

## Appendix L TEAM REGISTRATION AND MANAGEMENT

Revised 12/1/15

STSI will now process registrations (club, non-athlete, or athlete) and invoice fees to the indicated South Texas Swimming account for the club or club location through Team Unify. If you send registrations using USPS, UPS, FedEx, etc, please waive the signature. Requiring a signature only delays the retrieval of your package and negates the extra expenses incurred.

**All registrations can be submitted electronically. Simply email all registration documentation and zip file to [registration@stswim.org](mailto:registration@stswim.org). Your account will be invoiced for all fees. Invoices will be generated on the 1st of every month and payment is due by the 10th or the next business day if the 10th falls on a weekend or banking holiday.**

### Athlete Registrations

Athlete Registrations are accepted via electronic registration prepared in Team Manager or Team Unify.

**New Athletes** – joining USA Swimming for the very first time. The registration zip file and associated reports including financial summary should be sent to – [registration@stswim.org](mailto:registration@stswim.org). Proof of legal name and age may be submitted electronically for faster processing. Please reference the batch number with every email. Documentation may also be sent by sharing a link to a shared drop box or drive. If mailing documentation please send to PO Box 592793, San Antonio, TX 78259.

### **New Swimmers:**

Proof of legal name and age is required as we swim age group competitions in STSI. If the individual has had a name change, that document should be submitted in addition to the birth certificate or passport.

### **New Outreach Swimmers:**

Proof of legal age name and age along with the South Texas Athlete Outreach Verification form are required. The South Texas Swimming / USA Swimming Athlete “Outreach” Registration is a Scholarship program for athletes whose family are currently in need of financial aid from their swimming Club to participate. The South Texas Swimming “Outreach” Registration policy provides an annual reduced registration fee for USA Swimming membership, provided the athlete’s club gives a reduced monthly club fee. The Outreach Fee is currently \$7.00 per year.

For a swimmer to be registered as an “Outreach Swimmer”, the South Texas Athlete Outreach Verification Form, located on the [Forms](#) page of the STSI website must be completed and submitted along with associated required documentation with the registration batch. Outreach swimmers are marked in Team Manager or Team Unify as Outreach. The Outreach Status is marked in SWIMS based upon the submitted outreach form.

**Returning and Transfer Athletes** – all previously registered athletes. The registration zip file and associated reports including financial summary should be sent to – [registration@stswim.org](mailto:registration@stswim.org). Transfer forms may be submitted electronically for faster processing. Please reference the batch number with every email. Documentation may also be sent by sharing a link to a shared drop box or drive. If mailing documentation please send to PO Box 592793, San Antonio, TX 78259.

### **Transfer Swimmers:**

1. Always ask swimmers joining your team if they have EVER been a member of a swim team. Do not qualify your question with “USA Swim Team.” You want to know about all summer league as well as year round teams. Some summer leagues register their swimmers with USA Swimming.
2. Check with your coaches to see if any of the “new” swimmers seem a little more advanced than a true “new” swimmer.

3. Go to the Times Search page on the [USA Swimming](#) website. For “Unknown Transfers,” to determine if a swimmer may have been previously registered:
  - a. Type in last and first name. Select a “Date Range” using the starting date as 01/01 of the year they would have been six years old and the end date as today’s date.
  - b. Send e-mail to the STSI office with the swimmer’s full legal name and date of birth.
 For “Known Transfers”, use this same link to verify date of last competition.
4. The most current version of the Transfer Form located on the [Forms](#) page of the STSI website should always be completed for transfer swimmers. Confirm that the former team, the former LSC, and the last date of competition are correctly entered on the Transfer form. If not entered or unknown, please look up the swimmer on the Times Search page on the [USA Swimming](#) website This link will also give you the date of their last competition representing their former club.  
***If they have never completed in a meet, please so note.***
5. Transfer swimmers, from out of the ST LSC, will need to complete a transfer form, provide a birth certificate, passport, etc. proving age, and a \$15.00 out of LSC fee will be added to the South Texas Swimming account for the club or club location registering the swimmer.
6. Transfer swimmers from another ST LSC team only will need to complete a transfer form.

#### **Renewal Outreach Swimmers:**

The South Texas Swimming / USA Swimming Athlete “Outreach” Registration is a Scholarship program for athletes whose family are currently in need of financial aid from their swimming Club to participate. The South Texas Swimming “Outreach” Registration policy provides an annual reduced registration fee for USA Swimming membership, provided the athlete’s club gives a reduced monthly club fee. The Outreach Fee is currently \$7.00 per year.

For a swimmer to be registered as an “Outreach Swimmer,” the South Texas Athlete Outreach Verification Form, located on the [Forms](#) page of the STSI website, must be completed and submitted along with associated required documentation with the registration batch. Outreach swimmers are marked in Team Manager or Team Unify as Outreach. The Outreach Status is marked in SWIMS based upon the submitted outreach form.

