing to participate in more than two sanctioned meets, or to enter meets at or above the LSC Championship level, may upgrade to Premium during the same registration year by sending electronic registration (make sure to select Upgrade as the membership type) to the ISI Registration Coordinator and submitting the \$54 Flex→Premium Upgrade fee.

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## OUTREACH PROGRAM

Outreach athlete membership is available to eligible athletes in accordance with USA Swimming guidelines. The purpose is to make year-round membership available to athletes who might otherwise not be able to afford the standard athlete membership fee. The registration fee for eligible USA Swimming/Iowa Swimming Outreach athletes is \$5.00.

ISI requires one of the following forms of proof of eligibility for Outreach Membership:

- Proof of Free/Reduced lunch - Verification Letter from a school administrator.
- Proof of Food Stamps - Current date Notice of Action letter.
- Proof of annual income - Most recent IRS tax return documenting household income within the limits of Federal Income Eligibility Guidelines.

The burden of proof rests with the applicant, and proof of eligibility needs to be resubmitted each year with registration/renewal for the athlete to continue in the Outreach program.

To submit an Outreach Registration, clubs may complete the Outreach registration electronically (make sure to choose Outreach when selecting membership type). Proof of eligibility documentation must be submitted with the registration.

Additionally, Outreach athletes are eligible for a reduced meet entry fee of \$5 per meet. Meet hosts, Meet Entry Chairs, Meet Directors, or anyone entering Outreach athletes in a meet – Outreach meet entry fees should be calculated (along with all other athlete meet entry fees) on the Meet Financial Summary Form, which is found on the ISI website (click on ISI Management/Meets). Email the host club the entries report and the Meet Financial Summary Form, detailing the number of entering Outreach athletes and the number of Individual entries. No athlete names are to be indicated (confidentiality). Host club may request confirmation of the number of Outreach athletes entered prior to the meet by contacting the ISI Registration Office.

**Outreach membership information is to be kept confidential at all times.**

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## ADULT ATHLETE APT

Athletes age 18 and over (adult athletes) are required to complete the USA Swimming Athlete Protection Training (APT) annually. Notification of the requirement is emailed to the address in the athlete's member record 30 days prior to their 18<sup>th</sup> birthday, again on their 18<sup>th</sup> birthday, and 30 days after their 18<sup>th</sup> birthday. Athletes who are 17, about to turn 18, have a 30-day grace period following their 18<sup>th</sup> birthday to complete APT. Failure to complete the training by 30 days after the 18<sup>th</sup> birthday will result in an athlete's inability to swim in a meet or at practice. A link to the training is found on the ISI website Registration page. Once completed, the training matches automatically to the member's record in SWIMS. Athletes may utilize the following when proof of membership is required:

- Deck Pass - Current Status, displayed on a smartphone (see page 13)
- Printed membership card from the individual's Deck Pass account
- Athlete membership report from a club's private portal account (see page 14)

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## TRANSFERS

- USA Swimming 203.5 - *When transferring between LSCs or clubs within the same LSC, the swimmer shall submit a completed transfer form in accordance with USA Swimming procedures.*
- USA Swimming 203.3 - *For a swimmer to represent a USA Swimming club in a competitive event, one hundred twenty (120) consecutive days must have elapsed before the swimmer is permitted to represent any other USA Swimming club in USA Swimming open or closed competition. The 120-day count shall begin on the day following the last date the athlete represented a USA Swimming club in open competition.*

Transfers are submitted electronically on the Iowa Swimming Transfer Request Form

<https://form.jotform.com/isiswim/transfer-request-form>

(link is posted on the ISI website registration page). To initiate a transfer, send the link to the athlete's family to complete and sign the form, it is submitted directly to the ISI Registration Coordinator. Once the form is submitted, the club will be notified of any transfer fee due and the attach date of the athlete(s).

The date of last competition will be verified in SWIMS and corrected if necessary.

The Transfer Request Form must be signed **by the parent or guardian**. The form may be signed by the athlete only *if* the athlete is 18 years of age or older. Transfer forms *may not* be signed by the coach unless the coach is that athlete's parent.

The Transfer Request Form is **required** for all USA Swimming transfers between LSCs, and for transfers within the same LSC, per USA Swimming rules. Type of clubs (seasonal club swimmer transferring to year-round club, or vice versa), age of athlete, or number of days since last competition do not exempt the athlete from the requirement to submit the Transfer Request Form.

Once a transfer is processed, an electronic notification will be generated from SWIMS informing the athlete's previous club that a transfer has occurred.



