



**NEW  
ENGLAND  
SWIMMING**

## **2021 REGISTRATION/ MEMBERSHIP PROCEDURES & CHECKLIST FOR ALL CLUBS**

### **REGISTRATION 2021 FEES:**

ATHLETE FEE:\$80

FLEX ATHLETE: \$20

NON-ATHLETE FEE: \$80

CLUB FEE: \$150 before Dec 1<sup>st</sup>, \$200 after Dec 1<sup>st</sup>

(both form and payment must be received by Dec 1<sup>st</sup> to receive the discount) CLUB SATELLITES: \$75 before Dec 1<sup>st</sup>, \$100.00 after Dec 1<sup>st</sup>

### **NEW THIS YEAR:**

#### USA Swimming Bylaw Changes:

Effective immediately all club board members must be registered as USA Swimming non-athlete members. (Reference Bylaw 2.6.6)

Effective January 1, 2021, 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. Reference Bylaw 2.6.12)

#### New Online Submittable Payment Form:

When paying by check or credit card you must now use our [Registration Payment Form](#). Hit SUBMIT at the bottom of the form to pay by credit card through PayPal. Hit PRINT at the bottom to include in the envelope with your check. Please include as much information in the comments as you can so that we know who and what the payment is for.

### **DON'T FORGET:**

#### ATHLETE APT REQUIREMENT:

All athletes age 18 and older need to complete the Athlete Protection Training. Once they have completed it their Deck Pass will reflect the status of the course. They are not considered valid members until APT is completed and they should not be on deck for practices or meets until their deck pass is updated. This affects your team insurance coverage.

### **REGISTRATION:**

#### REGISTRATION TIPS:

We are fortunate in New England Swimming to have an [online tool](#) that will cross check your registration and/or meet entry files with the SWIMS database so you can double check for errors.

### REGISTERING YOUR ATHLETES:

1. Set up your athletes in your database (Team Unify, HyTek, etc).
  - a. Make sure to include: Full name, including full middle name
    - i. Do not write "None" or "N/A" if they have no middle name. Just leave it blank
  - b. Address
  - c. Parent Contact information including email.
  - d. Athlete Email if over 17
2. As you get ready to create a batch of registrations to send for processing, make sure the correct registration year, season and type have been selected for each swimmer's record.
3. Once your records are complete, select the athletes you want to include in a batch.
4. If you are using Team Unify, then select the SWIMS INTEGRATION TOOL in the yellow tab at the top. You will then select SUBMIT REG PACKAGE.
5. You may get an error message about some swimmers. Please go back and recheck the information on these swimmers to make sure it is all correct.
6. If you get a message that someone is a transfer, please email Moriah to find out which ones will also need a transfer form.
7. If you are confused about how to set things up in your registration software, then you need to contact their customer service. They are the best to help you out. Team Unify has a very easy to follow help section.
8. Registrations will not be completed until the correct payment is received.
  - a. We accept payment by check or through PayPal.
  - b. You must always include the Registration [Payment Form](#) with each payment.
  - c. Make sure to list on the form the names of the non-athletes you are paying for and any other helpful information such as athletes in a satellite club, etc.
  - d. Please try to avoid making lots of small batches of payments via credit card. This will cut down on the credit card fees.
9. New England Swimming requires a [proof of age](#) for every athlete under the age of 19. A valid proof of age is a birth certificate or a passport. Once you submit your registration batch to Moriah, please email her the proofs of age for all your new swimmers in an email. DO NOT SEND PAPER COPIES. Once a swimmer's proof of age has been confirmed in SWIMS, they are all set and we do not need to see the proof of age each year. Swimmers who swim in a meet without a confirmed proof of age will be fined \$100.
  - a. Some transfers may also need a proof of age, so you can always run your registrations through the [online tool](#) to see who is missing a proof age. You can also email Moriah for a list.

Once the registrations, payment and necessary proofs of age have been received the Registrar will process everything and send an email confirming that the swimmers are all set. The email will also include a request for any missing information.

### REGISTERING YOUR NON-ATHLETES:

1. Do not include your non-athletes (coaches, officials, Board Members, Others) in a registration batch.
2. Each non-athlete must fill out their own registration form. All registration forms can be found on our website under REGISTRATION>Forms and Documents. This ensures that all non-athletes sign the code of conduct in the form and we have it all on file.
3. If the team will be paying for the non-athlete, they can select "team will pay" at the bottom of the form.

4. Non-athlete registration forms will not be processed until a payment from either the club or individual is made.
5. Email all certifications to [registrarnes@gmail.com](mailto:registrarnes@gmail.com)

#### REGISTERING YOUR CLUB:

1. Your club needs to be renewed each year. The registration fee for clubs increases on December 1. Renew/register your club by November 30 to avoid the higher fee.
2. On your club application make sure to include all of your current team information. This ensures that your club information is correct in SWIMS and that your team is covered by the correct insurance.
3. If you have any updates to your club throughout the year, such as facility changes or contact changes, please let the office know in order to keep our data current.

#### YOUR CLUB PORTAL:

Every club can log into their club portal which is the USA Swimming database for all of your club information. You can print rosters, see attach dates, check non-athlete certificates, print reports of your swimmer's progress, and much more. To log into your portal, go to [usaswimming.org](http://usaswimming.org)>Coaches and Team Leaders> Club Portal. In order to log in you will need to put in your team name and password. If you do not know your password email Moriah at [registrarnes@gmail.com](mailto:registrarnes@gmail.com) for it.

Contact Office Registrar, Moriah Tyrrell, at [registrarnes@gmail.com](mailto:registrarnes@gmail.com) with any questions at any time