#### **Important Notes for ALL Athlete Registrations**

1. Beginning in 2014, all athlete cards will be mailed from USA Swimming nationals, directly to the athlete. Cards will only be mailed one time. Misdirected or lost cards will not be replaced. Club registrars need to ensure that a correct mailing address is recorded in the team’s database.
2. All USA Swimming teams are required to keep Athlete Registration information on file in their records for three years. Do not mail or email the Athlete Registration Forms to the STSI Office.
3. USA Swimming strongly encourages clubs to properly record the ethnicity of each athlete. Please make sure to check one of the ethnicity boxes in your database.
4. USA Swimming requires that Disability Athletes be properly recorded in your team database so that the information correctly exports and uploads to the SWIMS database. If you have disability athletes, please correctly mark the specific disability in your database.
5. USA Swimming requires that an entry be made in your database reflecting the citizenship of the athlete. Do not automatically assume that all of your athletes are USA citizens. If you receive a foreign passport or visa as proof of name and age, chances are quite good that the athlete is not a USA citizen. Foreign birth certificates require checking the box on the application form to determine a proper citizenship designation.
6. For high school age athletes, USA Swimming requires a high school graduation date to be entered into your team database, so that information correctly exports and uploads to the SWIMS database.

Step-by-step instructions for entering registration data and creating registration export batch files are contained at the end of this document.

**Registrations Submitted by Hard Copy Only if application will not be billed through a team.**

All Non-Athlete or Athlete Registrations and associated documentation should be submitted to: Mindy Donofrio, South Texas Swimming, PO Box 592793, San Antonio, TX 78259. E-mail: [admin@stswim.org](mailto:admin@stswim.org) Phone: 210-479-0881 if payment is included and it is not being billed through a specific team.

**Non-Athlete Registrations**

**Registrations Submitted by Hard Copy Only if application will not be billed through a team.**

All Non-Athlete Registrations and associated documentation should be submitted to: Mindy Donofrio, South Texas Swimming, PO Box 592793, San Antonio, TX 78259. E-mail: [registration@stswim.org](mailto:registration@stswim.org) Phone: 210-479-0881 if payment is included.

**Registrations Submitted and billed through Team Unify.**

Simply email all registration documentation to [registration@stswim.org](mailto:registration@stswim.org) and specify team name and site. Your account will be invoiced for all fees. Invoices will be generated on the 1st of every month and payment is due by the 10th (or the next business day if the 10th falls on a weekend or banking holiday).

The new Athlete Protection legislation adopted at the 2010 meeting of the USA Swimming House of Delegates (new Article 305.4) specifies that effective January 1, 2011 "employees and volunteers of USA Swimming, LSCs and member clubs who interact directly and frequently with athletes as a regular part of their duties and individuals with any ownership interest in a member club must be non-athlete members of USA Swimming and satisfactorily complete criminal background checks as required by USA Swimming. This does not apply to volunteers such as timers, marshals, computer operators, etc. who only have limited contact with athletes during a meet.

Hard copies of Non-Athlete Registrations should be mailed with payment and any associated paperwork. These are not handled via electronic registration.

Following is a checklist of items necessary to complete the various classes of Non-Athlete Registrations. **All items**, unless noted as automatic notification, must be submitted with the Non-Athlete Registration Form on an annual basis.

**COACHES**

- Sterling Level 2 Criminal Background Check ([www.usaswimming.org/backgroundcheck](http://www.usaswimming.org/backgroundcheck))
- USA Swimming approved Adult and Pediatric/Child CPR and AED certification (must maintain a current certification at all times – see list of approved courses)
- Safety Training for Swim Coaches Blended Learning Course (must maintain a current certification at all times – consists of two components: (A) an online course and test, and (B) an in-water skills session.)
- Non-Athlete Application form (check membership status at any time through Deck Pass Account.)
- Athlete Protection Training course ([www.usaswimming.org/protect](http://www.usaswimming.org/protect)) *Current and previous members can access the course at any time. New non-athlete members must register through South Texas Swimming before getting access to this online course, which takes approximately 60 minutes to complete and is offered at no charge. New members cannot initiate*

*the course until South Texas Swimming has processed their membership application. Once their membership application has been processed, the log in procedure can be completed. (An error message will appear during the log in if the new member's application hasn't been processed yet.) Renewal must be completed using new Athlete Protection Training Renewal Course every 2-3 years.*

Foundations of Coaching 101 exam (this requirement must be met prior to registering as a first year coach.) The course and test takes approximately 90 minutes. (Cost: \$15) You do not need to purchase the DVD for this course.

Foundations 201 must be completed prior to registering for second year of coach membership. The course and test takes approximately 5 hours. (Cost: \$25.00).

Rules and Regulations is a separate 30 question test completed on the USA Swimming website. Completing this test is the 2nd required component to fulfill the Foundations 201 requirement. (No Cost) Current Rulebook is the required resource.

