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Registration forms can be found on IASI website under the IOWA SWIMMING RESOURCES tab

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## ***REGISTRATION***

### **I. Club Registrations**

- A. A CLUB is defined as a group that has at least one USA Swimming registered, fully certified Coach, one USA Swimming registered Athlete.

Each club has a legal obligation if it desires to remain in good standing within USA Swimming to comply with the rules and regulations of USA Swimming. These rules relate to sanction of meets; proper registration of coaches, athletes, and non-athletes; implementation of safety programs; compliance with membership requirements; and other obligations as set forth in the rules and regulations of USA Swimming. In particular, note that ALL athletes and ALL coaches and assistant coaches must be USA Swimming coach members. The responsibility is ultimately on the CLUB to comply with USA Swimming Rules & Regulations.

1. Benefits of CLUB membership in USA Swimming include: Insurance, current copy of the USA Swimming Rules & Regulations, and availability of programs offered through USA Swimming. Once USA Swimming NHQ receives club registrations, these three benefits will be received by the Club.
2. Completed USA Swimming club membership application, IASI club information form and club registration fee must be submitted to the IASI Registration Chairperson. In mid-August, current IASI club registration persons will receive a registration packet.

The IASI office must be informed during the year if ANY information submitted on the original application changes. This information is used for various communications, so please keep information current.

3. Membership is for a calendar year period, January 1 through December 31. Note that registration and insurance expire December 31. If a club has not registered prior to January 1, they will not have insurance until they re-register. New clubs applying for membership on or after September 1 will be current through December 31 of the following year. Seasonal club membership is available April 1 through August 28 (Season 1), and for 150 days prior to the last day of the Short Course Championship meets (Season 2).
4. Each registered club will receive votes at the House of Delegates meetings based on the number of athletes registered the previous year. Clubs may determine that number by viewing member reports in their Club Portal on the USA Swimming website ([www.usaswimming.org](http://www.usaswimming.org)) or by contacting the IASI Registration Chair.

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5. All coaches, assistant coaches, Jr coaches, officials, meet directors, IASI board members, club board members (effective 4/2020), and athletes **MUST BE USA SWIMMING MEMBERS**. USA Swimming Bylaw 2.6.6
  6. Effective January 1, 2021 under USA Swimming Bylaw 2.6.12, All clubs must have either (i) at least one member coach, plus a board of directors or other governing body; or (ii) at least two member coaches to ensure that there are at least two adult authorities at each member club for communication and accountability purposes.
  7. If a club application is received **WITHOUT** all required information as indicated on the club registration forms, the club will not be entered in SWIMS until all information is received.
  8. In accordance with USA Swimming rules, all clubs are required to comply with the USA Swimming Pre-Employment Screening Procedures for New Employees, Racing Start Certification, State Concussion Laws, and the Minor Athlete Abuse Protection Policy. The most current information for each of these can be found on USA Swimming website ([www.usaswimming.org](http://www.usaswimming.org)).
  9. New club process can be found on USA Swimming website ([www.uaswimming.org](http://www.uaswimming.org)) or by contacting the IASI Registration Chair ([jen@iaswim.org](mailto:jen@iaswim.org))
  10. Club registrations will not be taken at pool swim meets.
- B. An **ORGANIZATION** is a group which supports swimming but **DOES NOT** have athletes or coaches.
1. Benefits of **ORGANIZATION** club membership in USA Swimming include a current copy of the USA Swimming Rules & Regulations.
  2. An organization **DOES NOT HAVE** insurance coverage.
  3. Completed USA Swimming club membership application, IASI club information form, and club registration fee must be submitted to the IASI Registration Chair. In mid-August, current organizations will receive a registration packet. The IASI office must be informed during the year if **ANY** information submitted on the original application changes.
  4. Membership is for a calendar year period, January 1 through December 31. New organizations applying for membership on or after September 1 will be current through December 31 of the following year. There is **NO** seasonal registration for organizations.

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5. During the year, an organization may update to club status by notifying IASI Registration Chair and registering a USA Swimming certified coach, and at least one USA Swimming athlete and completing 'new club' requirements.

