



November 2018

**2018
Registration
Procedure Details**

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NEW ITEMS

EVERYONE:

ELECTRONIC PAYMENT:

At this time, we are pleased to offer Electronic Payment processing for athletes, non-athletes and clubs. The process varies according to the status of the person being registered (athlete or non-athlete, and further whether they are attached to a club or not.

- o **ACH:** This is the preferred method of payment for clubs to register their club, non-athletes and athletes. This requires that the club complete the ACH Form and file it with the Michigan Swimming Office. This form is available on the MS website under the registration tab. Once set up, payments will be processed on the 1st day of each month if the club has a balance due. This method allows for large payments and is the least costly for Michigan Swimming.
- o **CREDIT CARDS:** Credit card payment is available. If you are an Unattached athlete or a non-athlete paying for your own membership, please complete the payment process outlined under the ONLINE PAYMENT OPTION button from the home page of the MS website, www.miswim.org/

Clubs who wish to pay via credit card should call Dawn at 248-997-6696. She will assist you in processing the payment.

- o **CHECK:** Checks payable to "Michigan Swimming" will still be accepted but are not preferred. This is also the slowest method; therefore, application processing may be delayed for several days until a check is received.

The payment method (ACH, Credit Card or Check) must be in place before 2016 applications for registration will be processed.

NOTE: Applications for registration must still be submitted to the Michigan Swimming Office. The above procedures apply only to payment.

- o If you are intending to pay using ACH but have not submitted the ACH Form to the Michigan Swimming Office, please do so now.

CLUBS:

RACING STARTS:

Effective with the 2016 registration year, all clubs must confirm that they are complying with all Racing Start Certification requirements by checking the checkbox and signing this section on the 2016 club application form. A checkbox labeled "Racing Start Certified" has been added to club records in SWIMS. Clubs cannot be added or renewed for registration year 2016 unless this box is checked.

SWIM STAFF SELECT:

USA Swimming has released [SwimStaffSelect](#) to assist its nearly 3,000 member clubs as part of its [Safe Sport](#) initiative. The online human resources tool is a free member benefit that helps clubs manage the job search and hiring process. This web-based application allows teams to create position descriptions, job postings, applications, reference checking scripts, background checks, certification verifications and interview scripts online. The software works to help clubs screen applicants for staff and volunteer positions, plus communicate with applicants and review applications. This app is available now at www.swimstaffselect.org and the

User Guide (which must be consulted to use the program) is available here:

<http://usaswimming.org/Rainbow/Documents/a4a01948-03b1-4ed2-9279-36f77a1c64b7/Swim%20Staff%20Select-%20User%20Guide.pdf>

NON-ATHLETES:

ATHLETE PROTECTION TRAINING RENEWAL COURSE (APT):

As of 9/1/15, there are two different Athlete Protection Training online courses. The current/old course will be required for all new non-athlete members. The renewal course is for those who need to renew that requirement by 12/31/15. Both courses have a 24-month (a 12/31/YY) expiration; that has not changed.

Individuals who don't know when their APT certification expires may check your Deck Pass. Club administrators may check the non-athlete roster in their Club Portal to view expiration dates for all of their non-athletes.

The course is available now at www.usaswimming.org/apt. Users need to fill in their first & last name and birthdate and follow the prompts. They will be redirected to Praesidium's site. The name of the course is "Athlete Protection Training Renewal Course". Select the course and complete it all the way through to the quiz. SWIMS will update the individual's member record.

BACKGROUND CHECK UPDATE:

You may have noticed this already, but background checks are taking much longer than the 3-5 days they used to take. In some states, they are taking up to 3-4 weeks to process. This is due to several factors:

- o Sterling is doing more in-depth checks for us than they did in the past;
- o More organizations and companies are requiring background checks and this has created a backlog for city/state/county clerks;
- o More states are trying to get older criminal records scanned into their computer systems, which places an additional strain on the municipal clerk's office staff who have to make that happen.