Please go to [Coach Membership Requirements](#) for test links.

Requirements for coaches must be kept current at all times. **There is no grace period; coach's membership is not valid if any of the requirements lapse or expires.** Coaches **do not have** USA Swimming insurance coverage if their membership is not valid.

To help coaches and clubs manage membership requirements, the date that each requirement expires is printed on their USA Swimming coach membership card, as well as being available on the Deck Pass phone app and through the online Club Portal.

A list of acceptable CPR and STSC courses is published on the USA Swimming website, under the Coaches' Link. **Taking courses that are not on this list will not be acceptable for coach membership.** Every course must be taught in a classroom; online courses are not acceptable. Every course must cover specific topics that are on the committee's requirements list. Every course must end with both a written test and cognitive skills demonstration. These tests must be passed with a minimum grade of 80% in order to pass the course and receive the certification.

**All Coaches' Non-Athlete Applications should include a copy of any updated CPR and Safety Training for Swim Coaches certifications. South Texas Swimming will be notified automatically when coaches have passed the background check, online athlete protection training, and the Foundations of Coaching or Rules and Regulation exams. Once all membership requirements have been met, South Texas Swimming will mail a coach membership card to the team.**

### **VOLUNTEERS/TEAM OWNERS/COMMITTEE & BOARD MEMBERS/OTHERS**

All employees and volunteers of clubs, who interact directly and frequently with athletes as a regular part of their duties and individuals with any ownership interest in a member club, **must be** non-athlete members. Trainers, team managers and chaperones **must be** non-athlete members of USA Swimming. Additionally, USA Swimming recommends that all members of a club's board of directors be registered as non-athlete members. The background screening and Athlete Protection Course are required to become a registered non-athlete member of USA Swimming.

Volunteers such as timers, marshals, computer operators, etc. who only have limited contact with athletes during a meet are not required to be members of USA Swimming.

Personal assistants are individuals who provide help to swimmers, who have a disability. The new legislation requires membership/background check for any personal assistant, who interacts directly and frequently with athletes as a regular part of their duties. Acting as a personal assistant only at meets would not rise to the frequency standard necessary to require membership; however, a personal assistant who routinely comes on deck or into locker rooms at practices would rise to the level that would mandate a membership.

Sterling Level 2 Criminal Background Check ([www.usaswimming.org/backgroundcheck](http://www.usaswimming.org/backgroundcheck))

Athlete Protection Training course ([www.usaswimming.org/protect](http://www.usaswimming.org/protect)) *Current and previous members can access the course at any time. New non-athlete members must register through South Texas Swimming before getting access to this online course, which takes approximately 60 minutes to complete and is offered at no charge. New members cannot initiate the course until South Texas Swimming has processed their membership application. Once their membership application has been processed, the log in procedure can be completed. (An error message will appear during the log in if the new member's application hasn't been processed yet.) Renewal must be completed using new Athlete Protection Training Renewal Course every 2-3 years.*

*South Texas Swimming will be notified automatically when the background check and online athlete protection training have been completed. Once all membership requirements have been met, South Texas Swimming will mail a membership card to the team.*

## **OFFICIALS**

### **Registrations Submitted by Hard Copy Only if application payment is included.**

All Non-Athlete Registrations should be submitted to: Mindy Donofrio, South Texas Swimming, PO Box 592793, San Antonio, TX 78259. E-mail: [registration@stswim.org](mailto:registration@stswim.org) Phone: 210-479-0881 if payment is included.

### **Registrations Submitted electronically if qualify for non-payment.**

**Simply email non-athlete application and a copy of your OTS showing the number of sessions worked in previous season to [registration@stswim.org](mailto:registration@stswim.org).**

Sterling Level 2 Criminal Background Check ([www.usaswimming.org/backgroundcheck](http://www.usaswimming.org/backgroundcheck))

Athlete Protection Training course ([www.usaswimming.org/protect](http://www.usaswimming.org/protect)) *Current and previous members can access the course at any time. New non-athlete members must register through South Texas Swimming before getting access to this online course, which takes approximately 60 minutes to complete and is offered at no charge. New members cannot initiate the course until South Texas Swimming has processed their membership application. Once their membership application has been processed, the log in procedure can be completed. (An error message will appear during the log in if the new member's application hasn't been processed yet.) Renewal must be completed using new Athlete Protection Training Renewal Course every 2-3 years.*

South Texas Officials' Registration Form – **new officials only** –The registration form may be found under the STSI [Officials](#) page.

*South Texas Swimming will be notified automatically when Officials have passed the background check and online athlete protection training. Once all membership requirements have been met, South Texas Swimming will mail a membership card to South Texas Swimming Officials to complete the officials' registration process.*

## REQUIRED REGISTRATION ITEMS

1. Completed STSI Financial Registration Summary (form is on the STSI website under the General Forms Link – *please use the most current version*)
2. Enter the club code, site (if billing is separated by site), and date.
3. On the top of the form, be sure to include the batch number, which corresponds to the zip file you e-mailed to the STSI Office.
4. All documentation can be emailed to [registration@stswim.org](mailto:registration@stswim.org). Hard copies are not necessary if all documentation is sent electronically. Any hard copy can be sent to South Texas Swimming, PO Box 592793, San Antonio, TX 78259. Phone 210-479-0081.