## II. Club/Organization Membership Fees

Make all checks payable to Iowa Swimming, Inc. (IASI). If checks are returned, IASI will charge the club a fee of \$15.00 for handling of the returned check.

### A. Club Membership Fees

#### 1. Clubs - Year-round

- a. Year-round club membership rates are set annually by the Board of Directors and posted on the IASI website under Registration.

- 1) An additional \$25 will be charged if club application is submitted after December 1.

- b. Requirements:

- 1).. USA Swimming Club application, IASI club information form, and fee submitted.
- 2) Non-athlete membership for at least one coach (board-run clubs) or two coaches (institution-owned and coach-owned clubs) with current certification requirements. (See non-athlete registration requirements)
- 3) One or more athletes registered.

#### 2. Clubs - Seasonal

- a. Season 1 and Season 2 club membership rates are set annually by the Board of Directors and posted on the IASI website under Registration

- 1) Season 1 – An additional \$25 will be charged if club application with all information is submitted after May 1.

- 2) Season 2 - An additional \$25 will be charged if club application with all information is submitted after November 1.

- b. Requirements:

- 1) USA Swimming Club application, IASI club information form, and fee submitted.
- 2) Non-athlete membership for one coach (board-run clubs) or two coaches (institution-owned and coach-owned clubs) with current copies of all certification requirements. (See non-athlete registration requirements)

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- 3) One or more athletes registered.
- 4) Seasonal club athletes cannot compete as a club beyond the LSC championship meet.

#### B. Organization Membership Fees

(Note: If a swimmer is swimming for an organization, the swimmer is considered to be unattached.)

- 1) membership rates are set annually by the Board of Directors and posted on the IASI website under Registration.
- 2) An additional \$25 will be charged if organization application is submitted after December 1.

### III. Athlete Registrations

**All swimmers for IASI member clubs and entrants in practice & sanctioned competitions must be registered USA Swimming athlete members.** Insurance coverage is provided to members of USA Swimming who are in complete compliance with all USA Swimming rules & regulations.

Athlete membership includes premium, seasonal, flex, and outreach membership types.

**PREMIUM MEMBERSHIP** is an annual membership, opens September 1 prior to the registration year, and is valid from the date of registration through December 31 of the registration year.

**INDIVIDUAL SEASON MEMBERSHIP** runs 150 days after registration date of any given year (September 1-December 31 of the following year). A swimmer with individual season membership may participate in USA Swimming meets during this period. This membership is NOT valid for competition at or above the Zone Championship level. Individual season swimmers who wish to upgrade to annual membership may do so by paying the difference between Seasonal and Premium. Seasonal membership is not LSC transferable.

**FLEX MEMBERSHIP** is an annual membership, opens September 1 prior to the registration year, and is valid from the date of registration through December 31 of the registration year. Flex athletes are permitted to participate in up to two sanctioned meets below the LSC Championship level. Flex membership is NOT valid for meets at or above the LSC Championship level. Flex athletes who have reached the two-meet limit or who wish to enter meets at or above the LSC Championship level may upgrade to Premium during the same registration year and pay only the difference between Flex and Premium registration fees. Flex is only available to athletes age 18 and younger.

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OUTREACH MEMBERSHIP is an annual membership, opens September 1 and is valid from the date of registration through December 31 of the following year. The purpose of the Outreach program is to provide reduced membership for economically disadvantaged youth. The applicant MUST include proof of participation in at least one program on the USA Swimming Outreach Membership Criteria List to qualify for the reduced fee, along with athlete registration form. Special Request cases for Outreach eligibility will be considered. To show a person is economically disadvantaged the burden of proof rests with the applicant. The Outreach Membership Criteria List is available on the IASI website current year USA Swimming Registration page.

SINGLE MEET OPEN WATER MEMBERSHIP is valid for a single Open Water meet below the Zone, Sectional, and National level.

- A. ATHLETE MEMBERSHIP may be obtained by filling out, mailing or emailing a current athlete membership application, or electronically by using Hy-Tek's *Team Manager*, Team Unify or other compatible computer software. No fax or phone registrations will be accepted.