Non-athletes should plan to renew their background checks at least a month in advance of their renewal date.

GENERAL INFORMATION

All year-round athletes, seasonal athletes, outreach athletes, single-meet open water athletes, clubs and non-athletes join USA Swimming through their Local Swimming Committee (LSC), one of 59 local organizations responsible for administering USA Swimming activities in a defined geographical area. The information in this document pertains to the Michigan LSC, Michigan Swimming (MS). Within MS, Jan Cartmill is the Registration/Membership Chair and is responsible for providing information and applications to all interested groups and individuals.

The **Swimming Year** is from September 1 through August 31 of the following year.

The **Registration Year** is based on a calendar year period; however all annual registrations received on or after September 1 do not expire until December 31 of the following year (a 15 month period).

All applications, both paper and electronic, from previous years should be destroyed—forms from 2015 and previous are not to be used for registrations beyond August 31, 2015.

The official date of registration will be the date the MS Office receives the registrations (whether electronic or hard copy). However, the registrations will not be processed until payment is arranged for.

The MS Office will help all clubs get their registrations processed rapidly; however, the ultimate responsibility for proper registration of its membership lies with the individual clubs. **To avoid penalties (see page 20), all registrations should be submitted and paid for before these athletes are entered in meets.**

CATEGORIES OF ATHLETE, CLUB AND NON-ATHLETE MEMBERSHIPS OFFERED BY MS

ATHLETE MEMBERSHIP:

YEAR-ROUND ATHLETE

Year-round athlete membership is for a calendar year period (January – December). New athlete memberships processed on or after September 1 are valid through December 31 of the following year. USA Swimming's fee for registration year 2016 is \$54.00; the MS fee is 16.00 for a total fee of \$70.00.

Year-round athlete membership provides liability and secondary accident medical insurance coverage, plus complimentary issues of Splash, the official USA Swimming magazine.

New membership is defined as someone who has not been registered in the last 20 years. Renewed membership is defined as someone who prior to registering for 2016 had been registered as any membership type during the past 20 years.

OUTREACH ATHLETE

Outreach membership is a year-round athlete membership with reduced fee and is offered to economically disadvantaged youth. Membership is for a calendar year period (January-December). New memberships processed on or after September 1 are valid through December 31 of the following year. USA Swimming's fee for registration year 2016 - \$5.00; the MS fee is \$2.00 for a total fee of \$7.00.

The goal is to provide opportunities in swimming to economically disadvantaged youth in Michigan. Athletes who apply for Outreach Membership in MS must submit a copy of a current Federal Free and Reduced Lunch Program Verification Form or a current Food Stamp Letter.

SEASONAL ATHLETE

- **Individual Season** athlete membership is offered in Michigan for an unspecified but continuous period of not more than 150 days beginning on the date of registration. This type of membership will extend beyond December 31st, if applicable, until all 150 days are expired.
- **Season 1** athlete membership is offered in Michigan for a structured 150-day period beginning April 4th and ending on August 31st of each year.

The seasonal membership program offers a competitive swimming program to those athletes who swim for only part of the year. Seasonal athletes may compete in USA-S Sanctioned or Approved meets below Zone Championship level. USA Swimming's fee for registration year 2016 is \$30.00; the MS fee is \$16.00 for a total fee of \$46.00.

Seasonal athlete membership provides liability and secondary accident medical insurance coverage for the designated period of the membership.

SINGLE-MEET OPEN WATER ATHLETE

Membership is offered for the specific date(s) of an open water competition. The athlete must compete unattached. Single-meet open water athletes may compete in USA Swimming sanctioned and approved meets below the Zone Championship level. USA Swimming's fee for registration year 2016 is \$10.00; MS does not add a fee for this type of membership so the total fee is \$10.00.

There is no limit to how many times an athlete can join as a single-meet open water member during a given registration year. Single-meet open water membership is valid for a period of three days.

Single-meet open water membership provides liability and secondary accident medical insurance coverage for the designated period of the membership.

