

New England Swimming **COACH/ CLUB INFORMATION KIT**



1. Welcome to New England Swimming
2. Governance, Board of Directors, House of Delegates
3. Policies and Procedures
4. Registrations
5. Meet Information
6. How to access your club portal
7. How to access your club insurance information
8. Club Grant
9. Changes to your team?
10. LSC contact information

WELCOME TO NEW ENGLAND SWIMMING!

Thanks for registering your team with New England Swimming. USA Swimming is the governing body of New England Swimming which is referred to as an LSC (Local Swim Committee).

There are 59 LSCs within the USA Swimming with defined boundaries that are unique to an area of the country. LSCs are tasked with registering members, scheduling competitions and leading clubs on behalf of USA Swimming.

Our LSC includes the states of New Hampshire, Vermont, Rhode Island and Massachusetts. We currently have approximately 103 clubs in our LSC and 8900 athletes.

Our LSC code is **NE (for New England)**

USA Swimming has divided the country into four zones. New England Swimming is part of the Eastern Zone. There is also a Central Zone, Western Zone and Southern Zone.



NE Mission: To provide opportunities for all to achieve their highest potential in competitive swimming.

NE Vision: Inspired. United. Fast.

GOVERNANCE, BOARD OF DIRECTORS, HOUSE OF DELEGATES

USA Swimming is governed by a Board of Directors that makes decisions at the national level. Our LSC has its own Board of Directors.

Website Location: [ADMIN- Board/ Committees](#)

Board of Directors: The Board of Directors (BOD) is a volunteer group that is elected by the House of Delegates at the annual House of Delegates meeting.

The BOD meetings are held at least monthly and/or on an as needed basis. The past and present BOD meeting agendas and minutes can be found on our website under [Admin/ Board/ Other Meetings](#). All BOD and committee meetings are open to everyone. All meeting information is always posted on the website. Feel free to join at any time.

Each registered club is a member of the House of Delegates (HOD). Each club Head Coach will name one non-athlete and one athlete delegate member who will each receive one vote at the annual HOD Meeting. The Annual HOD Meeting is held in the Spring and all delegates who are present will vote in new members of the BOD, on new Policies and Procedures for the LSC, on the annual LSC budget, and anything else that needs an HOD vote for the LSC. If needed, a second House Of Delegates meeting will be held in the fall.

POLICIES and PROCEDURES

Website Location: [ADMIN - Governance/ Policies](#)

The [Policies and Procedures](#) document covers the administrative policies of the organization, not the rules that apply to “in the water” regulations pertaining to meets.

It is important to familiarize yourself with all of the Policies and Procedures for our LSC. They govern our LSC and outline how the LSC is run.

The New England Swimming [Bylaws](#) were updated and went into effect on January 1, 2020.

REGISTRATIONS:

Contact: LSC Registrar, Moriah Tyrrell, at registrarnes@gmail.com

Website location: [REGISTRATION/ FORMS](#)

How to register your athletes:

Congratulations, you are now an official USA swim club and now it is time to register your athletes. Your first step is to set up your individual team accounts in the team software you use. Most teams use Team Unify or Active. If you need any assistance in learning your registration

program you need to contact the customer service department for your software. Once you have everything set up on your end and you are ready to go you will create a registration batch with the swimmers you want to register. You will either upload the batch directly in Team Unify using the SWIMS Integration Tool or email the Registrar your registration batch as an attachment.

Registrations will not be completed until the correct payment is received. We accept payment by check or through paypal. You must always include the **Registration Payment Form** with each payment. Please include it in the envelope with your check or email it to the Registrar when you make the online payment. The form can be found on our website under FORMS/REGISTRATION and then [CLUB REGISTRARS: click here for forms, policy, templates and information.](#)

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 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.

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.

Please include as many swimmers as you can in each batch. It is time consuming, and costly to the LSC to register lots of small batches.

MEET INFORMATION

New England Swimming offers both calendar and non-calendar meets. The Calendar Meets follow our entry policies and are open to all USA Swimming registered swimmers. Non-Calendar Meets are typically closed YMCA meets, Highschool meets and closed invitational meets. For complete information on meets: [A Guide to Entering Meets in New England](#)
For all the detailed meet rules and regulations click here: [NES Competition \(Rules & Regs\)](#)
Website location for the listing of meets: [Meets/Events](#)

HOW TO ACCESS YOUR CLUB PORTAL

Each club has access to their Club Portal through the USA Swimming website. In the Club Portal you can find all your team registration information, coach information, prints rosters, see charts of athlete improvement, etc. This is a very valuable resource for all clubs. To access your Club Portal go to usaswimming.org > Coaches and Team Leaders > [Club Portal](#). Please follow the instructions on the left page of the website on how to log in. If you need your club password you can email Moriah at registrarnes@gmail.com for it.

HOW TO ACCESS YOUR CLUB INSURANCE INFORMATION

The facility (ies) you use for your team may ask to see a certificate of insurance. Instructions for printing out this certificate can be found at usaswimming.org. Select Coaches & Team Leaders > Managing your Team > Risk Management & Insurance > Insurance Certificates > 2020 Certificates Now Instructions for Clubs.

This gives you clear instructions on how to access your certificate as well as contact information if you need further assistance.

CLUB GRANT

Each year clubs can receive a grant from New England Swimming based on the past year's achievements. The money can be used at the discretion of the club.

The Club Grant program is specific to New England Swimming. This annual grant program provides incentives to member clubs for participating in USA Swimming's performance-based club development programs, for their performance at the National and local levels, and to encourage participation in targeted areas for improvement within the LSC.

In order to be eligible to apply for the annual grant a member of your club must attend the House of Delegates meeting and your club must have completed level 1 of USA Swimming's Club Recognition Program and be a USA Swimming Safe Sport Recognized Club.

The grant application is posted on our website under Forms/Policy/Reimbursement & Grants. The deadline to apply is always the last day of August.

CHANGES TO YOUR TEAM?

Any time you have changes to your team information, coaches, personnel, facility location, etc, please email the office at office@neswim.com. It is always important that we have the current information on your team for insurance, marketing and contact purposes.

LSC CONTACT INFORMATION:

For questions regarding

Office Manager, Meet Sanctions, Results, Times, Records
Registrations, Certifications
LSC Governance
Reporting of Violations
Safe Sport Coordinator
Coach Representatives

Athlete Representatives
Technical Chair

Contact

[Carol Healey](#)
[Moriah Tyrrell](#)
[Matt Soska](#)
[Ray Grant](#)
[Anne Kauffman](#)
[Rhi Jeffrey](#)
[Daly Hamilton](#)
[Email](#)
[Patrick Johnstone](#)