



**PO Box 1059  
Appomattox, VA 24522**

July 9, 2021

Dear Club Contact, Head Coach, and Registrar,

After meeting the many challenges of the past swim year, we are looking forward to registering members for the 2022 season! While much of the nation faced high attrition rates, our athlete registration numbers for 2021 were only 4% below those of 2020. THANK YOU for your hard work during the year! With summer leagues returning to action and the upcoming Olympics, athlete registrations are likely to set a new record in 2022.

Athlete and Non-Athlete Fees for 2022:

- Non-Athletes, Individual - \$73
- Year-Round Athletes (see below for more information)
  - Premium - \$83 (formerly known as Year-Round)
  - Flex - \$20
- Seasonal Athletes - \$42
- Single Meet – Open Water - \$12

### **2022 Registration Guidelines:**

#### **GENERAL INFORMATION**

- MAAPP has been updated with a few changes and is now identified as MAAPP 2.0. The requirements of MAAPP 2.0 become effective September 1<sup>st</sup> so please review the links included in the attached document to gain an understanding of the changes and ensure that your club is compliant.
- Because there are now two of us handling things, the best email address to use for sending registrations, transfers, etc. is [registrationchair@virginiawswimming.org](mailto:registrationchair@virginiawswimming.org). Emails sent to this address will come to each of us. Emily will be the primary one handling registrations, transfers, and coach certifications, but I will assist as needed.
- We will continue to send invoices on a monthly basis according to our Registration Payment Policy. If you have questions about this, please contact me.
- Credit Card payments can be made through the Payment Center on the Virginia Swimming website for team registrations as well as individual registrations. A processing fee is charged for this convenience.
- An Excel worksheet (Registration Summary) for calculating the registration fees to be paid to VSI is available on the website under the Registration tab and is sent with every invoice. **Please complete and attach this form to the email containing your registration file and also send a copy with the check for the fees.** If you need the spreadsheet in a different format, please let me know and I will send it to you.
- Athlete and non-athlete rosters complete with certification dates are available through your club portal on the USA Swimming website. The portal also shows:
  - unattached athletes along with the date they will attach to the team.
  - the date that any athletes who are 18 or over completed the APT.

If you have forgotten or misplaced your portal password or would like instructions for accessing the portal, let us know and we will send it to you again.

- All of the registration forms will be posted to the Virginia Swimming website on the Registration page later this summer. (Copies have not been sent to us from USA Swimming at this point.) Each form can be opened and completed in Adobe Reader. I suggest you save the file to your computer first, complete it, save it again, and then print or attach it to an email. Hopefully this will simplify the process for you. (If using a Mac, select 'Print' and then 'Save as PDF' before attaching.)

## **ATHLETE MEMBERSHIP**

- **Remember:** All adult athletes (those who are at least 18 years old) must complete the non-athlete Athlete Protection training. Athletes will receive an email notification of the requirement 30 days prior to their 18<sup>th</sup> birthday, on their birthday, and 30 days after their birthday. If the APT is not completed prior to 30 days after their 18<sup>th</sup> birthday, the athlete's membership is no longer valid meaning he/she should not be allowed to practice and will not be allowed to swim in meets. If the athlete does happen to compete in a meet, his/her times will not load into SWIMS.
- Upgrades for Flex members must be submitted and processed prior to the first day of a meet in order for the times swum at the meet to go into SWIMS. Back-dating the upgrade is not possible.
- The Member Data Validation Service begun by USA Swimming in 2019 is now in full swing with both Team Unify and Team Manager. Teams can use either of those platforms to upload athlete registrations which will then be automatically checked against the information currently in SWIMS. Any discrepancies in what is listed in the file and what is in SWIMS will then be reported back to you to correct before sending the file to me. Please check with your vendor (TU or TM) for more information about this.
- We 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 Emily or me know. Please also reset the registration file number if you are using Team Manager.
- Team Manager and Team Unify registration modules have the capability to print a report of the athletes who are included in the registration file. If you are still emailing registrations files to us, **please send a copy of this report by email** (preferred method) or you can print it and mail it with the check for the registrations.
- We will ONLY accept payment from teams for athlete registrations. **DO NOT** send checks written by the parents.
- If you are registering Outreach athletes, please read the appropriate documents in this packet which review the guidelines for this type of membership. Please also send the VSI Outreach Membership form with the athlete's registration file. The form can be saved to your desktop, completed online, and then printed. Please fax or scan and email a signed copy of the form. If an athlete is renewing as Outreach, you must send an updated form. Please **wait** to send their registrations until the team has confirmed that Outreach status is still appropriate. When you send a registration file that includes any Outreach athletes, be certain to mention it in the body of the email so that we are aware of it. That way we can ensure that they are processed as Outreach. If you have any questions at all about Outreach memberships, new or renew, please be certain to give me a call.
- **Types of Memberships:**
  - Premium (formerly Year-Round Athlete): (9/1/21-12/31/2022)
  - Flex: (9/1/21-12/31/22); athletes are restricted to competition in 2 sanctioned meets below the LSC championship level. (**VSI Championship meets include District, Region, Age Group, and Senior Champs as well as Summer Awards.**)
  - Seasonal: covers period of 150 days; VSI only uses it during spring and summer; cannot be used for competition above the LSC level (Zones, Sectionals, etc.) **Season 1 is the correct code to select.**
  - Single Meet - Open Water (good only for meet and swimmer must be UN.)
- **General Timeline for Registering Swimmers:**
  - Sept - Any new swimmers to your club (export and send registration file to VSI office.) Any athlete registered as Season 1 must be registered for 2022 prior to beginning practice in the fall.
  - Oct- Dec. – Renewal swimmers (athletes currently registered for 2021 will expire 12/31/21.)
  - May – New swimmers for the summer.

