

Membership Information

CLUB MEMBERSHIP

A Club membership is for a calendar year. A club applying for membership on or after September 1 will receive membership valid through December 31 of the following year.

Easiest way to renew? Print the form off the ASI website and scan and email to Membership Chair (AKSwimMembership@gmail.com)

New clubs and clubs renewing by November 30	\$160
Club renewals between December 1-31	\$175
Club renewals January 1 or later	\$200

INDIVIDUAL MEMBERSHIP (Athlete and Non-Athlete)

Each class of membership (except life membership and seasonal membership) is for a **calendar year period**. Individuals applying for calendar year membership **on or after September 1** will receive membership valid through **December 31 of the following year**.

Life memberships are available for a one-time fee of \$1000.

ATHLETES

Athlete membership consists of four categories:

1. Annual (also referred to as "Year-Round" or "Regular")

Most swimmers fit in this category.

Swimmers **MUST** be current members of USA Swimming to compete in Alaska Swimming-sanctioned events.

Membership should be kept current at all times to remain covered under liability insurance.

2. Flex

Flex membership is a more attractive option to entry-level children and families to bridge into the sport full-time for \$20 per year.

May compete in two sanctioned competitions per registration year.

Available to athletes 18 and younger.

Flex members who transition to the Annual athlete membership category within the same calendar year will be able to credit the Flex athlete membership cost to the Annual athlete membership cost.

3. Outreach

Available to qualified athletes in accordance with USA Swimming guidelines.

The fee for Outreach Athlete membership is the USA Swimming fee of \$5. There is no local fee.

USA Swimming guidelines for Outreach membership include: eligible for food stamps, eligible for Medicaid (Denali KidCare), or eligible for similar need-based programs.

Please send documentation to justify outreach status WITH your registration. Outreach applications will not be processed or renewed until receipt of documentation. (Can be as simple as a copy of Denali Kid Care card or WIC documentation—no need for detailed financial statements.)

4. Seasonal

Seasonal Athlete membership covers a continuous period of 150 days beginning the day of registration. This is an excellent choice for athletes who join in the late spring / early summer—it is a less expensive way to bridge the gap until an Annual membership can be submitted on September 1.

NON-ATHLETES

Non-athlete membership consists of four categories:

1. Coach

Must be 18 years or older.

Anyone who coaches athletes at an Alaska Swimming or USA Swimming practice or competition must be a coach member of USA Swimming, and must have satisfactorily completed all requirements.

The current membership requirements can be found on the USA Swimming website or may be obtained from the Alaska Swimming Membership Chair.

Requirements must be kept current at all times. **There is no grace period.** Coach membership is not valid if any of the requirements lapse or expire.

A coach risks loss of USA Swimming insurance coverage if his/her membership is not valid.

One condition of club insurance protection is that all club coaches must be in compliance with these requirements at all times.

2. Junior Coach

For current or former swimmers, ages 16 and 17, who wish to serve as assistant coaches on-deck and at swim meets.

Junior Coaches will require supervision by a member coach 18 or over at all times.

Once a Junior Coach member turns 18, he/she will have 30 days to complete a background check. All other requirements of a Non-athlete Coach member (safety training, coaches' education, etc.) must be completed and kept current.

3. Officials

All referees, starters, administrative officials, chief judges, and stroke and turn judges must be Non-athlete members of USA Swimming.

4. Other Non-athletes

Any person interested in the purposes and programs of Alaska Swimming is eligible to be a Non-athlete member.

Meet Directors, Safety Marshalls, voting members of the House of Delegates, and club representatives to the House of Delegates must be Non-athlete members of USA Swimming.

Membership FAQs

- Who is the Membership Chair? How do I contact her?

The Membership Chair is Angela Heaphy. We have done some restructuring, and now all memberships AND membership payments should be sent to Angela.

The best way to contact her is via email: AKSwimMembership@gmail.com

Payments can be mailed to: Angela Heaphy, 17249 Yellowstone Dr., Eagle River, AK 99577

- What is the easiest way to send in Athlete memberships?

If you use Team Unify or Team Manager, the easiest way to do your registrations, BY FAR, is to email a registration batch file which will end in *.sd3.

You will want to generate the PDF version as well, send that with the *.sd3 registration file, and keep a copy for yourself so you know what you have sent. This will allow the Membership Chair to upload all the information directly into the USA Swimming database.