### **New Athlete Registrations -**

- Proper documentation for all swimmers you have marked as “New”. (Proof of age - Birth Certificates, Passports, etc.)
- Proper documentation for all swimmers to be registered as Outreach Athletes including Outreach Forms and Proof of age documentation.
- During seasonal registration, proper documentation for all “New” seasonal athletes.

\*Note: The team is responsible for maintaining the copy of the USA Swimming Athlete Registration form in the team’s files for a period of three years. DO NOT send the form to the STSI Office.

### **Renewal and Transfer Athlete Registrations -**

- Transfer forms and proof of age - birth certificates, passports, etc. for all “Out of LSC” transfers.

**Non-Athlete Coaches and Other Registrations** - send to Mindy Donofrio – [registration@stswim.org](mailto:registration@stswim.org). Hard copies and payments (for only those individuals who do not have South Texas Swimming accounts) should be mailed to: Mindy Donofrio, South Texas Swimming, PO Box 592793, San Antonio, TX 78259. Phone: 210-479-0881.

**Non-Athlete Officials Registrations** - send to Mindy Donofrio – [registration@stswim.org](mailto:registration@stswim.org). Hard copies and payments (for only those individuals who do not have South Texas Swimming accounts) should be mailed to: Mindy Donofrio, South Texas Swimming Registrations, PO Box 592793, San Antonio, TX 78259. Phone: 210-479-0881.

Coaches: Non-Athlete Registration Form and copies of Front and Back Sides of the required safety certifications if updating information.

Officials: Non-Athlete Registration Form.

Other Non-Athletes: Non-Athlete Registration Form

5. Financial Totals: Please calculate all totals. All charges will be billed to the South Texas Swimming account for the designed club or club location.
6. Submitter Information
7. Print out of the Registration Batch.
8. If paying by check, make checks payable to South Texas Swimming.

When you are preparing the Registration Financial Summary Form, if you should discover you are missing information on someone, **STOP!** Go back and make the necessary corrections BEFORE you export and e-mail your batches.

Once your Registration Report, supported by all of the necessary documentation, is in agreement with your Financial Registration Summary Form, you are now ready to:

1. Export and e-mail the file
2. Write a check payable to South Texas Swimming (for only those individuals who do not have South Texas Swimming accounts)
3. Email all appropriate documentation to [registration@stswim.org](mailto:registration@stswim.org).
4. File all of the Athlete USA Registration Forms in YOUR office files.

### RECOMMENDED REGISTRATION PROCEDURES

1. Alphabetize your USA Registration Forms, Birth Certificates/Passport Copies, Transfer Forms.
2. Check "New" athletes to see if they hold a previous membership with USA Swimming by going to Times Search page on the [USA Swimming](http://USA Swimming) website and entering the swimmer's name.
3. **ONLY** register athletes for which you have all necessary documentation.
4. Double-check all name spellings and dates of birth for new athletes against the submitted legal document. If a swimmer's name contains Jr, II, III, etc., enter the suffix after the last name. Do not separate the last name and the suffix with a comma. Ex. Thomas Jr
5. Double check all addresses to insure that the street number and the zip code are correct. Be sure that the street name is correctly spelled. Be sure a state has been entered.
6. Double check that all telephone numbers are ten digits and entered using dashes only.  
Ex. 210-479-0881
7. Create the registration report.
8. Match all names on the registration report with the associated documentation.
9. Remove any swimmers from the batch for whom all necessary documentation has not been collected.
10. Complete the Registration Financial Summary Form. Verify the numbers with the numbers shown on the registration report.
11. Create the Registration Export File. Prior to exporting the zip batch file, Team Manager users will need to create the Report of Swimmers to be Exported, save it as a PDF or RTF document, and email a copy.
12. Include the Batch Number on the Registration Financial Summary Form.
13. E-mail the Batch Zip File and a copy of the Registration Report
14. If paying by check, make payable to South Texas Swimming. Be sure to include the Batch Number on the memo line of the check. If using a South Texas Swimming account, please indicate the club code and/or club site to bill the charges to.
15. E-mail the Financial Registration Form, a copy of the Registration Report, and any required proof of age - birth certificates/passports, Transfer Forms, Outreach Forms, Non-Athlete Forms, Coaching Certifications, Club Application Forms to the appropriate STSI Office staff.
16. If sending by express type mail, **do not require a signature.**

### REGISTRATIONS IN TEAM DATABASE

#### TEAM MANAGER

The screenshot shows the 'Athlete Information' window in Team Manager. It contains several sections:
 