- **Athlete Transfers**
  - Any athlete who was registered in 2021 and transfers to your team for 2022 must submit a transfer form.
  - Athletes who transfer to your team should be marked as RENEWAL.
  - **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 USA-S / VSI Transfer form for any who have.** Email (preferred) or mail these completed forms to the VSI Office as soon as possible. Please be certain that the last date of competition is included on the form. A copy of the transfer form is available on our website under REGISTRATION. (Please destroy any copies of old transfer forms and use only the new form that is included with this email.)
  - When we receive a registration for a swimmer who is transferring to your team, we will change the swimmer to UN. Once we receive the transfer form, we will enter the last date of attachment with the former team and notify you when s/he can attach to your team.
  - A waiting period must be observed between the dates that the swimmer last swam in competition representing his/her previous club and when the swimmer can represent a new club in competition. During this waiting period, the swimmer may compete as UN (unattached) but may not swim relays.

### **NON-ATHLETE MEMBERSHIP**

- All coaches, officials, and meet directors as well as members of the club and Virginia Swimming Boards of Directors must have a non-athlete membership.
- Each non-athlete must complete and submit a non-athlete registration form. Currently it is not possible to register non-athletes using Team Unify or Team Manager.
- Athlete Protection Training Update: This training is now developed by the USOC Center for Safe Sport and has an **annual expiration date**. That is, when someone takes the course for the first time or renews it, it will expire one year from the date it was completed. Individuals can check their APT expiration date in Deck Pass and it is also available on Non-Athlete Member Report on the club portal on the USA Swimming website.
- **Coach Membership Procedures:**
  - All coach registrations should be submitted by the club registrar.
  - **Coaches CANNOT be on the pool deck at practice or a meet** if any one of the required certifications is not current. The coach's 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 Virginia Swimming Business Office. 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.
  - Please remind all of your coaches that updating a safety certification on time is **not** sufficient; it's only the first step in the process. Proof of certification must be received by the VSI Office in order for coach membership to be valid. In order for a coach to be cleared to be on deck at meets, any updates must be received by the VSI office by 5 pm on Wednesday (for regular season meets) or Tuesday (for championship meets) prior to the start of the meet. Also, before any coach takes a course, please be certain to check the approved list of courses which can be found [here](#). There have been significant changes to the courses that are approved.
  - Coaches CANNOT register at meets or provide updated certifications to meet referee. In order to provide information to meet hosts in a timely fashion, any updates must be received by the VSI office by 5 pm on Wednesday (for regular season meets) or Tuesday (for championship meets).
  - EDUCATION REQUIREMENT FOR COACHES (if you have questions about this, feel free to 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.

- Please remind all non-athletes on your team to initiate their BG checks at the beginning of the month in which they will expire. The fee for an initial BG check is \$38 but future renewals will only cost \$18.

**CLUB MEMBERSHIP** – 2022 club renewals can be sent in beginning September 1. The registration fee is \$100 if submitted by December 1<sup>st</sup>. Any renewals submitted after that date will be charged \$150.

**If you have any questions regarding anything in this email please contact Mary at 434-352-5451, Emily at 804-514-8083 or email us at [registrationchair@virginiaswimming.org](mailto:registrationchair@virginiaswimming.org).**

*Mary & Emily*