



Virginia Swimming Incorporated
PO Box 1059
Appomattox, VA 24522

July 7, 2017

Dear Club Contact, Head Coach, and Registrar,

THANK YOU for all your efforts this year. By working together, we provided opportunities for a record number of athletes!!

Registration for 2018 begins September 1, 2017. Registration materials for 2018 are attached to this email and will also be available on the Registration page of the Virginia Swimming website later in the summer. These include all application forms for clubs, non-athlete, seasonal and year-round athletes.

Fees for 2018:

- o Clubs - \$100
- o Non-Athletes, Individual - \$65
- o Year-Round Athletes - \$75
- o Seasonal Athletes - \$39
- o Single Meet – Open Water - \$12

Virginia Swimming registration information:

- Athlete registrations should be sent by means of an electronic file from either Team Manager or Team Unify. Each of those programs has the capability to print a report of the athletes who are included in the registration file. **Please include this report** in the email with the registration file (preferred) or you can print it and mail it with the check for the registrations.
- 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. Please also reset the registration file number if you are using Team Manager.
- I will ONLY accept payment from teams for athlete registrations. **DO NOT** send checks written by the parents.
- I 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 also attached. **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.
- I have also included the VSI Club Information form. Please complete this form and send it to me **ASAP** so that I have the correct contact information for those in leadership positions on the team as well as your club's representatives to the House of Delegates. I also want to update the coach lists for each team.
- 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. If you have forgotten or misplaced your portal password, let me know and I'll send it to you again.
- Any athlete who was registered in 2017 and transfers to your team in 2018 will be changed to unattached (UN) unless a transfer form is sent in with the registration. Once I receive a transfer request form for the athlete (complete with the date the swimmer last represented his/her former team) I will update his/her record and be able to determine the date the athlete can attach to your team. If you need guidance on determining the date of last representation, just give me a call or send an email and I'll help you through the process. **Please discard any copies of the transfer form that you may have used in the past and only use the form that is included with**

this packet.

- 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. When you send a registration file that includes any Outreach athletes, please be certain to mention it in the body of the email so that I am aware of it. If you have any questions at all about Outreach memberships, new or renew, please be certain to give me a call.
- 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 at www.usaswimming.org/coachmember.
- Please remind all non-athletes on your team to initiate their BG checks at the beginning of the month in which they will expire. As mentioned in an email sent in May, USA Swimming changed to a new vendor for BG checks on April 1st. Because of this, the fee for any BG check, renewal or new, will be \$38. Once an individual has completed a BG check with this new company, his/her future renewals will only cost \$18.
- All of the forms that I have included except the Registration Summary 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.)

USA Swimming club registration requirements:

- Actual Signatures are required on the USA Swimming Club Registration Form:
 - In the pre-employment screening section. A signature in that section indicates 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.
 - In the racing start certification section. The signature of the head coach is required.
 - **Failure to sign either of these sections will result in the team's application being rejected.**
- Each club **must** 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.

Another important change – beginning this year membership cards will not be mailed to coaches. Because of the capability to view the cards on mobile devices and to print membership cards from the USA Swimming website, the Board of Directors decided to discontinue mailing cards to coaches. However, I will continue to mail membership cards for those registering as 'Other' (this category includes chaperones, meet directors, etc.).

If you have any questions regarding anything in this email please contact me at 434-352-5451 or registrationchair@virginiaswimming.org.

Mary Turner

Registration Chair & LSC Administrator

VIRGINIA SWIMMING

2018 REGISTRATION GUIDELINES

CLUB MEMBERSHIP

Procedures:

- Fill out club application form completely and return with check (deadline for club renewal is 12/31/17).
- Complete the Club Information Sheet and return to VSI office as soon as possible. This form is in a fillable Adobe format so save it to your computer, fill it in, save it again, and attach it to an email to send it back.
- Coaches and representative to the VSI House of Delegates must be current USA Swimming non-athlete members.
- Club packets including new USA rule books will be sent from the National Office in Colorado Springs to the club in January 2018. Insurance certifications are available online at www.USASwimming.org.

ATHLETE MEMBERSHIP

- **Types of Memberships:**
 - Year-round (9/1/17-12/31/2018)
 - 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.) **CHOOSE CODE 1 (Season 1) IN TEAM MANAGER**
 - Single Meet - Open Water (good only for meet and swimmer is UN)
- **General Timeline for Registering Swimmers:**
 - Sept - Any new swimmers to your club (export and send registration file to VSI office)
 - Oct- Dec. – Renewal swimmers (2017 year-round memberships expire 12/31/17)
 - May – New swimmers for the summer
- **Electronic Registration**
 - Recommendation: print out registration forms for each of your former swimmers. These can be handed out at a parent meeting or sent out for parents to make corrections and return with payment.
 - Email the registration export file to Registration Coordinator along with Excel worksheet of itemized fees as an attachment.
 - Send through regular mail: printout of the swimmers information that is included in the exported file (if not emailed with registration file), copy of Excel worksheet, transfers, and check for payment.

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.
- **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.** Mail, fax, or email 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. (Please destroy any copies of old transfer forms and use only the new form that is included with this email. You can also find a copy of the form in the Registration section of the Virginia Swimming website.)
- 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 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 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 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. I have attached a copy of the transfer form and it is also available on the web under REGISTRATION.

NON-ATHLETE MEMBERSHIP

- All coaches, officials, voting delegates, Virginia Swimming Board of Directors, and meet directors must have a non-athlete membership.
- **Coach Membership Procedures:**
 - All coach registrations should be submitted by the club registrar.
 - A non-athlete roster complete with all certification dates is available through your club portal on the USA Swimming website. If you have forgotten or misplaced your portal password, let me know and I'll send it to you again.
 - Coaches CANNOT be on the pool deck at practice or a meet if any one 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.
 - 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.