- Athlete Information:** Fields for Last Name, Preferred Name, Build ID, ID #, Gender (M/F), First Name, Birthdate (MMDDYY), Middle, Age, Athlete Cell, and Athlete E-Mail.
- Primary Contact Information:** Fields for Father's Last, Mother's Last, Father's First, Mother's First, Mailing Address, City, State, Postal Code, Country, and Mail to (with a checkbox to 'Fill in Mail To if different from first names and last name').
- Primary Contact Information (Phone):** Fields for Home Phone, Office Phone, E-Mail, and Cell for both Father and Mother.
- Member of:** Dropdown menus for Team 1, Team 2, Team 3, Group, Subgroup, WM Group, WM Subgr, and School Yr. Includes 'Joined' date (MMDDYY) and checkboxes for 'Inactive' and 'Give Certified'.
- Buttons:** Registration, Recruiting, OK, and Cancel.

**ATHLETE’S NAME:** Always use the **LEGAL first, middle, and last names** as shown on the submitted proof of age document for registration purposes. *Do not enter this data from the USA Swimming Athlete Registration form for new swimmers.* If a swimmer has a preferred name, enter it in the appropriate space. Double check the spelling of all names.

**BIRTH DATE:** Fill in the birth date as shown on the submitted document proving age. *Do not enter this data from the USA Swimming Registration form for new swimmers.*

**MAILING ADDRESS:** Fill in the proper mailing address for the athlete. Be sure that City, State and Zip code are complete. Beginning in 2014, all athlete cards will be mailed from USA Swimming nationals, directly to the athlete. Cards will only be mailed one time. Misdirected or lost cards will not be replaced. Club registrars need to ensure that a correct mailing address is recorded in the team’s database.

**HOME phone number:** Complete or type in unlisted. The program will not allow you to export without something in this field. *It is imperative that you include an area code when entering the phone number. Do not enclose the area code with any brackets or parentheses. Enter the phone number with dashes only, i.e. 210-479-0881.*

**E-MAIL ADDRESS:** Enter a valid e-mail address.

Click on **“REGISTRATION”**. This pop-up will confirm many items shown below.

The screenshot shows the 'Athlete Registration' dialog box for 'Athlete: Woodard, Angella C'. The 'Registration' date is set to 06/26/13 and the 'Citizen of' is USA. The 'Seasonal' section has 'N - Year Round' selected. The 'Disability' section has 'C. Physical Disability such as amputation, cerebral palsy, dwarfism, spinal injury, mobility impairment' selected. The 'Ethnicity' section has 'U. American Indian & Alaskan Native' selected. The 'FINA Federation' section has 'No' selected for both membership and international representation. The 'Status' section has 'Renewal' selected. At the bottom, there are checkboxes for 'Check to learn more about USA Swimming Community Initiatives' and 'Check if you would like to receive the electronic USA Swimming Newsletter (must be 13 years of age or older) and then enter an E-Mail Address in the box that will be shown.' The 'Family/Household E-Mail' field contains 'admin@stswim.org' and the 'High School Graduation Year' field contains '0'. There are 'Print Form', 'OK', and 'Cancel' buttons at the bottom right. Three arrows on the left point to the 'Registration', 'Disability', and 'FINA Federation' sections. Two arrows on the right point to the 'Seasonal' and 'Ethnicity' sections.

**Registration Date:** This is the date that you submit the batch.

**Citizenship:** The default should be USA. For swimmers, checking “non-citizen” on the USA Swimming Registration form and submitting proof of legal name and age that shows country of citizenship, please select the appropriate country from the drop down screen.

**Seasonal:** Click on N – Year Round if your swimmer is swimming year round. Click on 1- Season 1 for STSI’s only offered seasonal membership. Valid dates - April 1- August 28

**FINA Federation:** This is in reference to international swimming affiliation.

**USA Swimming affiliation, disability, and ethnicity:** The answers for this section should be transferred from the USA Swimming registration form signed by the parent or legal guardian. USA Swimming receives grants that are diversity



and/or ethnically based. It is important that this information be completed.

**STATUS:** This area tells the database the current status of the athlete.

**New:** Click this if athlete is first time member of your team.

**Renewal:** Click this if the athlete already exists, is active in your database, and is renewing for the current registration year.

**Change:** Click this if you are changing an athlete's information, such as address or phone, correcting a birth date or correcting a name spelling.