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## TRANSFERS AT TIME OF REGISTRATION

Athletes who register in a new year with a club other than the one they competed with the previous year, will be processed in the following manner:

- The athlete may practice with his/her new club.
- The athlete will be registered and then set as UNATTACHED. The athlete must remain in an unattached status for one hundred twenty (120) days from the date of his/her last open sanctioned competition in which they represented their former club, *and* until a completed Transfer Request Form is submitted - in accordance with USA Swimming rules (203.3 and 203.5).
- The club which is attempting to register the athlete will be notified of the need for a Transfer Request Form. It is then responsibility of the club to communicate with the parents/athlete to complete and submit the form. No further reminders will be sent.
- The athlete may be entered in meets by his/her new club (as UN) and compete (as UN) until the transfer form is submitted, *and* the 120-day waiting period is satisfied. When the 120 days are done, *and* the form has been submitted, the athlete will be attached to his/her new club.
- There is *no fee* for transfers done in conjunction with registration/renewal.

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## MID-YEAR TRANSFERS

Athletes wishing to transfer to a different club in the middle of the registration year (transfers NOT done in conjunction with registration) are subject to the 120-day rule (see page 7), and must submit a completed, signed Transfer Request Form to the ISI Registration Coordinator.

There is a fee for transfers processed mid-year.

- \$5 for transfers within the LSC
- \$10 for transfers from outside the LSC

There is no fee to become Unattached or to re-attach to the club the athlete was most recently attached to. The \$5 or \$10 transfer fee only applies to an athlete transferring mid-year from one club to another, or from UN to a new club within the same registration year that the athlete was attached to another club.

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## FOREIGN ATHLETE TRANSFERS

An athlete who has been a member of another FINA Federation (foreign athlete) may join and compete for a USA Swimming club. Two documents are required:

- Completed Notification of Membership in USA Swimming (please contact the ISI Registration Coordinator for this form).
- Written confirmation from the athlete's previous FINA Federation as to the last date of competition in the federation. This can be a brief letter from the athlete's previous club coach or club administrator.

Both items must be submitted to the ISI Registration Coordinator, who forwards them to USA Swimming. USA Swimming contacts the athlete's foreign federation to confirm the membership and last date of

competition. The transfer to the USA Swimming club can then be completed. The athlete is subject to the 120 day rule.

Foreign athlete may be registered with USA Swimming and compete as Unattached while the foreign athlete transfer process is in progress.

## REGISTRATION PROCEDURES

### ELECTRONIC ATHLETE REGISTRATION

If your club is:

- Using Team Unify, follow the instructions in the tutorial. **Team Unify has launched their new member data validation system (MDVS). 75% of ISI clubs are now using MDVS, which allows club registrars to connect to the SWIMS database, identify errors and any additional documents needed (e.g. Transfers, Outreach documents) before the batch is submitted directly to SWIMS to await approval. Club registrars can find information and step by step instructions to activate and begin using MDVS at [www.usaswimming.org/mdvs](http://www.usaswimming.org/mdvs). Set up takes approximately 20 minutes.**
- Using Active's Team Manager, make sure you are using an updated version. Review the e-lesson on the Hy-Tek website for athlete registrations and follow the instructions for renewals and new athletes.

**CONTACT Team Unify or Active for guidance and troubleshooting.**

In order to create data that is consistent, when working in your club's database software, please

- Enter the **full legal name** of the athlete. There is also a place for the preferred name.
- Enter names with normal capitalization, first letter capitalized (i.e. John Edward Doe).
- Enter entire middle name if available.
- Be sure to include all information requested – DOB, a valid USPS address formatted to the USPS, home phone, parent's names, email, etc.
- Double check for accuracy

### SUBMITTING ELECTRONIC REGISTRATIONS

For electronic data submission to be seamless and free of errors, follow these steps closely.

1. Verify the accuracy of your data entry within your club's database software (name, address, DOB, email contact, etc.)
2. Verify that the membership type is indicated correctly (Premium/Seasonal/Flex/Outreach/Upgrade) before submitting the batch to the ISI Registrar.
3. MDVS users, once you submit the batch, you will receive confirmation from the ISI Registration Coordinator within 1 business day. No attaching files, no pdf needed, no need to email (unless you have a question), you are done!