In mid-August, current IASI clubs will receive a registration packet, which will include a Registration Procedures Manual and all necessary forms and links for the upcoming registration year. Registration Procedures Manual, forms and links will also be posted on the IASI Website (<https://www.teamunify.com/team/lscis/page/home>). Application forms must be COMPLETELY & CLEARLY filled out using swimmer's full legal name as it appears on official documents & a preferred name. The swimmer's ID number is a permanent 14-character code. This code includes birth date in 6 digits, first 3 letters of legal first name, middle initial, and first 4 letters of last name. If a swimmer doesn't have a middle initial, or first or last name doesn't contain # of required letters a "\*" is assigned.

ADULT ATHLETES are required to complete USA Swimming Athlete Protection Training. Adult athletes are defined as USA Swimming athlete members who are 18 years of age or older. Athletes who are 17, about to turn 18, have a 30-day grace period following their 18<sup>th</sup> birthday to complete the training. Failure to complete APT will result in the athlete's inability to swim in a meet or at practice.

During the year, club head coaches and administrators may log in to their Club Portal on the USA Swimming website to check & print current registrations and certifications (athlete & non-athlete) of club members.

For continuous insurance coverage, renewals should be submitted by December 15th to the IASI Registration Chairperson

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. It is the responsibility of all adult athletes, and all non-athlete members to track their certification expiration dates.

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1. An athlete is legally registered for all purposes by the postmark date of when a completed application with fee is mailed to the IASI Registration Chairperson. Electronic submission and emailed applications will be legally registered for all purposes on the date received, if fee is mailed the same day. Fax and phone call registrations are NOT acceptable.
  
2. USA Swimming allows for a 2-week tryout period for new athletes only. It is *recommended* that clubs collect a signed application and the USA Swimming fee from the athlete on their first day. HOLD the membership application until the tryout period is over and the athlete has confirmed they are staying with the club and in the sport of swimming. Because the club has collected the form and has the money, this covers liability insurance for the club and secondary accident insurance for the athlete during this tryout period. However, if the athlete decides to not continue swimming, the club can easily refund their membership money by simply returning that membership check (or a refund if check has been deposited).

If, during this tryout period, an athlete wishes to participate in a sanctioned competition, registration must be submitted to the IASI Registration Office and the club will owe that fee to IASI. A swimmer must be fully registered in order to swim in a meet.

B. ATHLETE CHANGES - Inform IASI Office during the year if any information submitted on the original application changes.

C. ATHLETE TRANSFER - 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.* This form is available on the IASI Website, or by contacting the IASI Office. NO TRANSFERS WILL BE MADE UNLESS THE ABOVE INFORMATION IS COMPLETELY FILLED OUT, SIGNED BY ATHLETE (if age 18 or over) OR PARENT/GUARDIAN (if athlete is age 17 or under).

For transfer requests initiated at the time of registration renewal, the transfer fee will be waived.

*120-DAY RULE - 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.*

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- D. **WHEN DOES A SWIMMER REPRESENT A CLUB?** A swimmer's status is governed by status existing when taking the starting blocks to compete in his/her first event of the meet. The status at the time of preliminaries governs status at time of finals (it is "one event").

It is the swimmer's responsibility (or coach's responsibility, particularly when younger age group swimmers are involved) to see that his/her status is exactly as he/she wishes it to be on the day of the event. Once the event has begun at the preliminary stage, he/she can swim subsequent events in an unattached status but he/she cannot again switch back to attached, unless with the same club, until the 120 days has expired.

If he/she swims an event for Club A in a meet, then swims unattached the next meet, he/she can swim again for Club A in a subsequent meet without regard to the 120-day rule; but if he/she wishes to swim for Club B, he/she must follow the 120-day rule.

