



ISI Club Registrars,

The 2020 registration period will begin September 1, 2019. The information in this letter is intended to be a basic guide for Club Registrars within our LSC. Refer to the 2020 Registration Procedures Manual for detailed information and registration instructions. Read carefully to minimize problems and confusion with your registrations, as material has been updated from last year. **New information for 2020 is highlighted in yellow.** If there are significant changes during the year regarding registration procedures, Club Registrars will be notified. Please don't hesitate to contact me if you can't find an answer.

### **Club Registration Basics**

Each club must have 1 registered athlete and 1 registered coach for club membership to be valid. A complete Club Application AND fee must be submitted before Club registration will be processed.

#### **A complete Club Application includes 2 documents:**

- 2020 USA Swimming Club Application (three pages)

AND

- 2020 Iowa Swimming Club Information Form (two pages)

Both documents must be filled out. 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.

**New this year: Minor Athlete Abuse Prevention Policy (MAAPP).** Please note that Racing Start Certification must be signed by the Head Coach. Failure to check any or all of the Pre-Employment Screening, Racing Start Certification, and State Concussion Laws boxes, MAAPP, and/or to obtain the proper signatures, will *invalidate* the application.

The Year-Round Club registration fee is \$100.00. Club registrations received after December 1, 2018 are \$125. Seasonal Club registrations received before May 1 are \$50. After May 1, \$75.

### **Athlete Registration Basics**

Every swimmer **MUST** be registered to participate in USA Swimming/ISI practice and sanctioned competition. Each USA Swimming/ISI club is responsible for always having its own Athlete (and Non-Athlete) memberships current before participating in any activities.

**New this year: Adult Athlete APT.** Athletes age 18 years and older are required to abide by MAAPP. In addition, in for membership to be valid, adult athletes must complete Athlete Protection Training. If membership is not valid, the athlete should not be permitted to practice, and will not be permitted to compete.

Electronic registration for all club-attached Premium or Seasonal Athletes is **REQUIRED** for clubs that use Team Unify or HyTek. To learn how to do this, watch the online tutorial, refer to your club database software for instructions and guidance, and/or call Team Unify or HyTek for help.

## Electronic Registration Checklist

- ✓ Set your registration Batch to #1 at the start of the registration year (September 1)
- ✓ Verify the accuracy of your data entry within your club's database software (full name correctly spelled, address, DOB, email, phone, etc.)
- ✓ Double check that your athletes are classified correctly as Premium, Seasonal, Flex, Upgrade, or Outreach before submitting the batch. Collect Outreach eligibility documents if submitting Outreach athletes.
  - Team Unify Member Data Validation System (MDVS) users – once you submit the batch, you will receive confirmation from me within 1 business day. No attaching files, no pdf needed, no need to email (unless you have a question), you are done!
  - Not yet using MDVS? Attach *both* the batch .sd3 file AND the batch .pdf file to your email. Switch to MDVS – 75% of ISI clubs are now using it, and it only takes about 20 minutes to set up. Contact Team Unify or HyTek.
- ✓ Once the batch is submitted, **please wait for the confirmation email from me before sending payment. There are often adjustments that affect the total due.**
- ✓ Include the batch number with your payment. Send a single club check. Do not send personal checks from individuals for Athlete registrations.

<b>FEES FOR 2020</b>	
Year-Round Club or Organization	\$100.00 before December 1, 2019 \$125.00 after December 1, 2019
Seasonal Club	\$50.00 before May 1, 2020 \$75.00 after May 1, 2020
Premium (Year-Round) Athlete	<b>\$74.00</b>
Seasonal Athlete	\$38.00
Flex Athlete	\$20.00
Flex→Premium Upgrade	<b>\$54.00</b>
Outreach Athlete	\$5.00
Athlete Transfer	\$5.00 within ISI \$10.00 from outside ISI
Non-Athlete	<b>\$69.00</b>

### Non-Athlete Registration Basics

- Non-Athletes submit Non-Athlete registration forms to the Club Registrar with payment to the club. Club Registrar submits the forms to ISI Registration Coordinator with payment in the form of a single club check. Do not send personal checks from individuals for Non-Athlete registrations.
- The following Safe Sport Acknowledgement has been added to the Non-Athlete Application forms:
  - I acknowledge that I have reviewed and agree to abide by rules and regulations of the Minor Athlete Abuse Prevention Policy and I have completed Athlete Protection Training

All 2020 information, the Registration Procedures Manual, all required forms and applications are available on the ISI website under ISI Management/2020 Registration. 2019 forms are still available on the website until August 31 (ISI Management/2019 Registration). Throughout the year, if you require assistance, please contact me at any time.

Jen Matthews

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