MEMBERSHIP CARDS

Athlete membership cards are mailed to each athlete by USA Swimming but may not reach the swimmer until several weeks after they have registered. In order to prove membership for deck entry, athletes may print their membership cards from their DECK PASS account. Clubs may prove athlete registration by printing a copy of the athlete roster from their Club Portal.

CLUB MEMBERSHIP:

Year-round club membership is for a calendar year period (January – December). Club memberships processed on or after September 1 are valid through December 31 of the following year. At the May 2011 House of Delegates Meeting, a sliding scale for club renewal fees depending on the renewal date was instituted. For those renewing between September 1 and November 30, the charge is \$125. Club renewals postmarked between December 1 and December 31 will be \$200 and renewals postmarked on or after January 2 will owe \$300.

All USA Swimming registered year-round clubs have liability insurance coverage.

NON-ATHLETE MEMBERSHIP:

Non-athlete membership is for a calendar year period (January-December). Non-athlete memberships processed on or after September 1 are valid through December 31 of the following year.

Non-athlete members are coaches, officials, meet directors, board members, parents, chaperones and other individuals who do not swim. USA Swimming's fee for registration year 2016 is as follows:

Individual: \$54.00; the MS fee is \$16.00 for a total fee of \$70.00;

Family (family membership is for two non-athlete members, related by blood or marriage living at the same address): \$108.00; the MS fee is \$16.00 for a total fee of \$124.00.

All non-athlete membership categories provide liability and secondary accident medical insurance coverage and, in addition, members receive a copy of the USA Swimming rulebook as well as complimentary issues of Splash, the official USA Swimming magazine.

ATHLETE REGISTRATION

The registration of year-round and seasonal athletes via the submission of paper applications to the MS Office will result in an additional \$5.00 per athlete charge in addition to the current membership fee.

Clubs should accept new athlete registrations and renewals (including those for Outreach Athlete Members) by having a parent or swimmer (if not a minor) complete and sign the current year's USA Swimming application form. The club's registration officer should then process all registrations by entering all of the information from these application forms into the software that the club uses to manage their team. This software must be compatible with SWIMS (e.g., SDIF version 3 (*.sd3), COM Link (*.cl2) or XSDIF (*.xml)) and the version of the software should be current so that it is capable of exporting ALL of the information contained on the current year's USA Swimming application to a batch file and sending it to the MS Office via email along with a list of the athlete names in the batch.

If your club elects to use an application form other than the one provided by USA Swimming to gather information regarding your athletes, make sure that it incorporates ALL of the information on the 2016 USA Swimming application including the year of high school graduation for those athletes who are in high school.

Clubs submitting electronic registrations are not required to send copies of original membership applications to the MS Office unless the athlete was registered with a different club during the past 120 days (see the section on ATHLETE TRANSFERS, page 10).

Each registration batch is to be for a single club and payment must be arranged for before the registrations will be processed. A properly completed **Money Summary Form** (including the batch number from your registration software) should accompany all submissions so that we understand what you are intending to purchase.

All athletes belonging to a club should register through the club. Athletes should not send applications directly to the MS Office.

Lists of currently registered athletes are available to each club in their Club Portal on the USA Swimming website. See Table of Contents for directions on accessing the Club Portal.

USA-S ATHLETE REGISTRATION USING TEAM MANAGER OR TEAM UNIFY

These programs may be used to register Year Round, Season1 and Individual Season and Outreach athletes only. All non-athletes and clubs must be registered using paper copies.

Follow the instructions for the software package you are using to format the information so that it is usable by SWIMS.

Keep in mind the following standards set by USA-S:

- o Enter the legal name of the athlete. There is a separate place for the preferred name. Use it for nicknames.
- o Enter names with upper/lower case, first letter capital. (i.e. John Edward Doe).
- o Enter entire middle name if available.
- o Be sure to include all information requested on the USA-S application—date of birth, sex (gender), address, home phone (separated by hyphens), parents' names and citizenship are required. Disability, ethnic information, household e-mail address and year of high school graduation for athletes in high school are optional but should be included if they are filled in on the application.

