**2020**

**REGISTRATION &**

**SANCTIONING**

**REPORT**

**1) Sending your registration via email, doesn’t mean your athletes are REGISTERED, I only download the file when I receive the CHECK or ACH RECAP. Each registration batch sent to the office should have the electronic registration recap, the SES swimming recap, and the check OR ACH. 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**

 **Please run a exceptions report before sending the SD3 file to the Registration Chair**

**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.**

**.**

**6) USA Swimming -**

 **a) FLEX – $20 FOR THE YEAR, TWO MEETS ONLY.**

 **b) Junior Coaches Membership for coaches under the age of 18.**

**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.**

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

**4) Please have your referee review your meet invitation before sending to me.**

**5) 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.**

**REMEMBER THAT STARTING SEPTEMBER 1 ALL SURCHARGES GOT $4.00**

**APPROVE/OBSERVED MEETS**

**1) Please have the meet information and forms to Tom Healey 10 days before the meet. – I have to send some of these to USA Swimming for their approval.**

**2) Please follow the USA Rule Book - Article two. make sure all your listed people are currently registered and in good standing. Make sure you send form, meet invite and check to Tom Healey.**

**3) Please have your referee review your meet invitation before sending to Tom Healey**

**4) We will post these meets on the web page under Approved/observed Meets.**

USA SWIMMING NON-SANCTIONED VIRTUAL MEET SOLUTION –

<https://www.usaswimming.org/times/virtual-offerings/non-sanctioned-meets>

**NEW**[**SANCTION REQUEST FORM FOR THE JULY**](https://www.teamunify.com/szsslsc/UserFiles/Image/QuickUpload/2020-sanction-request-2-2-with-new-lanuage-for-july_051515.doc)**AND AUGUST MEETS. MUST BE FILLED OUT AND RETURNED TO THE SES OFFICE**

**FORM ON THE WEB PAGE UNDER MEET MANAGEMENT.**

**The first step is to have every club register via the Southeastern LSC website**

You should have received instruction as to how to sign up for ACH If your club would like to use this method of payment if you have already signed up.

The web page is below.

Please note two things.

1)register your teams with TEAM UNIFY on SES web page front page:

2) please enter the BEST person for your contact - this person should be the person who will get invoices if you chose to **use** ACH.

3) Enter club code for last name, club name for first name – log in should be the person receiving invoices.

Here is the web page ---- [http://www.teamunify.com/MemRegStart.jsp?team=szsslsc](https://apc01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.teamunify.com%2FMemRegStart.jsp%3Fteam%3Dszsslsc&data=02%7C01%7C%7C6c59f8195e92476f621308d77219f4bb%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637103328111972675&sdata=2vII%2F9oJxZ2N5plPHkk8Il4%2F5ZC85NqBycmfvZWs4iU%3D&reserved=0)

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**I Strongly recommend updating your third party registration program - Member Data Validation Service.**

[**https://www.usaswimming.org/utility/landing-pages/club/member-data-validation-service**](https://www.usaswimming.org/utility/landing-pages/club/member-data-validation-service)