



REGISTRATION/ MEMBERSHIP PROCEDURES CHECKLIST FOR ALL CLUBS

REGISTRATION YEAR 2022

ATHLETE FEE: \$84

NON-ATHLETE FEE: \$73

All current Georgia Swimming applications can be found under the "Registration" tab at www.gaswim.org. Read the attached tips to get organized for the 2022 registration year. **All club and renewal athlete & coach registrations are due by DECEMBER 15, 2021 to guarantee processing by Jan 1st.**

ATHLETE DIGITAL WELCOME PACKETS will be sent out by USA Swimming DIRECTLY to the swimmer upon receiving the registration. The packet will contain instructions to access the card through their DECKPASS account, and will be proof of registration for the swimmer. Use your CLUB PORTAL and print a copy of your roster as proof of registrations for your team attending a meet. **BE SURE EACH ATHLETE'S EMAIL ADDRESS IS CORRECT** or they will have trouble receiving information from USA Swimming.

All swimmers new to USA Swimming should be registered within 30 days of trying out for your team. Swimmers registering after September 1st are covered through December 31, 2022.

Transfer forms are needed for all athletes transferring to your team from another club if they were registered with USA Swimming in 2021. This includes swimmers coming from outside the LSC. There is a \$5 transfer fee for athletes transferring within the LSC. This fee is waived when accompanied by a renewal (Sept - Dec), or if the athlete has not been registered for more than one year.

The following is a checklist as you register your club, athletes, coaches, officials and others for 2022. Read the tips attached to ease the registration process!

Check off each item as completed

___ Complete the 2022 USA Swimming Club application, in its entirety, and submit to Lora Thompson with a check for \$130 (before Dec 15th). If club application is received after December 15th, and processing is required within 15 days, the fee is \$260.

___ Each club is required by USA Swimming to have an anti-bullying policy and a communications policy. Sample templates can be found in the Safe Sport section of the www.usaswimming.org website. Both of these policies should be sent to Michael O'Shaughnessy, Safe Sport Chair, if you did not send them last year, or if you have updated them.

___ The person you list on the USA club application as the contact person will receive the team charter and insurance certificate. If you have another person who collects info from GA Swimming, add their name to the application.

___Export your registration file AFTER you have double-checked all the names and dates of birth. It is important that your files match what is in SWIMS.

___Send a registration file for swimmers new to USA Swimming within 30 days of try-outs. Your renewals can be sent in a different file later in the fall.

___ Keep a list of all your coaches and their certification expiration dates so that you can register and update them at the proper time. This information is available on your USA Swimming Club Portal roster. Only send certs for expired dates.

___ Include the 2022 Financial Summary Form with each check that you send to GA Swimming.

___ ALL coaches, officials and other non-athletes must complete the online submittable form or pdf application themselves, as they are a signing code of conduct.

TIPS for perfect registrations!!

CLEAN UP YOUR DATABASES before the season begins so that when you enter meets, your swimmers do not bounce out of their databases. PLEASE make any corrections and rebuild or merge the ID's. Use a full legal first name, middle name and last name. The preferred name should be their nickname.

Do not actually enter the * in the space for a middle initial if the swimmer doesn't have one. This will result in an error when running through SWIMS. **Use FULL MIDDLE NAMES if the child has one.**

Be sure your athletes' email addresses are current, as **USA Swimming will be sending out digital welcome packets to the email address listed in SWIMS. There will no longer be athlete registration cards sent.**

Log onto your USA-S club portal to see what coaches are listed for your team. Let Lora Thompson know if they are no longer coaching for you. Email registrar@gaswim.org if you need your Club's portal password.

Have parents complete the fillable athlete membership applications by typing in the information and then print it. This will help avoid legibility errors. Have parents fill out **all** of the information on the athlete forms, **such as email addresses**, and contact information and you transfer that into your Team Manager program so that it uploads into SWIMS. PLEASE INCLUDE AND VERIFY EMAIL ADDRESSES. THIS IS THE BEST WAY FOR US TO REACH THE GEORGIA SWIMMING

MEMBERSHIP. If using Team Unify, parents should complete the “USA Registration” tab in its entirety. This will save you a lot of work.

Athlete registrations **will only be accepted** in an importable file format; exported from your Team Manager / Team Unify program. Ideally, you should be using the Member Data Validation System (MDVS) to submit files.

Send in the financial form and export roster with each check so that I can match to your emailed file.

Host a registration night where you collect all the checks and forms at once for registration and then send one larger registration file to the office. **DO NOT have parents send forms individually to GA Swimming.**

Do not send individual checks made out to Georgia Swimming: Have families make the checks out to your club and then you send one check for the total

Register all of your coaches at one time, and send all of their certs (**only if expired**) at one time, instead of piece by piece. Coaches and all non-athletes **MUST** fill out the online submittable form themselves as they are signing a code of conduct. **DO NOT DO THIS FOR THEM!**

DO NOT WAIT UNTIL THE FIRST MEET IN JANUARY TO REGISTER YOUR

COACHES! If you have any questions, please email or call me.

Lora Thompson, Registrar
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