Telephone Numbers: Do you know what happens when a phone number is not entered separated by hyphens (as per the formatting standard)? Here's an example:

My phone number is 231-690-5847. That number separated by hyphens takes up 12 spaces and SWIMS allots 10 spaces in addition to the 2 hyphens. If it is entered as (231) 690-5847 this requires 14 spaces and this is what I will see in SWIMS: (23-) 6-0584. This is useless information!

MICHIGAN SWIMMING (MS) OFFICE REQUIREMENTS FOR REGISTRATION EXPORTS:

Send an email to the Michigan Swimming Office with your exported batch file, a report listing the athlete names in the batch, and a completed money summary form as attachments.

- o If the athlete is transferring from another club, a hard copy of the application or a Transfer Form signed by the parents (or swimmer if not a minor) must be sent.
- o Will also need a NOTIFICATION OF MEMBERSHIP IN USA SWIMMING form signed by the athlete (if the athlete is a member of another FINA)
- o The registration batch will not be processed until payment is arranged for

ATHLETE TRANSFERS

TRANSFERS AT THE TIME OF ANNUAL REGISTRATION

If an athlete registers with a club other than the one they competed with the previous year and the athlete could have competed with the old club during the previous 120 days, a copy of the signed athlete application form must be provided to the MS Registration / Membership Chair—even if the registration is being submitted electronically. This copy should contain the last date of

competition in a USA Swimming Sanctioned Meet with the former club--space is provided at the bottom of the application for this information.

Exact last dates of competition in a USA Swimming Sanctioned Meet are important because of the "120-day Rule" (see Article 203.3 of USA Swimming Rules & Regulations). If the transfer comes in electronically at the time of registration and the signed application is not provided, either the date the request for transfer is received by the Membership / Registration Chair or the last date the athlete could possibly have competed with the previous club will be assigned as the last date of competition and the athlete will not be eligible to officially attach to the new club until 120 days from the assigned last date of competition.

There is no additional charge for athletes who transfer at the time of registration.

TRANSFERS DURING THE REGISTRATION YEAR

Transfers for athletes who are currently registered and now wish to move to another club are to be submitted on the **MS Athlete Transfer Form**. This form is to be filled out completely and signed by the athlete, or by the athlete's parent or guardian if the athlete is a minor, and by a representative of the club that the athlete is transferring into. This ensures that the club has room for another swimmer at their facility and lets them know that this swimmer is now a member of their club. Again, the exact date of the last swim in a Sanctioned Meet with the previous club shall be specified and it will be verified by checking the TIMES for the athlete in SWIMS using the SWIMS software. There is a \$5.00 charge for transfers which are not being requested at the time of registration.

FOREIGN FEDERATION ATHLETE JOINS USA-S

When a member of another FINA Federation applies for membership in USA-S, he/she must complete the **Notification of Membership in USA Swimming Form**. USA-S will use this information to notify the athlete's home federation.

The athlete should complete (including dates of club and national competition in their home country) and sign the form and it should then be sent to the MS Office. The LSC Registration Chair will process the registration, sign the form and forward it to National Headquarters.

Keep in mind that these athletes must also abide by the "120-day rule."

CLUB REGISTRATION

Club membership is for a calendar year. Clubs apply for membership through the MS Office by completing an application form and paying the fee (see Money Summary for exact amounts). A club applying for membership on or after September 1 will receive membership valid through December 31 of the following year.

All clubs must ensure that all athletes participating in club practices and USA Swimming sanctioned competitions are members of USA Swimming. In addition, all employees (coaches or lifeguards) of USA-S clubs must join USA-S as non-athlete members and complete all requirements of membership (see Page 16). The coach of record for a USA-S member club must be at least 18 years of age.

