



**MICHIGAN
SWIMMING**

August 20, 2010

2011 Registration Procedure Details

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GENERAL INFORMATION

All year-round athletes, seasonal athletes, single-meet open water athletes, clubs and non-athletes join USA Swimming through their Local Swimming Committee (LSC), one of 59 local organizations responsible for administering USA Swimming activities in a defined geographical area. The information in this document pertains to the Michigan LSC, Michigan Swimming (MS). Within MS, Jan Cartmill is the Registration/Membership Chair and is responsible for providing information and applications to all interested groups and individuals.

The **Swimming Year** is from September 1 through August 31 of the following year.

The **Registration Year** is based on a calendar year period; however all annual registrations received on or after September 1 do not expire until December 31 of the following year (a 15 month period).

The official date of registration will be the date the MS Office receives the registrations (whether electronic or hard copy). However, the registrations will not be processed until the fees and supporting documents are received and it is expected that those will be received within two to three days after receipt of the email. Sending registrations and/or supporting documentation via signature required delivery may often delay receipt of registrations.

Club Applications: The Head Coach and the Club Safety Coordinator must be 2011 members of USA Swimming before the club application will be processed.

Annual Club and Organization renewal registration packets will be emailed to clubs and all forms will be available on the MS website prior to 1 September.

Athlete registration must be submitted electronically or on the proper form and non-athlete registration must be submitted via mail on a non-athlete form (only athletes may be registered electronically). Forms from previous years must not be used and should be destroyed. Photo copies and electronic copies of the current year's forms (as published on the MS website) are acceptable. Clubs submitting electronic registrations are not required to send copies of the original membership applications to the MS Office unless the athlete was registered with a different club during the past 120 days (see the section on ATHLETE TRANSFERS, page 10). Please do not send paper copies printed from your Team Manager (TM) as it is difficult to read the print needed to input the registration. If the information is in TM there is no reason to not send the batch electronically. The Registration Chair in MS will assist anyone who needs help with this.

Each registration batch is to be for a single club and payment is to be in the form of a single check. Our bank charges us for the number of checks deposited and it is difficult, if not impossible, to recover money from an individual who has bounced a check and then left the club. A Money

Summary Form should accompany all submissions so that we understand what is being purchased.

Since coaches are employees of the club, it is recommended that the club (either the Club Delegate, the Club President or the Head Coach) maintain current copies of all coach safety cards. Encourage your coaches to also forward copies of both sides of new safety cards to the MS Office immediately upon receipt from the certifying organization.

To avoid confusion, changes to *club* information will only be accepted from the Club President or Club Delegate of record. However, when such changes occur, please inform the MS Office as soon as possible.

The MS Office will help all clubs get their registrations processed rapidly; however, the ultimate responsibility for proper registration of its membership lies with the individual clubs. To avoid penalties, all registrations should be submitted and paid for before these athletes are entered in meets.

CATEGORIES OF ATHLETE, CLUB AND NON-ATHLETE MEMBERSHIPS OFFERED BY MS

ATHLETE MEMBERSHIP:

YEAR-ROUND ATHLETE

Year-round athlete membership is for a calendar year period (January – December). New athlete memberships processed on or after September 1 are valid through December 31 of the following year. USA Swimming's fee for registration year 2010 is \$47.00; the MS fee is 8.00 for a total fee of \$55.00.

Year-round athlete membership provides liability and secondary accident medical insurance coverage, plus complimentary issues of Splash, the official USA Swimming magazine.

New membership is defined as someone who has not been registered in the last 16 years. Renewed membership is defined as someone who prior to registering for 2011 had been registered as any membership type during the past 16 years.

OUTREACH ATHLETE

Outreach membership is a year-round athlete membership with reduced fee and is offered to economically disadvantaged youth. Membership is for a calendar year period (January-December). New memberships processed on or after September 1 are valid through December 31 of the following year. USA Swimming's fee for registration year 2011 - \$5.00; the MS fee is \$2.00 for a total fee of \$7.00.

The goal is to provide opportunities in swimming to economically disadvantaged youth in Michigan. Athletes who apply for Outreach Membership in MS must submit a copy of a current Federal Free and Reduced Lunch Program Verification Form or a Food Stamp Letter.

SEASONAL ATHLETE

In the Michigan LSC, seasonal athlete membership is offered for one structured period (***Season 1***) of not more than 150 days. This period begins on April 4 and expires August 31.

