

# Registration and Membership in NC Swimming and USA Swimming

# Who should be registered?

- \* All swimmers “practicing with a member club” or competing in USA Swimming sanctioned events. Even if they never compete, they **MUST** be registered!
- \* Coaches and Officials (including any “coaching assistants” if a registered coach is not on deck AND directly involved in the activity the assistant is helping with)
- \* Chaperones, Meet Directors, Trainers, Board Members, etc.

# When should I get registered?

- \* The “registration year” begins on September 1 of each year and ends on December 31 of the following year.
- \* Seasonal registrations are only valid for 150 days.
- \* Flex Memberships are valid until Dec 31 of the registration “year”, but can only be used for 2 sanctioned meets; after that, they must be converted to an annual membership.
- \* Register your new and returning athletes at the end of September! Submit other registrations for “late arrivals” throughout the season.
- \* Tryouts – 30 day “try out” period for those who are not and have never been registered. At the end of the 30 days, the swimmer **MUST** be registered or your insurance coverage may be compromised. If the swimmer has been with a USA Swimming club before – at any time – they need to be registered within 2 WEEKS!
- \* Renewals of coaches, officials, non-athletes and returning athletes can be processed any time after September 1. The earlier the better!
- \* Renew your Club any time after Sept. 1!

# Why Register?

- \* Required for participation in practice and USA Swimming-sanctioned events. One un-registered athlete jeopardizes the insurance coverage for ALL!
- \* Liability and secondary accident medical insurance for both the individual, AND THE CLUB!
- \* Splash magazine
- \* An invalid registration (expired coach, certifications/screens not current) jeopardizes the insurance provided for the whole team! IT IS THE RESPONSIBILITY OF THE COACH/OFFICIAL TO BE SURE THEIR CERTIFICATIONS ARE UP TO DATE! CHECK YOUR DECK PASS REGULARLY AND OFTEN – IT IS YOUR GO TO FOR THE STATUS OF YOUR REGISTRATION, AND PROOF OF MEMBERSHIP AND STATUS TO GET ON DECK!!!!

# Registering Athletes

## Submit to the Registrar:

- \* A Registration batch file, generated by your team management software (Hy-tek, Team Unify, etc.). You can register new and returning athletes at the same time.
- \* A pdf of the registration batch file (also generated by the team management software)
- \* A pdf of all Proof of Age or Birth Certificates for ALL new registrations (fax or mail copies if this isn't an option). Using online registration with your club software? Make the proof of age form part of the agreed to documents, let the registrar know this is what you have done, and you can save yourself the hassle of the proof of age form!
- \* A pdf of all Transfer forms for anyone registered in the preceding or current registration year with another USA Swimming club (fax or mail copies if this isn't an option)
- \* DO NOT submit paper or pdf copies of the USA Swimming Athlete Registration Form unless you do not have team management software..

BY MAIL: Financial Summary Form: how many athletes (new/renew) and a CHECK for all FEES due with this batch



# Transferring Athletes

- \* Submit a Registration batch file. If the athlete has not been registered for the current registration year, registration type is “Renew”. If they have already been registered for the current year, registration type is “Change.” Regardless, a batch file should be submitted.
- \* Submit completed transfer form. One for EACH athlete (even if siblings). Pdf, fax or mail.

# Registering NEW Coaches

- \* Cannot be registered with a batch file; I MUST GET THE FORM!
- \* Request a background screen through USA Swimming (except for Junior Coaches)
- \* Submit the Non-athlete Registration form
- \* For NEW coaches, copies of CPR and Safety Training for Swim Coaches certificates or course record. If using Lifeguarding, also complete the Red Cross course Safety Training for Swim Coaches online content only and submit the completion certificate. Check the list of approved courses at [www.usaswimming.org](http://www.usaswimming.org) to be sure you get certified by an acceptable provider.
- \* Once entered in SWIMS, complete Athlete Protection Training and Foundations of Coaching 101



# Renewing Coaches

- \* Submit a Non-Athlete Registration Form (pdf, fax, mail)
- \* Copies of any updated certifications. Remember, if using Lifeguarding, take the online Coaches Safety Training.
- \* Update Background Screen and Athlete Protection Training, if necessary
- \* If registering for your second year as a coach, complete Foundations of Coaching 201 and Rules and Regulations (2 separate tests)

# Registering Officials and “Other”

- \* Request a Background Screen. Watch those expiration dates!
- \* Submit Non-Athlete Registration form. Email a pdf, fax or mail.
- \* Complete Athlete Protection Training.
- \* Background Screens and Athlete Protection Training are valid for 2 years.