It can take hours to try to decipher handwritten / scanned registration forms. The emailed files take minutes to process, and they are more accurate, as there is no chance of a transcription error.

You also save on postage and know that your swimmers' registrations will be processed quickly.

If you need help figuring out how to generate this file, check on the internet-- search for "registration batch files on team unify". There is a detailed instructional on the Team Unify website. If you need more help, contact the Membership Chair.

- What is the easiest way to send in Non-athlete and Club memberships?

Sadly, there is not yet a way to process non-athlete and club memberships electronically, although USA Swimming is working on that capability.

The best way to submit these memberships is by emailing a scanned copy (or even a photo, as long as it is legible) to AKSwimMembership@gmail.com.

Please WRITE LEGIBLY. We can avoid many errors by writing neatly the first time.

Applications can also be mailed to the Membership Chair, but emailing them provides both you and the Membership Chair a paper trail, should there be any questions in the future.

- I am confused. What are these statements and invoices that you send me every month?

Each month, your club receives a STATEMENT, which reflects the current state of your registration funds account with AK Swimming. If you have unpaid invoices from previous months, there will be a balance forward. If you have any new charges for the month, those will be reflected on the statement, and will include the invoice number so you can look up and cross-reference any charges. If we received any payments, those will be noted, as well as any other miscellaneous charges or credits.

The INVOICE is a document that you receive ONLY in the months that you have activity-- you can think of it as an itemized receipt for all the registrations that were processed in a given month by AK Swimming. The invoice will include details, including all of the names, of everything you are being charged for.

Both invoices and statements are generated monthly, and reflect each calendar month's worth of activity. They are generally sent out the first week of the following month. So, January's statement covers activity from January 1-31, and is sent out at the beginning of February.

- I just sent you a check. Why isn't it reflected on the statement I received?

Registration checks are deposited at least once a month, sometimes more often. It takes some time for your Alaska Swimming volunteers to completely process a check, deposit it in the bank, and record the deposit in our bookkeeping software.

As a result, there will be times that a check will miss getting into one month's deposit, and so it won't show up on your statement until the following month. If you are uncertain as to the status of a payment or if you feel there has been an error, please contact the Membership Chair. Thank you for your patience—we want to get it right at least as much as you do.

- What are the steps for becoming a coach?

The steps for acquiring a Coach Membership are:

1. Initiate your criminal background check (www.usaswimming.org/backgroundcheck).
2. Complete a CPR/AED course from the USA Swimming-approved list (courses not on the list will not be accepted).
3. Complete Safety Training for Swim Coaches.
4. Print and complete the non-athlete application form (found on ASI website).
5. Send the completed form, payment, and your CPR/AED & STSC certifications to the LSC Registration Chair (amount due and address will be printed on the form).
6. New members only: Receive email confirmation that your application has been received and entered into the database; then complete Steps 7 & 8.
7. New members only: Complete Foundations of Coaching 101 (www.usaswimming.org/FOC).
8. Complete the online Athlete Protection Training course (www.usaswimming.org/protect).
9. Complete the online USADA Coach's Advantage Tutorial (www.usaswimming.org/learn).

Coaches can check their membership status at any time on any mobile device through their Deck Pass account.

To help coaches manage their 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 app and through the Club Portal.

- What about transfers?

Submit a written (email is preferred) request for a transfer to the ASI Membership Chair (AKSwimMembership@gmail.com). The request should include the swimmer's full name, birth date, name of club from which swimmer is transferring, and name of new club (if any) to which the swimmer intends to attach.

There is a 120-day period after the last date that a swimmer COMPETED as an athlete for their previous team before they can attach to their new team.

Transfer requests can be made at any time. If it has been less than 120 days since they swimmer last competed for their previous team, they will go into “unattached” status until the waiting period is complete, and then they will automatically attach to their new team.

- Why don't I get a membership card in the mail anymore? How can I prove I am a member in good standing?

USA Swimming has eliminated the physical membership packet and instead offers an online digital card. The online card provides athletes and non-athletes with easy accessibility if they need a copy of their card at any time, connects them to our partners, and increases USA Swimming's brand awareness. Athlete and non-athlete members can access their current membership card through Deck Pass. The membership card may be printed if desired, or the Deck Pass app on a smart phone can be used by an athlete to prove membership at a meet. The app will show coach certification dates and may be used for deck access at meets and practices.