**Delete:** Click this and it permanently removes the athlete from your database.

**X-No Reg:** Click this to remove a swimmer from a created yet to be exported batch

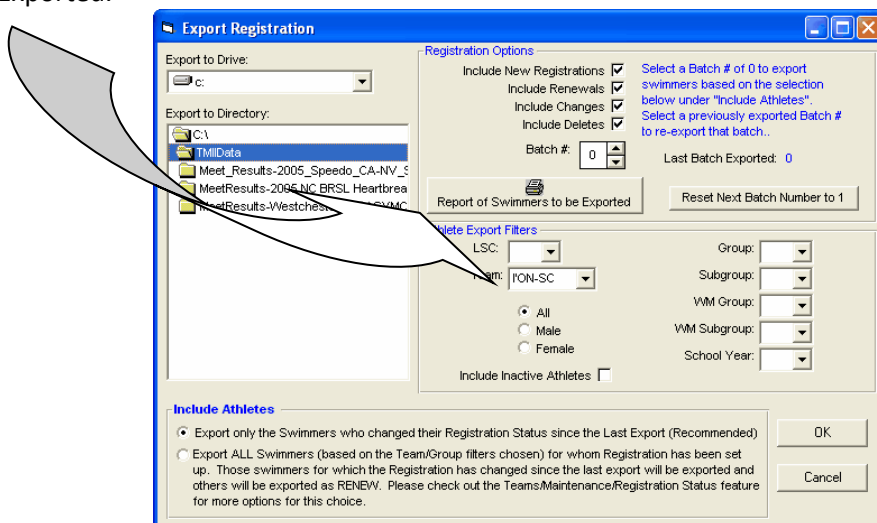
Upon completion of this screen, click "OK" and you will be returned to the Athlete Spreadsheet.

Clubs using Hy-Tek software may print application forms directly from Team Manager for all of their returning members and ask parents to verify all the information, sign the form and submit with their annual registration dues.

Advantages: the forms are pre-populated so you don't have to read sloppy handwriting and if all data is correct all that you will need is a signature on the form. Team Manager and Business Manager allow the club to enter the LSC fee and print it on the form. The national fee prints automatically. Clubs can also format the forms to indicate where to send the payment and how to make out the check.

To preview the export file you will send to South Texas Swimming via e-mail:

From the top bar of the Main Browser, Click on File – Click on Export – Click on Registrations – Click on Report of Swimmers to be Exported.



**Review this report** to make sure that you have the necessary documentation for all swimmers included in the batch prior to exporting the batch.

If you are missing information or have accidentally included a swimmer in the batch, click "Cancel".

To "unregister" a swimmer, who should not be included in the batch, go back to the Athlete Browser. Click X-No Reg. This will remove the swimmer from the batch.

After you are absolutely sure that you have all the required information for all swimmers contained in the batch, return to the Registration Export screen.

On the left side of the screen, select the location where you will save the file. Click “OK” Record the information on the pop-up screen. E-mail this file to the STSI Office.

**TEAM UNIFY**

1. Guardian 1 should always be the Father
2. Guardian 2 should always be the Mother



**Member/Athlete Profile**

1. Add all pertinent information into each field. First, Last, Middle and birthday will be the fields that create the USA ID card #.
2. *It is imperative that you include an area code when entering the phone number. Do not enclose the area code with any brackets or parentheses. Enter the phone number with dashes only, i.e. 210-479-0881.*
3. **ID Card# Build** – Select the Build button to create the USA ID number automatically. Each USA ID# is critical for attaching times to each athlete.

Biography/Notes		Medical Information		USA Registration	
Are you a US citizen:	<input checked="" type="radio"/> Yes <input type="radio"/> No	Last Confirmed Registration Date:	09/16/2010	<input type="text"/>	(mm/dd/yyyy)
Registration Status:	<input checked="" type="radio"/> New <input type="radio"/> Renew <input type="radio"/> Change <input type="radio"/> Delete <input type="radio"/> No Reg				
Seasonal:	<input type="radio"/> Year-round <input type="radio"/> Season 1 <input checked="" type="radio"/> Season 2 <input type="radio"/> Season Individual <input type="radio"/> Single Meet				
Disability:	<input type="checkbox"/> Legally Blind or Visually Impaired <input type="checkbox"/> Deaf or Hard of Hearing <input type="checkbox"/> Physical Disability <input type="checkbox"/> Cognitive Disability				
Ethnicity:	<input type="checkbox"/> African American <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Caucasian <input type="checkbox"/> Hispanic <input type="checkbox"/> Native American <input type="checkbox"/> Other <input type="checkbox"/> Native Hawaiian				
Year of High School Graduation		<input type="text"/>			
Are you a member of another FINA Federation?		<input checked="" type="radio"/> Yes <input type="radio"/> No			
Would this athlete like to learn more about USA Swimming's community initiatives?		<input checked="" type="radio"/> Yes <input type="radio"/> No			
Would this athlete like to receive USA Swimming Newsletter (must be >= 13 years old)?		<input type="radio"/> Yes <input checked="" type="radio"/> No			

[» Edit Billing Account](#) [Save Changes](#)

**Citizenship:** For swimmers, checking “non-citizen” on the USA Swimming Registration form and submitting proof of legal name and age that shows country of citizenship be sure to click “No”.