Individual Season athlete membership is also offered in Michigan for an unspecified but continuous period of not more than 150 days beginning on the date of registration. An athlete may be offered this membership for one or two periods within a registration year.

The seasonal membership program offers a competitive swimming program to those athletes who swim for only part of the year. Seasonal athletes may compete in USA Swimming sanctioned and approved meets below Zone Championship level. USA Swimming's fee for registration year 2011 is \$27.00; the MS fee is \$8.00 for a total fee of \$35.00.

Seasonal athlete membership provides liability and secondary accident medical insurance coverage for the designated period of the membership.

SINGLE-MEET OPEN WATER ATHLETE

Membership is offered for the specific date(s) of an open water competition. The athlete must compete unattached. Single-meet open water athletes may compete in USA Swimming sanctioned and approved meets below the Zone Championship level. USA Swimming's fee for registration year 2011 is \$10.00; MS does not add a fee for this type of membership so the total fee is \$10.00.

There is no limit to how many times an athlete can join as a single-meet open water member during a given registration year. Single-meet open water membership is valid for a period of three days.

Single-meet open water membership provides liability and secondary accident medical insurance coverage for the designated period of the membership.

CLUB MEMBERSHIP:

Year-round club membership is for a calendar year period (January – December). Club memberships processed on or after September 1 are valid through December 31 of the following year. USA Swimming's fee for registration year 2011 is \$70.00; the MS fee is \$55.00 for a total fee of \$125.00.

All USA Swimming registered year-round clubs have liability insurance coverage.

NON-ATHLETE MEMBERSHIP:

Non-athlete membership is for a calendar year period (January-December). Non-athlete memberships processed on or after September 1 are valid through December 31 of the following year.

Non-athlete members are coaches, officials, board members, parents and other individuals who do not swim. USA Swimming's fee for registration year 2011—

Individual: \$47.00; the MS fee is \$8.00 for a total fee of \$55.00;

Family (family membership is for two non-athlete members, related by blood or marriage living at the same address): \$92.50; the MS fee is \$8.00 for a total fee of \$100.50.

All non-athlete membership categories provide liability and secondary accident medical insurance coverage and, in addition, members receive a complimentary USA Swimming rulebook as well as complimentary issues of Splash, the official USA Swimming magazine.

ATHLETE REGISTRATION

Athlete memberships may be purchased using one of two methods:

1. The preferred method is by electronic means using an export file from the club's Hy-Tek TM (current version only) or Team Unify software. Exports will only be accepted from the club's registration contact; **all others will be rejected**. For the proper procedure see Electronic Registration Section which follows.
2. By submitting the properly completed registration form(s) and fee(s). Again, all renewal requests must come from the club registration contact. Clubs need to know who is registering with them.

USA-S ATHLETE REGISTRATION USING TEAM MANAGER

This program may be used to register Year Round, Season1 and Individual Season athletes only. Outreach athletes, all non-athletes and clubs must be registered using paper copies.

REQUIREMENTS & FORMATTING STANDARDS

Club must be using Hy-Tek TM 5.0 and keep the software up to date by clicking on the "Check for Updates" button every week or two.

- In order to create data that are consistent, the following standards are mandatory:
 - Enter the legal name of the athlete. There is a separate place for the preferred name. Use it.
 - Enter names with upper/lower case, first letter capital. (i.e. John Edward Doe).
 - Enter entire middle name if available.
 - Be sure to include all information requested on the USA-S application—**date of birth, sex (gender), address, home phone (separated by hyphens), parents' names and citizenship** are required. Disability and ethnic information are optional but should be included if it is on the application.
 - If the athlete wishes to receive the electronic USA Swimming Newsletter, the household email address should be entered.

Telephone Numbers: Do you know what happens when a phone number is not entered separated by hyphens (as per the formatting standard)? Here's an example:

My phone number is 231-690-5847. That number separated by hyphens takes up 12 spaces and SWIMS allots 10 spaces in addition to the 2 hyphens. If it is entered as (231) 690-5847 this requires 14 spaces and this is what I will see in SWIMS: (23-) 6-0584. This is useless information!

HY-TEK TEAM MANAGER eLESSON

The folks at Hy-Tek have done an excellent job with their eLessons! The one on **USA-S Registration using Team Manager** is recommended for anyone who sends registrations to the MS Office. These are very useful if you have a question as to what you need to do to set up your TM to register athletes, either individually or by mass registration of the entire team. And, if you miss something as you are listening, you can go back to the beginning of a section without having to go back to the beginning of the entire lesson. I found this to be a very useful feature.

