West Virginia Swimming

August 18, 2019

Dear Club Contact, Head Coach, and Registrar,

Registration for 2020 begins September 1, 2019. Registration materials for 2020 should be available on the Registration page of the West Virginia Swimming website soon, if not already. These include all application forms for clubs, organizations, non-athlete, seasonal, outreach, and year-round athletes, as well as single meet athletes.

Fees for 2020:

* + Clubs - $100 if completed by December 1st with Head Coach’s credentials in good standing.
  + Clubs - $200 after December 1st or with Head Coach certification issues. *(Approved 5-3-14)*
  + Non-Athletes, Individual - $79.00
  + Non-Athletes, Family – No longer available, as per USA Swimming regulations
  + Year Round Athletes - $79.00
  + Seasonal Athletes - $37.00
  + Flex Memberships - $20.00 (swimmers may participate in 2 USA meets per membership year below the LSC championship level; opportunity to move to year-round membership by paying remaining cost - $59)
  + Outreach Athletes - $5.00
  + Single Meet – Open Water - $20.00

West Virginia Swimming registration information:

* **Athlete Registrations MUST be sent by means of an electronic file** from either Team Manager or Team Unify. You are already entering the information into these programs so an “Export File” is just one more step. Each of those programs has the capability to print a report of the athletes who are included in the registration file. **Please include this PDF report** in the email with the registration file (preferred) or you can print it and mail it with the check for the registrations. *(Reapproved 5-3-14)*
* I will **ONLY** accept electronic athlete registrations. **DO NOT** send paper registration forms. If you need assistance with using Team Manager or Team Unify, please let me know and I will do my best. Please also reset the registration file number if you are using Team Manager. You will keep the completed Year-Round Athlete registration forms.
* I will **ONLY** accept payment from **teams** for athlete registrations. **DO NOT** send individual checks written by the parents. The **ONLY** exception is for Unattached Athletes. *(Reapproved 5-3-14)*
* I am a volunteer registrar and will only be processing registrations twice a week for the 2020 year. Because of how the SWIMS program functions near the end of the month, I will **NOT** process registrations after the 25th of the month – they must wait until the 1st of the next month. Remember, poor planning on your part **DOES** **NOT** constitute an emergency on my part. Please plan accordingly.
* Deck Registrations are rare, and will be accommodated as necessary.
* Effective May 3, 2014, all Club Transfers are $5.00. Please submit payment with the transfer form. This is only for changing from one team to another. Swimmers may swim “Unattached” without paying the $5 fee. *\*Note: this also applies to collegiate athletes transferring from their home teams/LSCs to their USA collegiate team.*

* A team roster is available through your club portal on the USA Swimming website. It also shows athletes who are currently unattached along with the date they will attach to the team. If you have forgotten or misplaced your portal password, let me know and I’ll send it to you.
* Remember, updating a safety certification on time isn’t sufficient; it’s only the first step in the process. Proof of certification must be received in order for coach membership to be valid. In order for a coach to be cleared to be on deck at meets that weekend, any updates must be received by 5 pm on Wednesday (for regular season meets) or Tuesday (for championship meets). Before any coach takes a course, please be certain to check the approved list of courses which can be found at [www.usaswimming.org/coachmember](http://www.usaswimming.org/coachmember).

**USA Swimming Club Registration requirements:**

* The PRE-EMPLOYMENT SCREENING section on the USA Swimming Club Registration Form requires an actual signature. **Please remember to sign that statement** to indicate that your club is conducting pre-employment screening on all new employees who are required to be members of USA-S as required by USA Swimming Rules and Regulations as stipulated in Article 502.6.8. **Failure to complete this portion of the application will result in the team’s application being rejected.**
* The RACING START CERTIFICATION section on the USA Swimming Club Registration Form requires an actual signature. **Failure to complete this portion of the application will result in the team’s application being rejected.**
* **USA Swimming requires each club to have an electronic communication policy and an action plan to address bullying, each of which must be reviewed and agreed to annually by athletes, parents, coaches, and other non-athlete members of the club. In addition, each club must have a travel policy which must be signed by all athletes, parents, coaches, and other adults travelling with the club.** More information, including the model USA Swimming policies and the Safe Sport Handbook, can be found at [USA Swimming Safe Sport](http://www.usaswimming.org/DesktopDefault.aspx?TabId=1955&Alias=Rainbow&Lang=en).
* The Organization Registration is ONLY for supporting organizations such as Boosters, etc. To our knowledge, WV Swimming does not have any such organizations.
* We are trying to increase communication among the LSC. Please complete the additional sections of the Club Registration so we can contact key leaders in your club with LSC information. This should make YOUR job a bit easier when it comes to distributing information among your team.