**Registration Date:** This is the date that you submit the batch.

**Registration Status:**

**New:** Click this if athlete is first time member of your team.

**Renewal:** Click this if the athlete already exists, is active in your database, and is renewing for the current registration year.

**Change:** Click this if you are changing an athlete’s information, such as address or phone, correcting a birth date or correcting a name spelling.

**Delete:** Click this and it permanently removes the athlete from your database.

**No Registration:** Remove from registration batch.

**Season:** Click on Year Round if your swimmer is swimming year round.

Click on Season 1 for STSI’s only offered seasonal membership. Valid dates are April 1- August 28

**USA Swimming affiliation, disability, and ethnicity:** The answers for this section should be transferred from the USA Swimming registration form signed by the parent or legal guardian. USA Swimming receives grants that are diversity and/or ethnically based. It is important that this information be completed.

**FINA Federation:** This is in reference to international swimming affiliation.

Accounts Members **USA Swimming Registration**

Search Display ALL

Please click the [Search] button after each filter selection change.

Last Name: Reg. Status: --ALL-- Member Status: \*Active  
 Billing Group: --ALL-- Roster Group: --ALL-- Location: --ALL--

Multi-Edit Rebuild ID# Gen Reg Package USA Swimming Form Excel

Member/ID Card #	Last Reg Gen'd	Last Reg Conf'd	Reg Status	Season	USA	Eth/Disb	FINA/CI/NL	Member Status	Billing Group	Roster Group
<input type="checkbox"/> Abbott, Andrew 031998ANDDABBY	10/27/10	09/16/10	New	Year-round	Yes	----	No No No	*Active	Junior	National Team
<input type="checkbox"/> Aiello, Connor 031999CONJAIEL	10/27/10	09/16/10	New	Season 2	Yes	----	Other Yes No	*Active	Junior	Cascade

The USA Swimming Registration function can be used to register or re-register your athletes with USA Swimming.

**Use the Excel Report to confirm** your athlete’s information **before** you generate the package. Stop here and make sure you have all of the necessary documentation BEFORE you print and export the file. If you are missing information or have accidentally included a swimmer in the batch go back and make the necessary adjustments prior to exporting the registration.

**Please rename your export file from the title automatically generated in Team Unify so that it is formatted as: Team Code – Batch XX**

**Make sure that the Batch number used corresponds on both the pdf file and the zip file.**

### LEGISLATION IMPACTING REGISTRATION

**302.1 Registration** – All swimmers *practicing* with a member club or competing in events sanctioned by USA Swimming must be registered as athlete members of USA Swimming. Athlete members must meet the rules of eligibility contained in Article 303.

**502.4.2 Privileges and Responsibilities of Membership** – All clubs, including seasonal clubs, shall ensure that all athletes and coaches participating *in practices* and USA Swimming sanctioned competition are members of USA Swimming.

#### **Guidelines for the National Registration Committee:**

The club **MUST** collect the USA Athlete Registration form, a dated registration payment check, and any other necessary paperwork (transfer forms / proof of legal name and age) **before** the swimmer gets in for the tryout period. Clubs can sell this procedure by saying it is a safety consideration. (If we allow a swimmer in the water without any information and something happens . . . how would we know who to call???) The benefit for the club is that if the member joins it saves you time later, tracking down the parent to get the information.

The USA Swimming Insurance Program provides **General Liability** coverage for the club, coaches and USA Swimming members when a non USA Swimming member is swimming with a club during a “tryout period”. The “tryout period” is limited to a documented 30 consecutive days within a twelve month period for any one individual. The **non member is**

**not provided any coverage** under the USA Swimming program. If said individual is injured or causes an injury, he/she will have to look to his/her family medical and/or family liability insurance.

The club should hold onto all registration information until the prospective member decides to join, **however** the National Registration Committee strongly recommends **that tryout periods be limited to a period of one week and certainly no more than two weeks**. Once that time period expires, all required registration information and payment should immediately be processed and mailed to the STIS office allowing ample time for the athlete to be registered within 30 days of the initial paperwork being completed. If the prospective athlete is not registered at the end of the documented 30 consecutive days, the club, coaches, and all USA athletes swimming with the team jeopardize losing the USA Swimming General Liability coverage.

#### **Background Screens:**

The background checking program has been expanded in two ways. All non-athlete members (volunteers, officials, etc.) must satisfactorily pass a criminal background check as a condition of membership. Employees and volunteers of USA Swimming, Local Swimming Committees and clubs who interact directly and frequently with athletes, are required to become members of USA Swimming, and therefore be subject to the background check requirement. This will also apply to anyone having an ownership interest in a club. This does not apply to meet volunteers such as timers, meet marshals, or computer operators. The checks, which have been required every two years for coaches, will now be updated on a continual basis, to avoid any gap in information.

The background checking criteria is being expanded. Along with the database check, non-athlete members (coaches, officials) will now be required to undergo a county court search (all counties of residence in the last 7 years) prior to becoming a member of USA Swimming.