All clubs which register for the first time as a year-round club member must comply with the New Club Membership Requirements established by USA-S (see page 13).

There are many benefits to clubs and individuals who join USA-S. Clubs, coaches and athletes receive liability and excess insurance coverage. Members can compete in USA-S sanctioned competitions which ensure safe, fair and competently officiated events. In addition, there are educational benefits to clubs, coaches and individuals.

Club applications must include names, street addresses, phone numbers and email addresses for the following positions:

- Club Delegate / Club Contact (may vote at the annual House of Delegate (HoD) Meeting but must be a registered member of USA-S in order to be eligible)
- Athlete Delegate
- Head Coach (must be registered as a Non-Athlete Coach member)
- Club President
- Club Membership Coordinator
- Club Treasurer
- Club Meet Entry Coordinator
- Find-A-Club Contact

In addition, club applications must list the names and addresses of the venues they use for practice.

Clubs may not be renewed or new clubs may not be added unless someone from the club checks and signs the club application form verifying that the club will conduct pre-employment screening (see page 14) on any job candidates AND that the club is complying with the All Racing Start Certification Process. If these boxes are not checked and those sections of the application not signed, the application will be returned to the club.

To avoid confusion, changes to *club* information will only be accepted from the Club President or Club Delegate of record. However, when such changes occur, please inform the MS Office as soon as possible.

CLUB RENEWALS

Provide all information requested on the Club Membership Application Form. The person listed as Club Membership Coordinator will be the person through whom the MS Membership / Registration Chair will communicate all registration issues. Be sure to include an email address.

Some positions have additional requirements. They are as follows:

- Head Coach:
 - Must be registered as a Coach Member of MS for the registration year for which the club is making application with all requirements current at the time of club renewal.
- Meet Directors:
 - Must be members of USA Swimming with current Background Screen and APT.

NEW CLUBS

Clubs applying for new annual club membership in MS, in addition to completing the Club Membership Application Form (procedure listed above under renewals) MUST complete the following additional requirements:

- Requirement Checklist for First Year Club Membership
- Team Mission Statement
- First Year Budget or Business Plan
- Safety Action Plan for all facilities
- Facility Use Confirmation Form (for all facilities)
- Online Club Leadership and Business Management School 101 (CLBMS 101). This online course must be completed by a minimum of two team representatives as part of the new club application process. The USA Swimming Board of Directors has directed that the following team representatives must complete the 101 online course and submit certificates of completion with their application for a new club:
 - Non-Profit Organizations – Head Coach and Club President (or President's designee)
 - Institutionally-Owned Clubs – Head Coach and his/her supervisor (or supervisor's designee)

- Privately or Coach-Owned Clubs—Head Coach and Owner. If Head Coach is the owner, 2nd participant is designated by the Head Coach.
- Club Leadership and Business Management School 201 (CLBMS 201). Prior to the second year of club registration, club representatives are also required to attend the in-person CLBMS 201. This course is offered within the Michigan LSC every two (2) years.
- Additional personnel requirements:
 - Head Coach:
 - Must have completed American Swim Coaches Association (ASCA) Level 1 – Educational Requirement
 - Must have completed ASCA Level 2 – Stroke School
 - Must have completed ASCA Level 3 – Physiology School, **OR**
 - Have completed three (3) years of prior USA-S coaching experience.

All forms and the \$125.00 registration fee for the club (as well as the \$70.00 registration fee for the Head Coach) are to be sent to the MS Membership / Registration Chair. After verification that all requirements have been met, the materials will be forwarded by the MS Membership / Registration Chair to the Central Zone Sports Development Consultant at USA-S Headquarters for final approval.

These procedures and all documents needed for the process are also available on the USA-S website at
 <<http://www.usaswimming.org/DesktopDefault.aspx?TabId=1606&Alias=Rainbow&Lang=en/>>

PRE-EMPLOYMENT SCREENING

Clubs are responsible for hiring and supervising their own coaches and staff, and managing their own volunteers. Responsible and thorough hiring practices are critical to maintaining a safe and healthy training environment for our members.