# Transferring Non-Athletes

- \* Submit completed Non-Athlete Transfer form. There is no fee (form on the NCSwim website).
- \* If effecting your transfer at the time of renewal, no transfer form required (not true with athletes)

# DECK PASS

- \* DECK PASS is the key to proof of membership. View your DeckPass on a desktop (be sure to link it to your registration record), and download the App to your phone.
- \* Membership cards are NOT mailed. You can print your own from the Desktop version of DeckPass. Showing your DeckPass is the way to get on deck
- \* Check your DeckPass often! It is real time with your certifications. Anything out of date – be sure you emailed me updates to your certifications (CPR and Safety Training for Swim Coaches ONLY get to me if you send them!).

# Registering your CLUB

- \* Club Registrations must also be renewed EACH year
- \* Submit the current copy of the Club Application, together with the current fee.
- \* Be sure to sign the Pre-employment Screening section on page 1, racing start and concussion protocol sections. I MUST have a signed form!
- \* ALL info on the form shows up in your Club Portal – be sure it is correct!
- \* Check your club portal to identify coaches that should be removed – let me know who to delete! Need your club portal login – email the Registrar!

# Registration Financial Summary

NCS Registration Financial Summary  
(for use beginning 9/1/2018)

Club Code: \_\_\_\_\_ Date: \_\_\_\_\_ Batch No: \_\_\_\_\_

MEMBERSHIP TYPE	QUANTITY	PRICE	AMOUNT DUE
<b>Year Round Athletes</b>			
NEW Registrations		\$70.00	\$
RENEWAL Registrations		\$70.00	\$
OUTREACH Registrations		\$ 5.00	\$
<b>Individual Season Athletes (150 days)</b>			
NEW Registrations		\$40.00	\$
RENEWAL Registrations		\$40.00	\$
<b>Flex Memberships (2 Sanctioned Meets)</b>			
NEW Registrations		\$20.00	\$
RENEWAL Registrations		\$20.00	\$
<b>Converting Flex to Annual</b>		\$50.00	\$
<b>Non Athlete Registrations</b>			
Non Athlete, Non Coach		\$70.00	\$
New Coach/Junior Coach		\$70.00	\$
Renewing Coach before 12/20/2018		\$70.00	\$
Renewing Coach after 12/20/2018		\$70.00	\$
<b>Club/Organization</b>			
New or Renewal before 12/20/2018		\$95.00	\$
Penalty for Renewal after 12/20/2018		\$105.00	\$
<b>TOTAL DUE NC SWIMMING</b>			\$
		Prior Credit (minus)	(\$ )
		Prior Balance Due (plus)	\$
<b>AMOUNT INCLUDED</b>			\$

Make all checks payable to: NC SWIMMING

Submitted by (name): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Mall to:  
Registrar, NC Swimming  
PO Box 30863  
Charlotte, NC 28230

Office Use Only:

Check No: \_\_\_\_\_ Amount \$ \_\_\_\_\_ Date Recvd \_\_\_\_\_

Completed Financial Summary Form should be submitted with ALL registrations – athletes, non-athletes, club – and should be accompanied by MONEY!!!!!!

# Meet Recons for Meet Hosts

- \* Submit a Meet Backup file to me at least ONE WEEK prior to the meet start!
- \* Recon results will be emailed back, with an annotated report. All clubs with errors will be copied on the email.
- \* Submit any required registrations at least 2 DAYS prior to the start of the meet, including any missing transfer forms, proofs of age, etc.
- \* Make any required corrections to your team database (if you have no middle initial, but I have one, we will ALWAYS have an error)
- \* Meet Host makes any noted corrections to the meet database.
- \* Received New entries? Submit a NEW meet backup for recon!

# 2018-2019 Fees

- \* \$70 for Athletes and Non-Athletes.
- \* \$20 for Flex Memberships; an additional \$50 to convert to an annual membership after 2 meets
- \* \$5 for Outreach Athlete Membership
- \* \$40 for Seasonal Athletes.
- \* \$95 for Club memberships.