**All non-athlete members** of USA Swimming are required to complete an “Athlete Protection Education” requirement as a condition of membership. The education must be updated annually. All members must be in compliance with this rule.

#### **Coaches Under Age 18 Years of Age:**

STSI **CANNOT** register any coaches who are under 18. New legislation, which took effect January 1, 2011, states “A coach member of USA Swimming must be at least 18 years of age.”

### **NEW LEGISLATION IMPACTING CLUB EMPLOYEES**

#### **Pre-Employment Screening**

Under Article 502.6.8, USA Swimming Clubs **are required** to conduct specific pre-employment screenings prior to hiring all new employees, who are required to be USA Swimming Members under Article 305.4 and 502.6.3. Clubs are responsible for hiring and supervising their own coaches and staff, and managing their own volunteers. USA Swimming does not hire, supervise, or manage a club’s employment relationship with its coaches, staff, or volunteers, as that is an independent responsibility of the club. The pre-employment screening program requires clubs to certify to USA Swimming that they have conducted certain pre-employment screenings for covered individuals. The required USA Non-Athlete Background Screen process is a criminal record search and **is not a substitute** for a club conducting appropriate pre-employment inquiries of applicants. Clubs should carefully check references and previous employers and verify information provided by the applicant using available screening resources.

To assist clubs in fulfilling this requirement, USA Swimming recently completed a 20+ company RFP process to identify approved third-party providers.

### ***Required Pre-Employment Screening Procedures***

As a condition of membership in USA Swimming, member clubs are required to conduct the following pre-employment screens on their new employees who are required to be USA Swimming members by USA Swimming rules.

- 1) Past Employment Reference Checks or Verifications. Where there have been multiple employers, minimum of the three most recent employers.
- 2) Education Verification (highest held)
- 3) State Motor Vehicle Report Examination

The club should carefully review and evaluate the information gathered as part of making a final decision to offer employment to a candidate. The screening process should be completed before the employee is officially hired and begins employment.

### ***Additional Recommended Pre-Employment Screening Procedures***

USA Swimming also recommends that local member clubs conduct the following internal research into new employees who are required to be members by USA Swimming rules:

- 4) Social Network Search;
- 5) Google Media Search

If the club chooses to complete the recommended screens listed above, it should carefully review and evaluate the information gathered as a part of making a final decision to offer employment to a candidate.

## **IMPORTANT LEGAL ISSUES FOR USA SWIMMING CLUBS**

The following bulletin is published for all USA Swimming member clubs.

Clubs have certain legal obligations and duties when joining USA Swimming to protect themselves, their members and USA Swimming from financial losses. Listed below are a number of items the Club must be aware of:

1. **Facility Contracts.** All member Clubs that enter into contracts for the use of facilities owned by others must be careful with regard to the indemnity and hold harmless language that is used. In the insurance packet, there is a section on facility's contracts. The highlighted language is the important language to review.
2. **Club Organization.** Each Club is an autonomous body organized and operated under the laws of its state. The officers should be sure that they are in total compliance with the laws of their state for their operation. This review would be valuable for protection of the officers and board members as well as the employees of the Club.
3. **Compliance with USA Swimming Rules.** Each Club has a legal obligation that, if it desires to remain in good standing within USA Swimming, it must comply with the rules and regulations of USA Swimming. These rules relate to sanction of meets, proper registration of coaches, implementation of safety programs, compliance with membership requirements and other obligations as set forth in the rules and regulations of USA Swimming. In particular, note that all athletes and all coaches must be USA Swimming members.

## **LIABILITY PROVISIONS IN CLUB CONTRACTS**

Almost every USA Swimming member club is a party to a contract with an owner of a swimming pool, public or private. Almost all USA Swimming members, including LSCs and the national organization itself, will, at one time or another, enter into contracts for the use of a swimming venue for a meet or other authorized aquatic activity.

Such contracts will also contain language with regard to the tort liability of both parties during the use of the facility. The owner will usually include indemnification and hold-harmless clauses on liability for bodily injury and property damage resulting from the negligence of the USA Swimming member, its officers, agents and employees.

It will be impossible to avoid such releases or waivers couched in general language. The owners, or their attorneys, will insist on this. However, it is extremely important that the USA Swimming member does not sign a contract containing language which indemnifies or exculpates (clears from alleged fault or guilt), the owner from liability for damages resulting from the negligence of the owner or its agents and employees. Such language may or may not be valid in your particular state. If it is, it is usually subject to strict construction. If you are in doubt on this, consult an attorney in your own state and at the same time refer him/her to USA Swimming's General Counsel.

**If you see the following language or anything similar to it, consult legal counsel at once before signing the agreement:**  
***Club (LSC) agrees to indemnify Owner against all liability loss, or other damage claims or obligations because of or arising out of personal injury or property damage, related to Club's use and occupancy of the premises, including that caused by the negligence of the Owner or its agents or employees.***