The pre-employment screening program requires clubs to conduct three required screens prior to offering employment to any potential employee. The three screens are (1) past employment reference checks; (2) verification of the highest held level of education; (3) acquiring a state motor vehicle report. Clubs are also encouraged to complete two optional screens: (1) social network search; and (2) Google media search.

At the time of the annual renewal, clubs are required to signify that they are conducting pre-employment screening on all new employees who are required to be members of USA Swimming as per USA Swimming Rules, Article 502.6.8.

See the USA Swimming website (www.usaswimming.org) for additional information.

RACING START CERTIFICATION

Effective May 1, 2009, USA Swimming's Board of Directors modified the racing start rule, 103.2.2 (which already provides that racing starts should only be taught in at least six feet of water) to further clarify that racing starts should only be taught under the direct supervision of a USA Swimming member coach, and to expand the definition of teaching racing starts to make clear that no swimmer who has not been certified as proficient by his or her coach should be performing racing starts into less than six feet of water.

All clubs must ensure that all team members are certified and that coaches understand and comply with the certification process. Failure to do so could jeopardize club and coach insurance coverage. Racing Start Certification Forms are available from the USA Swimming website. The club may not register or renew unless they signify that they are complying with this rule and that they maintain records for its athlete members.

NON-ATHLETE REGISTRATIONS

PICTURES ON MEMBERSHIP CARDS:

Non-athlete members are strongly encouraged to provide a passport-style photograph electronically along with their membership application. Pictures will be placed on the 2016 membership cards for all non-athletes who make the pics available. This should speed up the process of check-in at meets.

DECK PASS ACCOUNTS:

Membership cards may be printed from DECK PASS. Coaches who have not received their membership cards but want to gain deck access at a meet may use this membership card printout in lieu of the card from the MS Office.

ALL NON-ATHLETE MEMBERS are required to complete the following:

CONCUSSION TRAINING: The State of Michigan regulates sports concussions and return to athletic activity. In order to meet the requirements of the law all coaches, employees, volunteers, and other adults who are involved with a youth athletic activity must complete one of the concussion awareness on-line training courses offered at http://www.mi.gov/mdch/0,4612,7-132-54783_63943---,00.html. All officials and coaches must then print a copy of the certificate of completion and send it to the MS Office. At this time we are not certain of how often this concussion awareness training must be done. All Officials and Coaches will be required to have their certificates of completion on file with the MS Office before a membership card will be issued.

BACKGROUND SCREENING: All non-athlete members are required to complete a Background Check through the USA-S provider, Sterling Infosystems. It is the member's responsibility to RENEW their Background Screening every two years before it expires (see www.usaswimming.org/backgroundcheck). Also see Background Check Update on page 5.

ATHLETE PROTECTION TRAINING (APT): APT is a requirement for ALL non-athlete members and once their current APT expires, non-athletes will be required to complete APT every 2 years. The expiration date will always be 12/31/XX.

New members must have their non-athlete application form processed by the Michigan Swimming Office before they can sign in to complete this course. The course is free of charge and should take 30-60 minutes to complete.

OFFICIALS & OTHERS

To register as an Official or a non-athlete, non-coach member, the non-athlete application form must be completed and mailed or e-mailed to the Michigan Swimming Office.

APPRENTICE OFFICIALS:

This is a fairly new category for a non-member who has initiated the process of becoming an Official in the LSC. To enable tracking membership completion

dates through the Officials' Tracking System (OTS), a non-member Apprentice Official may be entered into SWIMS. The Apprentice Official will have 60 days from the date he/she initiates training as an official to complete all membership requirements for Officials and submit a non-athlete application and fees to the LSC registrar.