- E. **UNATTACHED STATUS** - A registered swimmer may compete in USA Swimming-IASI sanctioned competitions as an unattached swimmer if he/she is not a member of an IASI member club, or does not wish to represent a club in the competition. Meet entry materials should be completed to reflect that the swimmer is competing unattached (UN-IA) where team affiliation is shown. Unattached swimmers may participate only in individual events, USA Swimming rules do not recognize relays for unattached swimmers.
- F. **USA SWIMMING MEET ADMINISTRATION** - It is the Meet Host responsibility to ensure all athletes competing in a sanctioned meet are USA members at the time of competition. This can be accomplished by:
- 1) A MM Back-up file sent electronically to the ISI office, no later than Tuesday before a meet. Failure to submit this file may result in a fine imposed by IASI to the Host Club.
  - 2) If athlete does not show as being currently registered on the meet recon, club & host club will be advised & the athlete must be registered 24hrs prior to first day of meet.

**FALSE REGISTRATION** - IASI may impose a fine of up to \$100 per event against a club representative indicating that a swimmer is registered with USA Swimming for a meet when that swimmer is not properly registered. This will be enforced by IASI, and IASI will be entitled to the fines imposed.

#### **IV. Athlete Membership Fees**

All checks are to be made payable to the local club for membership. The club then mails a club check payable to Iowa Swimming, Inc. (IASI) to cover all memberships. (DO NOT



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mail individuals' checks to IASI). If checks are returned by the bank, IASI will charge the club a fee of \$15 for handling of the returned check.

Only unattached athletes may pay IASI directly by sending a personal check.

Athlete membership rates and transfer fees for all Athlete registration types (Premium, Seasonal, Outreach, Flex, and Single Meet Open Water) are set annually by the Board of Directors and posted on the IASI website under Registration.

Registrations must be received no later than 24hrs before the first day of the meet. **NO ATHLETE REGISTRATIONS WILL BE ACCEPTED AT MEETS, *EXCEPT* SINGLE MEET OPEN WATER REGISTRATIONS FOR OPEN WATER MEETS.** Contact IASI office with questions.

Numerous registration errors made by those sending in registrations to IASI requiring corrections in existing USA Swimming registrations may be subject to a \$5.00 processing fee.

## V. Non-Athlete Registrations

A. Listed below is an explanation of the various membership categories and benefits provided to non-athlete members of USA Swimming.

1. INDIVIDUAL membership includes a copy of current USA Swimming Rules & Regulations, Insurance coverage, *Splash* newsletter (one per household) six times per year.
2. LIFE membership includes a special membership card given only to life members, personalized life membership plaque presented at the USA Swimming annual convention. Yearly benefits include a copy of current USA Swimming Rules & Regulations, Insurance coverage, *Splash* newsletter (one per household) six times per year, and two tickets to all USA Swimming National Championship meets (does not include Pro Series or Olympic Trials).

B. NON-ATHLETE MEMBERSHIP may be obtained by filling out a current non-athlete membership application and submitting with fee to club registrar. Unattached Non-Athletes may send form and fee directly to the IASI Registration Chair.

In mid-August, current IASI clubs will receive a registration packet, which will include a Registration Procedures Manual and all necessary forms and links for the upcoming registration year. Registration Procedures Manual, forms and links will also be posted on the IASI Website (<https://www.teamunify.com/team/lscis/page/home>). Application forms must be COMPLETELY & CLEARLY filled out using full legal name as it appears on official documents, and a preferred name. The ID number is a permanent 14-character code. This code includes birth date in 6 digits, first 3 letters of legal first name, middle

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initial, and first 4 letters of last name. If a person doesn't have a middle initial, or first or last name doesn't contain # of required letters a "\*" is assigned.

During the year, club head coaches and administrators may log in to their Club Portal on the USA Swimming website to check & print current registrations and certifications (athlete & non-athlete) of club members.

On the application, non-athletes must check which of the following categories they wish to be entered as:

1. OTHER - These are all non-athletes who do not fall into a specific category such as coach or official. Background Check must also be completed, along with online Athlete Protection Training. Registration is not valid until all requirements are met.
2. OFFICIAL - This category is for the non-athlete members who are certified officials. Official certification requirements are found in the Officials section of this code book (Section G). Background Check must also be completed, along with online Athlete Protection Training and Concussion Protocol Training. Registration is not valid until all requirements are met.
3. COACH – A list of Coach requirements are posted on the IASI website <https://www.teamunify.com/team/lscis/page/home> and USA Swimming website <https://www.usaswimming.org/>. For additional information, contact the IASI Office. Coach membership is not valid if/when any requirement lapses or expires.

