



Virginia Swimming Incorporated
PO Box 1059
Appomattox, VA 24522

July 25, 2011

Dear Club Registrar,

THANK YOU for all your efforts in 2011 and for your patience as I learned the ropes as your Registration Chair. 6015 year-round swimmers have registered during the 2010-2011 season as well as 846 non-athletes.

Registration for 2012 begins September 1, 2011.

- Registration materials for 2012 are attached to this email and can also be found on the Registration page of the Virginia Swimming website. These include all application forms for clubs, non-athlete, seasonal and year-round athletes, as well as single meet athletes. You may also print forms from Team Manager.
- Fees for 2012:
 - Clubs - \$100
 - Non-Athletes, Individual - \$55
 - Non-Athletes, Family - \$105.00
 - Year Round Athletes - \$62
 - Seasonal Athletes - \$37
 - Single Meet - \$12
- 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.
- Please send a check from the club for the registrations fees. **Remember, the check for the registrations is to be mailed within 5 (five) days of sending the electronic file.**
- An Excel worksheet is also attached for summarizing the registration fees to be paid to VSI. Please attach the completed form to the email containing your registration file and also send a copy with the check for the fees.
- I have also included a form for club information. It will be very helpful for me to have the contact information for the individuals included on that sheet. I also want to update the coach lists for each team. Please send this information back to me as soon as possible.

Note that there is a new requirement on the Club Application form: each club must sign a statement that it 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, Article 502.6.8. **Failure to complete this portion of the application will result in the team's application being rejected.**

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 & Office Administrator

VIRGINIA SWIMMING

2012 REGISTRATION GUIDELINES

CLUB MEMBERSHIP

Procedures:

- Fill out club application form completely and return with check (deadline for club renewal is 12/31/11).
- Complete the Club Information Sheet and return to VSI office as soon as possible. This form is in a fill-able Adobe format so fill it in, save it, 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, 2012. Insurance certifications are available online at www.USASwimming.org.

ATHLETE MEMBERSHIP

- **Types of Memberships:**
 - Year-round (9/1/11-12/31/2012)
 - 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 (2011 year-round memberships expire 12/31/11)
 - 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 to be received within 5 days
 - If you use Team Manager, follow directions on the included handout

ATHLETE TRANSFER (120-DAY Rule)

- An athlete wishing to affiliate with your club who formerly swam for another USA Swimming club 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 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 120-day period must be observed from when the swimmer last swam in competition representing their old club and when the swimmer can represent their new club in competition. During the 120-day period, the swimmer may compete as UN (unattached) but cannot swim relays.
- If you have a swimmer joining your club who previously swam for another USA club, mark the swimmer as a RENEWAL and send a hard copy of the transfer form with payment. The transfer form is available on the web under REGISTRATION.

NON-ATHLETE MEMBERSHIP

- All coaches, officials, and voting delegates, Virginia Swimming Board of Directors and meet directors must have a non-athlete membership.
- **Prior to registering for 2012, all non-athletes must complete the Athlete Education Online Requirement.** This program is expected to be available by August 31, 2011 and more information will be forthcoming.
- **Coach Membership Procedures:**
 - All coach registrations should be submitted by the club registrar.
 - Coaches CANNOT be on the pool deck 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. When updates to certifications are provided, the coach will be issued a new coach card with the updated certification dates.
 - Coaches CANNOT register at meets or provide updated certifications to meet referee. In order to provide information to meet hosts in a timely fashion, updates to certifications must be received by the VSI Office by the close of business (5:00 pm) three days prior to the beginning of the meet. (Example: meet starts on Thursday, updates must be received by 5:00 pm on Monday)
 - Coaches who were registered in 2011 for the first time with USA Swimming must successfully complete the Foundations of Coaching test before they can be renewed for 2012. The Registration Coordinator will automatically receive notification when the test is completed.