COACH MEMBERSHIPS

Since coaches are employees of the club, it is recommended that the club (the Club Delegate, the Club President or the Head Coach) maintain current copies of all coach safety cards and keep track of the requirements for their club's coaches. Encourage your coaches to also forward copies of new safety cards (these must include the name of the instructor) to the MS Office immediately upon receipt from the certifying organization since these items are not updated in SWIMS until they are received at the Office of MS.

To become a registered USA-S coach, the individual must complete the Concussion Training, a Background Check and the APT (see paragraphs directly below NON-ATHLETE REGISTRATIONS above). In addition the steps below (related to Coach Safety and Coach Education) must be completed. After they are completed, the coach registers through the MS Office by mailing or emailing the application and arranging for payment. Please carefully read through all steps.

SAFETY CERTIFICATIONS: Prior to registering, a coach must have current **acceptable safety certifications** in the following courses: CPR and Safety Training for Swim Coaches (STSC). The STSC course has an in-water component and an online (classroom) component. The list of currently acceptable courses "*Requirements and Equivalents*" is available on the MS <www.miswim.org> and on the USA-S websites <www.usaswimming.org>. This list should be consulted to ensure that all coaches are completing courses that have been approved by USA Swimming.

EDUCATIONAL REQUIREMENTS: An individual registering as a coach for the first time must complete the online Foundations of Coaching (FOC) 101 test prior to becoming a Coach Member. Prior to registering as a coach for the second year, the online tests for Foundations of Coaching 201 AND Rules and Regulations must be completed. Once a coach has met the exam requirements, USA-S will automatically notify the MS Office and load the information into the member's online membership record.

In addition to the properly completed form and fees, those applying for coach membership are required to provide copies of their CPR and STSC certificates, or the equivalent – be sure to include the name of the instructor. Do not submit originals. They will not be returned.

The coach's membership will only be valid until 31 December of the registration year or until one of the safety certifications or the background screening expires, whichever occurs first. The "Valid To Date" is always printed on the coach card which is mailed to each coach. An updated coach card will be issued to the coach whenever s/he submits a new CPR or STSC card or updates a background screen.

NOTE: If a coach would renew all certifications during August or September and then renew the USA Swimming membership in

September/October, the coach membership would not expire during the middle of the swim year.

PHYSICAL DISABILITY WAIVER

Some individuals who apply for coach membership have disabilities that prevent them from completing CPR/AED (asthma) and Safety Training for Swim Coaches (wheelchair). These people are unable to participate in the skills demonstration required to pass these courses. The following procedures must be followed by people who apply for coach membership but are unable to complete the safety courses due to physical disabilities:

Obtain current certification in any of the two courses where his/her disability is not a factor. Certifications must be from the list of USA-S approved courses—see list of Requirements and Equivalents on the MS or the USA-S website.

Take the remaining course(s) and complete the written exam at the end of the course.

Obtain a letter from the organization that administered the course(s), stating that the candidate passed the written exam(s) but was unable to participate in the skills demonstration portion of the exam(s) due to a physical disability. Letters should be submitted to the MS Registration/Membership Chair.

Submit a letter to the MS Registration/Membership Chair from the club's head coach or board president, stating that a lifeguard or another USA-S coach will also be on deck at all times.

Copies of the certifications (including the name of the instructor) along with both letters listed above are to be submitted along with the registration form.

2018 FEES

CLUB REGISTRATION FEES

Annual Club Membership is \$125

- Renewals postmarked before November 30th – One Hundred Twenty-Five Dollars (\$125.00)
- Renewals postmarked between December 1st and December 31st – One Hundred Fifty Dollars (\$150.00)
- Renewals postmarked on or after January 2nd – Three Hundred Dollars (\$300.00).