If you are *not* yet using Team Unify MDVS, or are using Active - send an email to the ISI Membership/Registration Coordinator, attach the following:

- ✓ The exported batch .sd3 file

- ✓ A .pdf file of the batch
  - ✓ Outreach proof of eligibility documents, if Outreach athletes are included in the batch
4. **Wait for the confirmation email from the ISI Registration Coordinator before sending payment or requesting payment from your club treasurer, school district, or institution.** There are often small adjustments to be made that will change the total amount due. This simple step helps to reduce overpayments/underpayments and keep club accounts as close to zero-balance as possible. **Please wait for confirmation!**
5. After receiving confirmation:
- ✓ Submit payment in the form of a single club check payable to Iowa Swimming (or ISI) covering the total due for the registration batch. The batch number must be included on the check. ISI considers the official registration date to be the date an electronic registration is received if fee is mailed the same day OR the postmark date of a mailed application and fee.  
**Important: Do not submit individual personal checks from families.** If you receive a personal check made payable to ISI, please return it to the family, and request a new check made payable to your club. With nearly 4000 members, ISI depends on clubs to help streamline the registration process (and reduce risk associated with receiving personal checks from all over the LSC) by following this protocol. Families pay their clubs, clubs pay the LSC.  
The returned check fee for any club or individual is \$15, charged to the club or person issuing the check, for bank charges & handling.

To facilitate timely registration of athletes so that they may participate in practice and meets, **ALL athletes in a registration batch that are flagged by SWIMS as “Transfer” will be registered immediately and then UNATTACHED.** Club Registrars will be notified of this in the confirmation email. These athletes are subject to the 120-day rule, and will need to submit a completed, signed Transfer Request Form to complete the transfer process, in accordance with USA Swimming Rules. Only when the necessary documentation is provided will that athlete attach to your club.

**USA Swimming does allow for a 2-week tryout period for new athletes only.** It is *recommended* that you collect a signed application and the USA Swimming fee from the athlete on their first day. You then HOLD the membership application until the tryout period is over and the athlete has confirmed they are staying with your club and 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 athlete during this tryout period. However, if the athlete decides to not continue 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, an athlete wishes to participate in a sanctioned competition, registration must be submitted to the ISI Registration Office and the club will owe that fee. A swimmer must be fully registered in order to swim in a meet.

## NON-ATHLETE REGISTRATIONS

USA Swimming provides for Non-Athlete member registration of coaches, officials and others who support the sport of swimming. ISI has approximately 600 Non-Athlete Members - Coaches, Officials, Meet Directors, Club and LSC Leadership, and Facility Administrators.

**ALL** Non-Athlete members must have current Athlete Protection Training and Background Check for membership to be valid. Coaches have additional requirements (see below).

All Non-Athlete applicants must sign and date the application for membership. Unsigned applications will not be processed until this is completed.

Please collect your club's new and renewing Non-Athletes' forms and payment (payable to your club), *check for completeness and signatures*, and then submit to the ISI Registration Coordinator, with payment to ISI in the form of a single club check.

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## COACHES

Coach membership includes Full Time, Part Time, and Junior Coach (16 & 17-year-old coaches). Certification requirements for all classes of Coach membership are the same EXCEPT Junior Coaches are not required to complete a Background Check. When a Junior Coach member reaches the age of 18, he/she is required to complete a Background Check within 30 days for his/her Coach membership to remain valid. Junior Coach members must always be under the direct visual supervision of a registered adult Coach Member.

Coaches must submit (and keep current) the following:

- ✓ Non-Athlete Registration form and payment – complete and send to CLUB registrar with payment to club.
- ✓ Background Check – when completed and cleared, matches automatically to member record. No need to send a certificate or proof of payment. *Junior Coaches do not require a BGC.*
- ✓ Athlete Protection Training – when completed, matches automatically to member record. No need to send a certificate or proof of completion. **APT must be now renewed annually.**
- ✓ Current CPR (see USA Swimming Coach Membership Requirements on the ISI website for a list of approved CPR certifications) – **Certificate must be sent to ISI Registration Coordinator.**
- ✓ Current In-Water Skills Certification (see ISI website for list of approved In-Water certifications). **Certificate must be sent to ISI Registration Coordinator.**
- ✓ STSC Online (Safety Training for Swim Coaches - Online Content Only). **Certificate must be sent to ISI Registration Coordinator.**
- ✓ Education Requirement – when completed, matches automatically to member record. No need to send a certificate *unless requested* (this is rare – but sometimes necessary).
  - Foundations of Coaching 101 (must complete for first year coaching certification)
  - Foundations of Coaching 201 (must complete *prior to* registration as a second-year coach)
  - Rules and Regulations (must complete *prior to* registration as a second-year coach)

Additional Coach Certifications:

CPT – (Concussion Training) is NOT currently required by USA Swimming but IS required by a growing list of LSCs. If a coach attends a meet in one of those LSCs, he/she may be required to prove CPT certification. Link to the online training is posted on the ISI Registration page. Advise coaches to PRINT THE CERTIFICATE at the end of the training or they will have to repeat the course to get it. Submit the certificate to the ISI Registration Coordinator so that it can be documented in the membership record. This certification will then appear on Deck Pass Membership Card.

