

Registration Report October, 2010

2010 Registration Numbers:

Athletes	6051
Seasonal Athletes	88
Single Meet Athletes	10
Total	6149

Non-Athletes	856
Clubs	46

September 2011 Registration Numbers:

Athletes	2377
Non-Athletes	79
Clubs	12

- 1) **Recertification Cut-Off Date:** At the Board of Directors meeting in August it was decided to institute a cut-off date for the receipt of recertification requests in order to process the information prior to the beginning of a meet. It was decided that **recertification requests must be received by 5 PM three (3) days prior to the first day of meet.** (Example: if a meet starts on Sat., the requests must be received by 5 PM on Wednesday.)
- 2) **Registration Date:** I will use the date I receive a registration file as the date of swimmer registrations even if I do not enter the information into SWIMS until later. (If I received a file on Oct. 8 but don't enter it into SWIMS until the 10th, I will use the 8th as the date of registration.)
- 3) **Transfer Forms:** USA-S is now requiring the use of a common transfer form to standardize procedures from LSC to LSC. At this point, I am requiring clubs to send in forms for any swimmer who was registered in the previous year and has transferred to their team. Those forms, which require the signature of the swimmer, parent, or guardian, can be faxed, emailed, or snail-mailed to me. Unless I have the transfer form for the swimmer when I receive his/her registration, I use the registration date as the last date of competition which means the swimmer can't be attached to the new club until 120 days from that date. So, it is in the club's best interest to get those forms to me. Once I receive the transfer form, I can change the date of last competition. **Remember**, the \$5 transfer fee is only required when the swimmer moves into VSI from another LSC and has already registered in that LSC for the current year.
- 4) **US Citizenship:** One of the biggest errors I'm having to correct when uploading registration files is the citizenship of the swimmer. Generally it is that SWIMS has that the swimmer is a citizen but the registration file doesn't. Please double-check this for me before sending your file.
- 5) **Office Schedule:** Currently I am teaching classes in the morning every day but Friday. And, I am not up at the crack of dawn as Louise was but I also work later in the evenings. So, if you need something first thing in the morning, please send it by 5:00 or so on the previous day. That way I'll have the chance to receive it and get a response to you by the time you need it.

- 6) **Send Meet Results to Office:** Please send an **unlocked** copy of the meet back-up to the Office for all types of meets - intra-squad, dual, invitational, etc. Even if you have already given the webmaster a back-up, please do this. I will then forward the file to those individuals who need them.
- 7) **Meet Recons:** Please send a meet recon file from Meet Manager (export "Report for SWIMS Times Recon") to the Office by the Tuesday prior to the start of the meet. This will allow us to catch any registration errors and streamline the process of uploading the meet results into SWIMS.
- 8) **Current Process for Background Screens:** A copy of the Background Screen Update has been provided for you (and will also be available on the VSI website). A few highlights:
 - a. **All new coaches** must still pass the current background screen from TC Logic.
 - b. **Any coach whose screen expired prior to Sept. 3, 2010** must renew his background screen through TC Logic.
 - c. **Any coach whose screen expires between Sept. 30 and Dec. 31, 2010** has been granted an extension of the expiration date until Dec. 31, 2010.
 - d. **Non-Athletes** will also be required to pass background checks based on their level of contact with the swimmers. Nothing has been decided on this at the present but I'll keep Kevin and the club contacts informed as requirements and dates are finalized.
 - e. **DO NOT** initiate a background screen through TC Logic **unless** you fall into category (a) or (b) above.
 - f. **More information will follow.** As soon as I receive any additional information I will pass it along to you. Therefore, it is **imperative** that I have your correct email address for all coaches.