ATHLETE REGISTRATION FEES

Annual Athlete Membership – Seventy Six Dollars (\$76.00)

Seasonal Athlete Membership – Forty-Eight Dollars (\$48.00)

Outreach Athlete Membership – Seven Dollars (\$7.00)

Must qualify—(see Outreach Section, page 5)

Open Water Single-Meet Membership – Ten Dollars (\$10.00)

Athlete Transfer – Five Dollars (\$5.00)

NON-ATHLETE REGISTRATION FEES

Annual Individual Membership – Seventy Six Dollars (\$76.00)

PENALTIES

UNREGISTERED ATHLETES

Any club that enters athletes in a MS sanctioned meet whose properly completed registration is not in the hands of the Registration/Membership Chair prior to the close of the meet entries shall be subject to a fine of One Hundred Dollars (\$100.00) per athlete. See the Certification of Registration Status which is included in every sanctioned meet packet.

Electronic notification of the violation shall be sent to the club registration contact and the president of the offending club.

2018 REGISTRATION FORMS

The following registration forms are available in a Registration Folder on the MS website:

ACH Form

Application for Transfer

Apprentice Official Application

Athlete Application Form

Athlete Outreach Verification Form

Club Application Form (4 pages)

Money Summary Form

Non-Athlete Application Form (for Coaches, Officials & Other Non-Athletes)

Notification to Foreign Federation of Membership in USA Swimming

Seasonal Application Form

Single-Meet Open Water Athlete Application Form

OTHER USEFUL INFORMATION

CLUB PORTALS

USA Swimming has created several reports including a Club Athlete Roster and a Non-Athlete Roster from the SWIMS database that are available only on your Private Club Portal (located under the REPORTS tab of the Club Portal).

Club Portals are accessible from the USA Swimming (USA-S) website: <http://www.usaswimming.org/>. Although most of the information in the Club Portals is available to anyone, information in the REPORTS area is available only to those with the CLUB PORTAL PASSWORD. All users in your club will use the same CLUB PORTAL PASSWORD which may be obtained from the Michigan Swimming Permanent Office.

To access it, users must first establish a personal Sign-in Name and Password (if they haven't already done so) and use it to sign onto the USA-S website. To find the link to the Club Portal, mouse over the Member Resources menu at the top of the page and click Club Portal Search under the Swim Clubs heading. Search for your club and then click on the "Club Portal" link for your club under Options in the search results. From there, click on the "Club Administrator Login" box and enter your portal password. Then you must click the "Edit Club Portal" link with your mouse – do not press ENTER or RETURN or you won't be logged in. To begin updating your club portal, entering club profile information, or working on the Club Recognition Program, follow the instructions that come up on the next screen. If you need to view or print the rosters available for your club, click the REPORTS tab.

The **Club Portal** is a free "mini website" for your club. Even if you have a club website, the Club Portal is another avenue of communication for the members. If your club already has a website, this section is not meant to displace it, but rather to augment it and to provide clubs with useful reports from the USA Swimming registration database.

WHAT DOES THIS MEAN FOR COACHES AND CLUBS?

First:

It means that clubs and coaches can print a current, valid roster from your Club Portal as proof of registration for a meet. The meet director must accept this as proof of membership.

Second:

The Portal allows coaches and clubs to check at anytime (even at 1:00am) to see who is registered, without waiting for the LSC registrar to wake up! The roster contains the names and ID numbers for each registered athlete along with the expiration date for their membership. Unattached athletes in process of transferring into clubs will be listed on the roster beginning this year.

Third:

A current non-athlete roster can be printed for your Club and determinations can be made about which items are expiring and when for each coach. This roster can also be used as proof of coach membership at meets.

Fourth:

Your Club's membership statistics are available, generated from the SWIMS database.

New reports are developed by USA-S and placed in this folder periodically.

HOW DO YOU ACCESS THIS INFORMATION?

Once you are logged into your own Club Portal, click **the REPORTS tab** to see the current rosters and statistics.

WHO SHOULD HAVE ACCESS TO THE CLUB PORTAL REPORTS?

At a minimum, everyone in the club who has responsibility for athlete and non-athlete registration or meet entries should have access to the REPORTS area of the Club Portal. They can use the report to determine if the athlete(s) they are entering in meets are currently registered or to see if a coach's credentials are current.