It is recommended that folks using TM for registrations for the first time listen to the entire eLesson before attempting any registrations.

Although not really covered in the eLesson, it may be useful to print out the membership applications for all of your current athletes who will be renewing to allow the parents to review what you have in your system for their child's information and their contact information. They can make any changes directly on the form and hand it back with their payment for 2011. These changes should then be incorporated into your TM prior to registering the athlete. Before printing the forms the Registration Preferences for 2011 will need to be set (see below). After this is finished, select REPORTS > ADMINISTRATIVE REPORTS > REGISTRATION. Under Report Format, select APPLICATION FORM, 2 PER PAGE, BATCH # 0, select your team, YEAR 2011 and the CREATE REPORT button.

The Hy-Tek eLesson for athlete registrations is divided into sections with general contents as follows:

REGISTRATION PREFERENCES

Provides information on how to set a 'Registration Date' (and what it means), add the LSC year-round and the seasonal registration fee to the athlete applications and insert information so that the check is made payable to and mailed to the club, rather than the MS Office.

REGISTERING A NEW SWIMMER

RENEWING A REGISTRATION

MASS REGISTRATION

For clubs that wish to renew all of their athletes en mass.

SELECTIVE REGISTRATION

Registration Year Set-up -- resets all active members in your database so they are ready to be renewed individually.

REGISTRATION REPORTS

Explains what the Batch Numbers mean and how to use them.

Details the production of a report of the current (or a previous) registration batch and saving this to the hard drive or attaching to an e-mail.

REGISTRATION EXCEPTION REPORTS

Useful for those who wish to determine which athletes have not yet been registered.

EXPORTING REGISTRATIONS

The eLesson details how to export the current batch (or any previously registered batch) and attach it to an email.

Michigan Swimming Office Requirements for Registration Exports:

- Send an email to the Michigan Swimming Office with your exported batch file (and the report) as attachments.
- Immediately send through regular mail the following:
 - Completed Money Summary Form
 - Printed copy of the exported registration batch (no need to send if this has been sent via email)
 - One check to cover the transactions in the registration batch and any other registrations
 - Hard copy of the application if the athlete is transferring from another club
 - NOTIFICATION OF MEMBERSHIP IN USA SWIMMING form signed by the athlete (if the athlete is a member of another FINA)
- **The registration batch will not be processed until the check and Money Summary Form arrive through the mail.**

ATHLETE TRANSFERS

AT THE TIME OF ANNUAL REGISTRATION

If an athlete registers with a club other than the one they competed with the previous year and the athlete could have competed with the old club during the previous 120 days, a copy of the signed athlete application form must be provided to the MS Registration / Membership Chair—even if the registration is being submitted electronically. This copy should contain the last date of competition with the former club.

Exact last dates of competition in a USA Swimming Sanctioned Meet are important because of the “120-day Rule” (see Article 203.3 of USA Swimming Rules & Regulations). When only a month and year are provided, the last of the month will be assumed. If the transfer comes in electronically at the time of registration and the signed application is not provided, either the date the request for transfer is received by the Membership / Registration Chair or the last date the athlete could possibly have competed with the previous club will be assigned as the last date of competition and the athlete will not be eligible to officially attach to the new club until 120 days from the assigned last date of competition.

TRANSFERS DURING THE REGISTRATION YEAR

Transfers for athletes who are currently registered and now wish to move to another club are to be submitted on the MS Athlete Transfer Form. This form is to be filled out completely and signed by the athlete, or by the athlete’s parent or guardian if the athlete is a minor, and by a representative of the club that the athlete is transferring into. This ensures that the club has room for another swimmer at their facility and lets them know that this swimmer is now a member of their club. Again, the exact date of the last swim in a Sanctioned Meet with the previous club shall be specified and it will be verified by checking the TIMES for the athlete in SWIMS via the USA Swimming website.

FOREIGN FEDERATION ATHLETE JOINS USA-S

When a member of another FINA Federation applies for membership in USA-S, he/she must complete the Notification of Membership in USA Swimming form. USA-S will use this information to notify the athlete’s home federation.

The athlete should complete and sign the form and it should then be sent to the LSC Registration Chair at the MS Office who will sign and forward the form to National Headquarters.

CLUB REGISTRATION

Club membership is for a calendar year. Clubs apply for membership through the MS Office by completing an application form and paying the \$125.00 fee. A club applying for membership on or after September 1 will receive membership valid through December 31 of the following year.