It is the responsibility of all non-athlete members to monitor and update certifications during the year before they expire and forward proof of certification to the IASI Office. IF A COACH ALLOWS HIS/HER CERTIFICATIONS TO EXPIRE, HIS/HER COACH MEMBERSHIP IS INVALID. – NO GRACE PERIODS. Therefore, the insurance provided for coaching activities is no longer in existence. A list of Coach requirements are posted on the IASI website (<https://www.teamunify.com/team/lscis/page/home>) and USA Swimming website ([www.usaswimming.org](http://www.usaswimming.org)) For additional information, contact the IASI Office.

It is a condition of club insurance protection that ALL club coaches must be in compliance with these requirements.

#### C. REGISTRATION PERIOD

- a. Membership is valid from the date of registration through 12/31 of the USA Swimming registration year. (Non-Athletes registered Sept 1-Dec 31 are valid through December 31 of the following calendar year. Non-Athletes registered Jan 1-Aug 31 are valid through Dec 31 of the current calendar year.)

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- b. Non-Athlete registrations & certification updates will NOT be accepted at meets.
  
- D. NON-ATHLETE CHANGES - Please inform IASI Office during the year if any information submitted on the original application changes.
  
- D. NON-ATHLETE TRANSFER - An IASI transfer form for non-athletes must be completed for all transfers and submitted to IASI Registration.
  
- E. NON-ATHLETE/ATHLETE (DUAL REGISTRATION) - If a non-athlete member also wishes to become an athlete member, or vice versa, the USA Swimming fee for the second registration type is waived.

## **VI. Non-Athlete Membership Fees**

All checks are to be made payable to the local club for membership and submitted to the club registrar. The club then mails a single club check payable to Iowa Swimming, Inc. (IASI) to cover memberships. Club affiliated Non-Athletes DO NOT mail individuals' checks to IASI. Only unattached non-athletes may pay IASI directly by sending a personal check. If checks are returned by the bank for NSF, IASI will charge the club a fee of \$15 for handling of the returned check.

Membership rates for Non-Athlete registration is set annually by the Board of Directors and posted on the IASI website under Registration.

## **VII. Summary of Registration Procedures**

- A. Clubs must designate a club registrar to handle the responsibility of registering all club members.
  
- B. In mid-August, all club registrars will receive an email packet with a Registration Procedures Manual and all necessary forms and links for the upcoming registration year.
  
- C. Clubs should submit payment in the form of a club check payable to Iowa Swimming, Inc. (IASI), to the IASI Registration Chair.
  
- D. CLUB/ORGANIZATION - When registering, include completed and signed Iowa Swimming club information form and USA Swimming Club Registration form.
  
- E. NON-ATHLETE members registering should send completed Non-Athlete Membership application with ALL information completed accurately and clearly TO THEIR CLUB. Club forwards it with club check to IASI. All non-athlete members must maintain current Background Check, and Athlete Protection Training. COACH and OFFICIAL and OTHER members must maintain required certifications for membership to be valid.

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- F. ATHLETE members must submit application for membership with ALL information completed accurately and clearly to their member club. Club submits registration and club check to IASI.
  
- G. A permanent ID number is determined by date of birth, the first 3 letters of the legal first name, middle initial, the first 4 letters of the last name for both non-athlete and athletes. An asterisk will be used if names do not include enough letters or if no middle name. Be consistent upon registration of Athlete and Non-Athletes and upon Meet Entry. If registered as “Robert”, the ID will not recognize “Bobby” for re-registration and meet entries/results.
  
- H. If a club has Hy-Tek *Team Manager* or *Team Unify* or other compatible software, athlete registrations must be sent electronically. Hy-Tek & Team Unify e-lessons are available on the vendor website. Other software users, refer to the instruction manual.
  
- I. All memberships are registered for all purposes upon postmark date of a completed application and payment of fee to IASI Office OR electronic file emailed date with payment mailed within 24hrs. Each club registration person shall be responsible to ensure that these are emailed or sent in a timely manner to IASI.