- I just registered swimmers for an upcoming meet, and the entries chair has emailed me about a “meet recon” showing that there are problems with my swimmers' ID#s and also that some of my swimmers are not registered. What are they talking about?

All meet managers (or entry chairs) are required to send in a registration reconciliation file after they receive their entries, and the Membership Chair processes it to confirm that all swimmers are registered and that their USA Swimming ID#s are correct in the meet file. It is a condition of all Alaska Swimming sanctions and is necessary to make sure we have full liability coverage under our USA Swimming insurance. It is also important because we want to make sure that our athletes get credit for their awesome times!

Sometimes we discover that a swimmer needs to be registered—in that case, the coach is notified so registration can occur before the meet begins. Non-registered swimmers are not allowed to compete at Alaska Swimming-sanctioned meets.

Sometimes we discover that a swimmer is properly registered, but there is an error in the USAS ID# that was submitted in the meet entry file. Sometimes it is an error in the birthdate, but the most common issue is errors with middle initials/lack of middle initials. When this happens, the entry chair will make the necessary changes in the meet file, but the coach will want to update their records to reflect the correct ID number so that this error will not continue to get flagged at subsequent meets.

Should you have any additional questions, please contact the Membership Chair.

- I am new to meet management. How do I generate this “membership recon” report that I am supposed to send in?

In Hytek: File → Export → USA-S Registration.

Save that file and send it to: AKSwimMembership@gmail.com

This should be done as soon as possible after your entry deadline so there will be time to correct any errors before the meet begins.

Resolution of any times issues is a separate issue for meets with qualifying times and is not relevant to this file – we need this to check swimmer registrations. It should be done for EVERY meet.

- My Team Unify site has the USA Swimming icon beside a swimmer's name, but the meet director just told me that swimmer isn't registered. What is the deal?

Generating the file in Team Unify will cause the USA Swimming icon to appear beside those swimmers' names, but they are not actually registered until the registration file is sent to the Membership Chair and processed. If you never send the file, they will not be registered-- so, it is possible to have swimmers show up in your TU system as being registered when they are not.
- I can't remember if I sent that registration file or not. How can I tell if my swimmers are really registered with USA Swimming?

Don't forget that your club administrator has quite a few reports available through the club portal on the USA Swimming website. That is one easy way to confirm if a swimmer has been registered. Additionally, when you send your registration batch files by email, the Membership Chair will reply to let you know when they have been processed. If you are in the habit of including the relevant PDF file with each registration batch, you can simply go through your emails and confirm who you have registered. Another option is to review your monthly invoices, as all registered swimmers will be listed by name.
- I registered my swimmer in March as a Year-Round swimmer. It is only January. Why does it say that swimmer's registration is expired? He / She should have two more months!

Please note: ALL regular, year-round memberships (athlete and non-athlete) expire on December 31 of the membership year.

If you register early (September - December of the year prior), you are given those extra months at no charge. For example, athletes registered in April of 2018 with a year-round membership will expire on December 31, 2018. Athletes registering for a year-round membership in November of 2018 will have a membership that expires on December 31, 2019.

The only exceptions to the December 31 expiration date are lifetime and seasonal memberships. Athletes registering as a seasonal member will have a 150-day membership, expiring 150 days after their membership is processed.
- I have a bunch of parents that help out on deck in order to make meets happen. Do they ALL have to be registered as non-athletes, with background checks and everything?

All non-athlete members must satisfactorily complete the USA Swimming background check as part of the membership process, but not all of your volunteers are required to become non-athlete members. Individuals serving in the following roles are required to be non-athlete members of USA Swimming: coaches, officials, meet directors, team chaperones, team representatives to the House of Delegates, individuals with any ownership interest in a member club, and employees and volunteers who interact directly and frequently with athletes as a regular part of their duties.

This membership requirement does NOT apply to volunteers such as times, marshals, computer operators, snack bar workers, and others who only have incidental contact with athletes at swim meets.
- Where do I find current Membership Forms?

You may download current membership forms from the Alaska Swimming website. From the homepage, select Library → USA Registration → [choose appropriate form: athlete, club, etc.]