Sudden Cardiac Arrest Training and Anti Doping Ed Training - Coming soon. Online.

*The coach's membership will be valid until 31 December of the registration year or until one of the certification requirements expire, whichever occurs **first**.*

- Coaches cannot be on the pool deck if any one of the coach certification requirements is not current. When a certification expires, the coach is no longer a coach member of USA Swimming until proof of current certification has been received *and* entered into SWIMS by the ISI Membership/Registration Coordinator. A coach who is no longer a coach member of USA Swimming WILL NOT be allowed on a competition pool deck and should not be on the pool deck at club practices. When updates to certifications are completed, or certificates submitted to the ISI Registration Coordinator, the coach's membership record in SWIMS will be updated within 1 business day. Deck Pass will then automatically update with the new certification change, typically within a few hours. Once updated in Deck Pass, the coach may then view or print a current coach card showing valid coach registration, with the updated certification dates. *For this reason, coaches must monitor their certifications closely so that there are no surprises on meet day, and no last-minute scramble to resolve certification issues.* The ISI Registration office is open during normal business hours Monday through Friday to assist with all coach certification questions or issues.
- Coaches cannot register at meets or present individual certificates (CPR for example) to a Meet Referee as proof of certification. Certifications must be submitted to the ISI Registration Coordinator and must be current in SWIMS for a coach to be permitted on deck. In order to provide current information to meet hosts in a timely manner, updates to safety requirements should be submitted to the ISI Membership/Registration Coordinator *well in advance* of a meet. **It is the responsibility of all Non-Athlete members, including coaches, to monitor and maintain their current certifications.** There is no grace period for any of the Non-Athlete requirements.
- Iowa Swimming does not print membership cards. Coaches may utilize the following when proof of membership is required:
  - Deck Pass - Current Status, displayed on a smartphone (see page 13)
  - Printed membership card from the individual's Deck Pass account
  - Non-Athlete membership report from a club's private portal account (see page 14)

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## OFFICIALS AND OTHER

Officials include Starters, Stroke and Turn Judges, Meet Referees, Administrative Officials.

Other encompasses Non-Athlete members of USA Swimming who serve as Chaperones, Meet Directors, Meet Managers, some coaches (those who do not coach athletes in the water - e.g. Dryland or Strength and Conditioning), and a variety of other roles within clubs and the LSC.

Official and Other members of USA Swimming must complete the Non-Athlete member registration form, **return to Club Registrar with payment to the club**. Club Registrar - *check for completeness and signatures*, send the forms (email or mail) with payment (mail) to ISI in the form of a single club check.

All Non-Athlete members, including Official and Other members, must complete Athlete Protection Training and a Background Check. Non-Athlete registration is not valid until APT has been completed and BGC has cleared. Links to APT and Background check may be found on the ISI website Registration page.

Official and Other Non-Athlete members will not receive a printed membership card from ISI. Non-Athletes may choose to print their own membership cards. Please see page 13 (MEMBERSHIP CARDS) for instructions.

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## NON-ATHLETE TRANSFERS/INFORMATION CHANGE

Non-Athletes needing to transfer to a different club, or update information, should complete the Non-Athlete Transfer/Information Change form.

<https://form.jotform.com/isiswim/non-athlete-transferinformation-cha>

The link is posted on the ISI website registration page. There is no fee for a Non-Athlete Transfer or to update information in the member record.

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## DUAL REGISTRATION OF ATHLETE/NON-ATHLETE MEMBERS

Members wishing to register as both Premium Athlete AND Non-Athlete membership types in the same registration year pay for their first registration type in full, and only pay the LSC registration fee for the second registration type.

USA Swimming is still working to program SWIMS to bill this properly. Until the programming is done, clubs are expected to pay for the second registration type in full at the time of registration, and then later are reimbursed the USA Swimming fee in the form of a club credit. In 2019, these reimbursements were done quarterly. Please contact the ISI office with any questions regarding dual registration and how this is managed.

## MEMBERSHIP CARDS

Athlete and Non-Athlete membership cards are available on Deck Pass on the USA Swimming website and on the Deck Pass Plus App. Showing a printed card OR showing the card on a mobile device are both valid as proof of membership and certification status. All Adult Athlete and all Non-Athlete members should set up a Deck Pass Account, link the account to their USA Swimming Membership, and become familiar with it to track their certification expiration dates. Please share the following with your club's Adult Athlete and Non-Athlete members.

