**2013 REGISTRATION REPORT**

**1) Sending your registration doesn’t mean your athletes are**

**REGISTERED, I only download the file when I receive the CHECK.**

**Each registration batch sent to the office should have the electronic registration recap, the SES swimming recap, and the check. If you are sending an electronic registration – keep the registration forms. ONLY send forms with athletes**

**that need to be manually entered into the SWIMS database.**

**There is a $50 – 100 dollar fine for entering a swimmer that is not properly registered. Plus if they are not registered by the time the meet is over there is a**

**$50 fine for each event too.**

**There are a number of ways to check your registration –**

 **You have their card (or a copy)**

 **The team roster is in your club portal on the USA Swimming.**

 **Deck pass is another way**

**2) Coaches Safety --- make sure you inform you coaches as to what is acceptable and what is not acceptable for your safety courses. New Coaches Safety, it is a blended course. Please read the web page.**

 **It is the club and coach responsibility to track all coaches’ certifications.**

 **USA Swimming wants to close all deck access if possible to only coaches and officials - -must present a card.**

 **Status can always be check in club portal or deck pass.**

**3) Host meet directors - please make sure you get the SD3 file to me the weekend before your meet and the sd3 file to me at the END of the meet. This will help get all our meet results into SWIMS in a timely manner.**

 **Host Meet Directors – only registered coaches allowed on deck.**

 **Make sure you have all the new information that USA Swimming has passed in the past two years is included in all your meet information. On the web page under meet management.**

 **Remember what you bid for entry expenses is what you MUST use.**

 **ANY variation from you accepted meet bid must be approved by the General**

**Chair and abide by rules set out in the Aquatics Guide**

 **Please have your meet information to me 4 weeks prior to your meet**

**4) TRANSFERS – fill out form completely – make sure date of last competition is listed, NOT last time they swam with the team. If it is not there I will use the date that I receive the request.**

 **Transfers notification will be sent to their former team.**

**5) Please do not send registered mail that has to be signed for delivery.**

**6) If you or one of your coaches has a change in address – E- mail or street address please let me know.**

**7) New information on Deck pass is on the web page. You may use your deck pass for verification of membership.**

**8) Athlete cards are now mailed by USA swimming. Information is on the web page.**

**9) USAS convention approved a $2.00 increase in dues per year for the next 10 years.**

**10) Club portal – if you don’t have your password, contact USA swimming for your password. The club portal has all your club information, athlete and non-athlete.**