All clubs must ensure that all athletes participating in USA Swimming sanctioned competition are members of their LSC and USA Swimming. In addition, all coaches of USA-S clubs must join USA-S as coach members (SEE PAGE 13) and are required to satisfactorily complete safety training and background screening required by USA-S. All coaches of USA-S clubs, who register for the first time as a coach member, must complete the coaches' education required by USA-S prior to receiving their coach membership for the second year. The coach of record for a USA-S member club must be at least 18 years of age.

All clubs which register for the first time as a year-round club member must comply with the New Club Membership Requirements established by USA-S (SEE PAGE 12).

There are many benefits to clubs and individuals who join USA-S. Clubs, coaches and athletes receive liability and excess insurance coverage. Members can compete in USA-S sanctioned competitions which ensure safe, fair and competently officiated events. In addition, there are education benefits to clubs, coaches and individuals.

Club applications must include names, street addresses, phone numbers and email addresses for the following positions:

- Club Delegate / Club Contact (must be registered with USA-S to vote at the annual House of Delegate (HoD) Meeting)
- Head Coach (must be registered as a Non-Athlete Coach member)
- Club Safety Coordinator (must be registered with USA-S)
- Club President
- Club Membership Coordinator
- Club Treasurer
- Club Meet Entry Coordinator
- Find-A-Club Contact

In addition, club applications must list the names and addresses of the venues they use for practice and the meets they host.

CLUB RENEWALS

Provide all information requested on the Club Membership Application Form. The person listed as Club Membership Coordinator will be the person through whom the MS Membership / Registration Chair will communicate all registration issues. Be sure to include an email address.

Some positions have additional requirements. They are as follows:

- Club Safety Coordinator:
 - Must be registered as a member of MS for the registration year for which the club is making application.
- Head Coach:
 - Must be registered as a Coach Member of MS for the registration year for which the club is making application.
 - Must be at least eighteen (18) years of age.

NEW CLUBS

Clubs applying for new annual club membership in MS, in addition to completing the Club Membership Application Form (procedure listed above under renewals) MUST complete the following additional requirements:

- Demographic Questions Form
- Team Mission Statement
- First Year Budget or Business Plan
- Safety Action Plan for all facilities
- Facility Use Confirmation Form (for all facilities)
- Club Leadership and Business Management School (CLBMS) (must be completed during the first registration year)
- Additional personnel requirements:
 - Head Coach:
 - Must have completed American Swim Coaches Association (ASCA) Level 1 – Educational Requirement
 - Must have completed ASCA Level 2 – Stroke School
 - Must have completed ASCA Level 3 – Physiology School, **OR**
 - Have completed three (3) years of prior USA-S coaching experience.

All forms and the \$125.00 registration fee for the club (as well as the \$55.00 registration fee for each non-athlete member) are to be sent to the MS Membership / Registration Chair. After verification that all requirements have been met, the materials will be forwarded by the MS Membership / Registration Chair to the Central Zone Sports Development Consultant at USA-S Headquarters for final approval.

These procedures (and a checklist) are also available on the USA Swimming website at <http://www.usaswimming.org/DesktopDefault.aspx?TabId=1606&Alias=Rainbow&Lang=en/>

NON-ATHLETE REGISTRATIONS

OFFICIALS & OTHERS

Complete the Non-Athlete registration form and submit (mail to the address on the non-athlete registration form) with the appropriate fee. There are no provisions to submit non-athlete registrations electronically.

NOTE: Individuals to be registered as Officials must be listed on the official's roster or they will be registered as Non-Athlete 'Other'. Folks cannot become an Official simply by checking the box on the form.

COACH MEMBERSHIPS

To become a registered USA-S coach, the three steps below must be completed. After they are completed, the coach registers through the MS Office. Please carefully read through all three steps.

SAFETY CERTIFICATIONS: Prior to registering, a coach must have current **acceptable safety certifications** in the following courses: *CPR, First Aid and Safety Training for Swim Coaches (STSC)*. The list of currently acceptable courses "*Requirements and Equivalents*" is available on the MS and on the USA-S websites.

HOW TO COMPLETE YOUR STSC REQUIREMENT: A coach is now able to take the STSC written test online (from the USA-S website) and then proceed to a Red Cross certified instructor to demonstrate the required water skills. Once the coach has passed the online test s/he will receive an email from USA Swimming.

Many of the coaches in Michigan complete STSC by obtaining a Red Cross Lifeguard Training card and then completing the online test for STSC. A copy of the Red Cross card and the email from USA Swimming which indicates the coach has passed the online test can be sent to the MS Office to satisfy this requirement.

