

Virginia Swimming Incorporated

PO Box 1059

Appomattox, VA 24522

June1, 2020

Dear Club Contact, Head Coach, and Registrar,

Athlete and non-athlete registrations for 2021 begin today and the related registration forms are available on the Registration page of the Virginia Swimming website. Please you only register new athletes or non-athletes in the June – August timeframe and follow your normal schedule for submitting renewals. Should you need to upgrade any flex members, please contact Emily or me before doing so.

Athlete and Non-Athlete Fees for 2021:

* + Non-Athletes, Individual - $71
	+ Year-Round Athletes (see below for more information)
		- Premium - $81 (formerly known as Year-Round)
		- Flex - $20
	+ Seasonal Athletes - $42
	+ Single Meet – Open Water - $12

2021 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@virginiaswimming.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 available on the website under the Registration tab and is sent with every invoice. **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.
	+ the date that any athletes who are 18 or over completed the APT.

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 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**

* ***Remember:***All adult athletes (those who are at least 18 years old) must complete the non-athlete Athlete Protections training. Athletes will receive an email notification of the requirement 30 days prior to their 18th birthday, on their birthday, and 30 days after their birthday. If the APT is not completed prior to 30 days after their 18th birthday, the athlete’s membership is no longer valid meaning he/she should not be allowed to practice and will not be allowed to swim in meets. If the athlete does happen to compete in a meet, his/her times will not load into SWIMS.
* The Member Data Validation Service begun by USA Swimming last year is now in full swing with both Team Unify and Team Manager. Teams can use either of those platforms to upload athlete registrations which will then be 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. Please check with your vendor (TU or TM) for more information about this.
* 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. If you are still emailing registrations files to us, **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): (6/1/20-12/31/2021)
	+ Flex: (6/1/20-12/31/21); athletes are restricted to competition in 2 sanctioned meets below the LSC championship level. (**VSI Championship meets include District, Region, Age Group, and Senior Champs as well as Summer Awards**.)
	+ Seasonal: covers period of150 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:**
	+ June - Sept - Any new swimmers to your club (export and send registration file to VSI office.)
	+ Oct- Dec. – Renewal swimmers (athletes currently registered for 2020 will expire 12/31/20.)
	+ May – New swimmers for the summer.
* **Athlete Transfers (120-Day Rule)**
* Any athlete who was registered in 2020 and transfers to your team for 2021 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 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.

## **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.
* Athlete Protection Training Update: This training is now developed by the USOC Center for Safe Sport and has an **annual expiration date**. That is, when someone takes the course for the first time or renews it, it will expire one year from the date it was completed. Individuals can check their APT expiration date in Deck Pass and it is also available on Non-Athlete Member Report on the club portal on the USA Swimming website.
* **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](http://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.

## **CLUB MEMBERSHIP –** 2021 club registrations will not be allowed until September 1. I will send more information about this at a later date.

**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.