Instructions for Athletes and Non-Athletes to link their USA Swimming Membership and print or show their Membership card in Deck Pass:

- Go to [www.usaswimming.org](http://www.usaswimming.org)
- Set up an account if you haven't already done so. Sign in.
- Click on **My Account**
- Scroll down. Where it says **SHOW ME CONTENT RELEVANT TO A...** Make sure SWIMMER or COACH or OFFICIAL or TEAM LEADER is checked.
- **SAVE PREFERENCES**.
- Scroll up and click on the blue **Link My Account To USA Swimming Membership>**
- Fill in your name and birthdate where requested and click **SEARCH FOR MEMBERSHIP**

- In the search results you should see the correct version of your name, your club, and your registration information. Click on **This Is Me**.
- Then click on **(YOUR NAME)'s DECK PASS** at the top of the screen.
- Along the left side, (scroll down), you should see **CURRENT STATUS**, and all your credentials listed.
- Your **MEMBERSHIP CARD** appears at the bottom of that box. Click on that for a printable pdf card.
- On your mobile device – **get the Deck Pass Plus app (free)**, sign in, and tap MEMBERSHIP CARD to view or show your card.

**Please note:** Adult Athletes and Non-athletes with *any* certifications that have expired will be unable to print a membership card until the certifications are brought up to date.

## CLUB PORTAL

All clubs have a private club portal within the USA Swimming website. It is strongly recommended that club registrars and any authorized club representative routinely access their club portal and use the information that is available:

- Membership Trends
- ➡ Club Athlete Roster - **\*\*Use this when you need a current list of your club athletes, and to check Adult Athlete APT status/expiration\*\***
- ➡ Club Non-Athlete Roster - **\*\*Use this to monitor your Non-Athletes' certifications\*\***
- Club IMX Certificates.

Every time you click on one of the reports, real-time information from SWIMS is generated. It is the club registrar's responsibility to assure that your club's software database matches exactly what is in SWIMS (as viewed in your club portal), so that records match-up for entries and results.

To access your Club Portal:

- Sign in on [www.usaswimming.org](http://www.usaswimming.org)
- Click on **For You**
- Click on **Team Leaders**
- Scroll down to find **Club and LSC Portal Search**
- Follow the instructions.

If you don't know your club's password, contact the ISI Registration Coordinator.

Note: Your Club Portal password will only be given to your Club President, Registrar, or Head Coach (according to current ISI records) upon request. Those individuals may choose to share the password with other club leadership if desired.

## 2019 REGISTRATION FEES

### GROUP REGISTRATION FEES

Year-Round Club Membership	\$ 100.00
After December 1, 2018	\$ 125.00
Seasonal Club Membership	\$ 50.00
After May 1, 2018	\$75.00
Organization Membership	\$100.00

### ATHLETE REGISTRATION FEES

Premium Athlete Membership	<b>\$74.00</b>
Seasonal Athlete Membership	\$ 38.00
Flex Athlete Membership	\$ 20.00
Flex→Premium Upgrade	<b>\$ 54.00</b>
Outreach Athlete Membership	\$ 5.00
Athlete Transfer	\$ 5.00 within LSC \$10.00 from outside LSC No fee for transfers done in conjunction with registration/renewal

### NON-ATHLETE REGISTRATION FEES

Non-Athlete Membership	<b>\$ 69.00</b>
Life Membership	\$ 1,007.00

## CLUB PAYMENTS

Submit payment for all registrations in the form of a single club check payable to ISI. Do not send personal checks from individuals to the ISI Registration Office. If you receive a personal check made out to ISI for any club registrations, please return the check to the individual, and request a new check, payable to your club. With approximately 4000 members, ISI depends on clubs to streamline the registration process (and reduce the risk associated with receiving personal checks from all over the LSC) by following this protocol.

The returned check fee for any club or individual is \$15, charged to the club or person issuing the check, for bank charges & handling.

ISI does not issue refunds to clubs for overpayment of registration fees. Club Registrars can help keep their club balance at zero by waiting for confirmation of the total due for a batch *before* sending/requesting payment to ISI. If any club has a credit, it will be applied to future balances due.



## FORMS FOR 2020

All 2020 registration information, fillable applications and forms are posted on the ISI Registration page on the ISI website.

- 2020 ISI Registration Fees Table
- Electronic Registration Information
- Deck Pass and Membership Card Information
- USA Swimming Club Membership Application and Iowa Swimming Club Information Form
- Athlete Registration Form (Premium/Seasonal/Flex/Outreach)
- Athlete Transfer Request Form [link](#)
- Non-Athlete Registration Form
- Non-Athlete Transfer Request Form [link](#)
- USA Swimming Coach Membership Requirements document
- Officials Registration and Certification Information