There is still a lot of confusion regarding STSC. Coaches are required to successfully complete the 25-question online test **ONLY WHEN**

their **CURRENT** lifeguard or STSC certification expires. Many coaches seem to think that they must take the STSC online test each year in order to renew their coach membership. If their STSC/lifeguard certification doesn't expire this year, they don't have to take the online test.

Another source of confusion: Some coaches think that all they have to submit to the MS Office is a copy of the email from USA Swimming which indicates they passed the STSC online test and that their STSC date will be updated. This is not the case. The email clearly states: *"Your Safety Training certification will expire on whichever date is **earlier** - your lifeguard certification expiration date or 3 years from the date of this email."*

BACKGROUND SCREENING: All coaches are required to successfully complete a Background Screening through the USA-S background screen provider, TC LogiQ. It is the coach's responsibility to renew their Background Screening every two years.

EDUCATIONAL REQUIREMENT: Before the coach registers for the second year, he or she must successfully complete the Foundations of Coaching test. This test includes basic swimming coaching knowledge as well as the rules and regulations of USA-S. This test is provided online at the USA-S website (www.usaswimming.org). Once a coach has met the exam requirements, USA-S will notify the MS Office.

In addition to the properly completed form and fees (can be mailed with club registrations or individually), those applying for coach membership are required to provide copies of the front and back of their CPR, First Aid, and STSC cards, or the equivalent. Do not submit originals. They will not be returned.

The coach's membership will only be valid until 31 December of the registration year or until one of the safety certifications or the background screening expires, whichever occurs first. The expiration date of the coach membership is always printed on the coach card which is mailed to each coach. An updated coach card will be issued to the coach whenever s/he submits a new CPR, First Aid, STSC card or a background screen.

If a coach would renew all certifications during August or September and then renew the USA Swimming membership in September/October, they would not risk having their coach membership expire during the middle of the swim year.

PHYSICAL DISABILITY WAIVER

If for reasons of physical disability a coach cannot complete the skills demonstration of one or more of the required safety curriculum, the following procedure is to be followed:

Obtain current certification in any of the three courses where his/her disability is not a factor. Certifications must be from the list of USA-S approved courses—see list of Requirements and Equivalents on the MS or the USA-S website.

Take the remaining course(s) and complete the written exam at the end of the course.

Get a letter from the organization that administered the course(s), stating that the candidate passed the written exam(s) but was unable to participate in the skills demonstration portion of the exam(s) due to a physical disability. Letters should be submitted to the MS Registration/Membership Chair.

Submit a letter to the MS Registration/Membership Chair from the club's head coach or board president, stating that a lifeguard or another USA-S coach will also be on deck at all times.

Copies of the front and back of certifications along with both letters listed above are to be submitted along with the registration form and the appropriate fee.

2011 FEES

CLUB REGISTRATION FEES

Annual Club Membership – One Hundred Twenty-Five Dollars (\$125.00)

ATHLETE REGISTRATION FEES

Annual Athlete Membership – Fifty-Five Dollars (\$55.00)

Seasonal Athlete Membership – Thirty-Five Dollars (\$35.00)

Outreach Athlete Membership – Seven Dollars (\$7.00)

Must qualify—(see Outreach Section)

Open Water Single-Meet Membership – Ten Dollars (\$10.00)

Athlete Transfer – Two Dollars (\$2.00) if a waiting period; One Dollar (\$1.00) if no waiting period

NON-ATHLEE REGISTRATION FEES

Annual Individual Membership – Fifty-Five Dollars (\$55.00)

Annual Family Membership – One Hundred Dollars and Fifty Cents (\$100.50)

PENALTIES

UNREGISTERED ATHLETES

Any club that enters athletes in a MS sanctioned meet whose properly completed registration is not in the hands of the Registration/Membership Chair prior to the close of the meet entries shall be subject to a fine of One Hundred Dollars (\$100.00) per athlete. See the Certification of Registration Status which is included in every sanctioned meet packet.

NOTIFICATION

Electronic notification of the violation shall be sent to the club registration contact and the president of the offending club.

2011 REGISTRATION FORMS

The following registration forms are available in a Registration Folder on the MS website:

Application for Transfer

Athlete Application Form

Athlete Outreach Verification Form

Club Application Form (3 pages)

Money Summary Form

Non-Athlete Application Form

Notification to Foreign Federation of Membership in USA Swimming

Seasonal Application Form

Single-Meet Open Water Athlete Application Form