



Virginia Swimming Incorporated
PO Box 1059
Appomattox, VA 24522

July 14, 2018

Dear Club Contact, Head Coach, and Registrar,

THANK YOU for all your efforts this year. We have had another record year in Virginia Swimming!

Registration for 2019 begins September 1, 2018. Registration materials for 2019 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 athlete and non-athlete application forms. The club registration form is currently being revised by USA Swimming so I will forward it to you as soon as I receive it.

Fees for 2019:

- Clubs - \$150 If renewed prior to December 1st, the fee will be \$100
- Non-Athletes, Individual - \$67
- Year-Round Athletes (see below for more information)
 - Premium - \$77 (formerly known as Year-Round)
 - Flex - \$20
- Seasonal Athletes - \$42
- Single Meet – Open Water - \$12

2019 Registration Guidelines:

GENERAL INFORMATION

- Because there are now two of us handling things, the best email address to use for sending registrations, transfers, etc. is registrationchair@virginiawimming.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.
- 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.
- 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 us know and we'll send it to you again.
- All of the forms that are attached to this email 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.)

ATHLETE MEMBERSHIP

- **NEW!** USA Swimming is initiating a process for registration beginning September 1st called OMS (Online Member Services data validation). Athlete registrations will be uploaded through your team management vendor (most likely Team Manager or Team Unify) and then 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.

More information about this will be coming from your vendor in the next few weeks with dates for training webinars.

- 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. **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): (9/1/18-12/31/2019)
 - **New!** Flex: (9/1/18-12/31/19); athletes are restricted to competition in 2 sanctioned meets below the LSC championship level.
 - 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.)
 - Oct- Dec. – Renewal swimmers (2018 year-round memberships expire 12/31/18.)
 - May – New swimmers for the summer.
- **Athlete Transfers (120-Day Rule)**
 - Any athlete who was registered in 2018 and transfers to your team for 2019 must submit a transfer form.
 - Athletes who transfer to your team should be marked as RENEWAL. Send a hard copy of the transfer form or attach the form to an email.
 - **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 attached and is also available on the web under REGISTRATION. (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 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 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.

CLUB MEMBERSHIP

- Fill out club application form completely and return with check (deadline for club renewal is 12/31/18). **Remember**, the fee increases from \$100 to \$150 if the application is not submitted by 12/1/18!
 - Complete the VSI Club Information form is also attached to this email. Please complete this form and send it **ASAP** so that we 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. We will send out meeting notices around August 15th so we need updates as soon as possible. We also want to update the coach lists for each team. 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.
 - 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](#).
 - Signatures are required on the USA Swimming Club Registration Form in three places. Typed signatures are now acceptable. The sections requiring a signature are:
 1. Pre-Employment Screening - 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.
 2. Racing Start Certification - The signature of the head coach is required.
 3. **New!** State Concussion Laws - A signature in that section indicated that the club is following the concussion laws of Virginia regarding training coaches and providing educational information to athletes, parents, and guardians as required.
- Failure to sign any of these sections will result in the team's application being rejected.**
- Club packets including new USA rule books will be sent from the National Office in Colorado Springs to the club in January 2019. Insurance certifications are available online at www.USASwimming.org.

NON-ATHLETE MEMBERSHIP

- All coaches, officials, Virginia Swimming Board of Directors, and meet 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.
- **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 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 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 at www.usaswimming.org/coachmember.
 - 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. As mentioned in an email sent last year, USA Swimming changed to a new vendor for BG checks on April 1, 2017. 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.

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

Mary Turner

Executive Director

Virginia Swimming, Inc.