If you have any questions regarding registrations, please contact me at 304-552-9839 or wvswimming12@gmail.com

Melissa McGlothen

Registration Chair, WV Swimming

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Charleston, WV 25314

WEST VIRGINIA SWIMMING

2020 REGISTRATION GUIDELINES

## **CLUB MEMBERSHIP**

Procedures:

* Fill out club application form completely and return with check (deadline for club renewal is 12/1/16).
* Coaches must be current USA Swimming non-athlete members in good standing.
* Insurance certifications are available online at [www.USASwimming.org](http://www.USASwimming.org).

## **ATHLETE MEMBERSHIP**

* **Types of Memberships:** 
  + Year-round (9/1/19-12/31/20)
  + Seasonal - Covers the period of 150 days from April 1-August 31; cannot be used for competition above the LSC level (Zones, Sectionals, etc.) **CHOOSE CODE 1 (Season 1) IN TEAM MANAGER**
  + Single Meet/Open Water - Good only for that meet and swimmer is Unattached; cannot be used for competition above the LSC level (Zones, Sectionals, etc.)
* **General Timeline for Registering Swimmers:**
* Sept - Any new swimmers to your club (export and send registration file to Registrar)
* Oct- Dec. – Renewal swimmers (2019 year-round memberships expire 12/31/19)
* May – New swimmers for the summer
* **Electronic Registration**
* Recommendation: Print out registration forms for each of your swimmers. These can be handed out at a parent meeting or sent out for parents to make corrections and return with their payment to your club.
* Email the registration export file to the Registrar as an attachment.
* Send through regular mail: 1) PDF printout of the swimmers information that is included in the exported file (if not emailed with registration file), 2) transfer forms, and 3) club check for payment to be received within 10 days. Keep the signed registration forms for your records.
* Membership Cards are no longer printed. Please encourage your members to use the Deck Pass app.

ATHLETE TRANSFER (120-DAY Rule)

* An athlete wishing to affiliate with your club who swam for another USA Swimming club during the previous year must submit a transfer form and $5.00 fee.
* Ask any swimmer joining your club for the first time if he/she has previously been registered with another USA-S club and complete the Transfer form for any who have. Mail or email these completed forms to the Registrar as soon as possible. Please be certain that the last date of competition is included on the form.
* When I receive a registration for a swimmer who is transferring to your team, I will change the swimmer to UN. Once I receive the transfer form, I will enter the last date of attachment with the former team and notify you when s/he can attach to your team.
* A 120-day period must be observed between the date that the swimmer last swam in competition representing his/her previous club and when the swimmer can represent a new club in competition. During the 120-day period, the swimmer may compete as UN (unattached) but may not swim relays.
* If you have a swimmer joining your club who previously swam for another USA club, mark the swimmer as a RENEWAL and either send a hard copy of the transfer form or attach the form to an email.

NON-ATHLETE MEMBERSHIP

* All coaches, officials, voting delegates, West Virginia Swimming Board of Directors, and meet directors must have a non-athlete membership.
* Athlete Protection Training must now be updated every year. Renewing non-athlete members should wait until after October 1st to complete this training.
* Non-Athlete Cards will no longer be printed and distributed. These may be printed directly from [www.usaswimming.org](http://www.usaswimming.org) or the Deck Pass app may be used to prove membership and certifications.

## **Coach Membership Procedures**:

* Coaches CANNOT be on the pool deck if ANY of the required certifications is not current. The coaches card will display in large print the first certification date to expire. When a certification expires, the coach will lose his/her coaching status immediately unless proof of an update has been received by the Registration Chair. A coach who has lost his/her coaching status will NOT be allowed on the pool deck at a meet and should not be on the pool deck at club practices. When updates to certifications are provided, the coach is to print a new coach card with the updated certification dates. DON’T RISK YOUR CLUB’S INSURANCE COVERAGE!
* EDUCATION REQUIREMENT FOR COACHES (if you have questions about this, feel free to email or give me a call):
  + An individual registering as a coach for the first time must complete the online Foundations of Coaching 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.
  + Unless the original Foundations of Coaching test was completed previously, a coach who joined prior to Feb. 4, 2013 must complete the online tests for Foundations 101, and 201, as well as Rules and Regulations prior to registering as a coach for a second year.
* ALL UPDATED REQUIREMENTS can be found at [www.usaswimming.org](http://www.usaswimming.org).