**2016**

**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. Unattached swimmers are the ONLY athletes that need to be manually entered into the SWIMS database send those forms in with payment. There is a HOW to do electronic registration and how to enter a meet electronically on the web page, under registration forms.**

 **NO individual checks will be accepted for athletes unless they are unattached.**

 **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 - USA Swimming Article 302.4**

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

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

 **Athlete** **Deck pass is another way**

**IF THE SWIMMER IS NOT SHOWING UP IN YOUR CLUB PORTAL ROSTER - THEY ARE NOT REGISTERED THUS THEY CAN NOT BE ENTERED INTO A MEET.**

**2) 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. There is a webpage devoted to meet management on the web page for reference.**

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

 **Host Meet Directors need to be registered with USA Swimming.**

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

 **ANY variation from your accepted meet bid must be approved by the General Chair and a bid by rules set out in the Policy and Procedure.**

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

**3) 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.**

 **A) when renewing your team registration with a transfer, please enter them as a renewal and send in their transfer form.**

 **b) During season if you have a transfer you use the CHANGE option, send that in electronically and mail form**.

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

**5) 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.**

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**6) USA Swimming will be introducing ON LINE registration within the next year, they hope to have it up and running for the 2017 - 2018 registration period..**

**8) DO NOT combine checks payments -- one check for registration, one check for surcharges, one check for sanction and/or fines.**

**9) Your background check, Athlete protection and all your education courses are automatically updated in the database. NO need to send them to me. All completed courses should be updated within two days of completion.**

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**SANCTIONING MEETS**

**1) Please have meet information to me 1 month before the meet.**

**2) Meet information must follow the host team's meet bid and approved meet calendar.**

**2) Please follow the USA Rule Book - Article two---make sure all your listed people are currently registered and in good standing.**

**3) Whatever information you have in the invitation is what is sanctioned, you cannot change anything without getting it approved by the General Chair. The only thing you can change must be included in the invitation.**

**APPROVE/OBSERVED MEETS**

**1) Please have the meet information and forms to Robby 10 days before the meet.**

**2) Please follow the USA Rule Book - Article two. make sure all your listed people are currently registered and in good standing.**

**3) Whatever information you have in the invitation is what is sanctioned, you cannot change anything without getting it approved by the General Chair. The only thing you can change must be included in the invitation.**