

July 23, 2021

**Dear Club Registrar,**

First and foremost – **THANK YOU** for all your efforts in 2021 during many challenges. **LESI appreciates all your efforts on behalf of the LESI swimmers.**

Registration for 2022 begins **September 1, 2021.**

### **2022 Registration Information Sessions (Zoom)**

**I will be holding Zoom meetings to discuss 2022 Registration information on the following dates and times. Please plan to attend to get information and answer any questions you may have. If these dates are not good for you, we can meet at another time on Zoom. These sessions will help you get ready for 2022 registration.**

- Thursday, July 29, 2021, 7 pm - <https://zoom.us/j/99056321920>
- Monday, August 2, 2021, 7 pm - <https://zoom.us/j/96026015005>

### **2022 Registration Information**

- Registration items for 2022 will be found on the LE website under FORMS. These include all application forms for clubs (one for USA Swimming and one for LE Swimming), non-athlete, seasonal, Flex, year-round athletes, outreach, and single meet. There is a general form which one can use where you check the type of membership. The general form indicates the length
- 18 & O athletes must complete the Athlete Protection Training in order to be a current athlete member. If an athlete is not current, they cannot swim in a meet and should not be at a USA practice.
- **2022 Fees:** (USA Swimming increased year-round athlete and non-athlete fees by \$2)
  - Clubs - \$100 (before 12/1/21); \$125 (between 12/1/21-12/31/21); \$150 (after 12/31/21)
  - **Non-Athletes - \$76**
  - **Year Round (Premium) Athletes - \$76**
  - **Seasonal Athletes - \$35.00** (good for only 150 days and cannot be used for meets above the LSC level like Zones, Sectionals, National meets)
  - **Flex Athlete - \$20** (good for only 2 meets and cannot be used for championship meets like 8&U Champs, Regionals, JO's, Sr. Champs)
  - **Single Meet - \$10** (used for Open Water event only)
  - **Outreach - \$5** (must be accompanied by paperwork verifying qualification)
  - Life Members - \$1010
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- Club athlete and non-athlete rosters are available on the **Club Portal** area and will not be sent out in hard copy. The instructions for accessing the Club Portal are available on the LE website under FORMS. If you need additional help or your club portal password, email me.
- **Please note that a club must have a zero or credit balance before 2022 registrations can be processed.**
- **LE adopted a financial policy that clubs should pay any balances within 30 days or club reimbursement will be affected.**

If you have any questions regarding anything in this email or if you have problems getting your Club Portal password or

accessing the Club Portal, contact Pam Cook at [440-476-0071](tel:440-476-0071)) or [pamswim@aol.com](mailto:pamswim@aol.com). Going electronic will help save trees.

# Lake Erie Swimming 2022 REGISTRATION GUIDELINES

## CLUB MEMBERSHIP

### **Fees:**

2022 Club Fee - New club member	\$125.00	
2022 Club Renewal - Received by 11/30/21	\$100.00	
2022 Club Renewal - Received by 12/31/21	\$125.00	
2022 Club Renewal - After 12/31/21	\$150.00	
2022 Seasonal Club Membership -	\$ 60.00	(5/1/2022-8/31/2022)

### **Procedures:**

- Fill out both the **LE and the USA club application forms** completely and return with check.
- A 2022 coach non-athlete registration form and at least ONE 2022 athlete registration form must accompany a club application.
- The coach form should include updated copies of the coaches' certification for CPR and Safety Training For Swim Coaches, if applicable. **To register a coach for 2022, the coach should not have any certifications that expire in 2021.**
- Coaches-voting delegate must be a current USA Swimming non-athlete member.
- Club packets including new USA rule books and insurance certifications will be available from USA Swimming in Colorado Springs in January 2022.

## ATHLETE MEMBERSHIP

### **Fees: (NOTE: These fees are new for 2022)**

Year-round (9/1/21-12/31/2022)	\$76.00
FLEX (flex membership can only be upgraded to year round)	\$20.00
*Seasonal (can begin anytime and lasts for 150 days)	\$35.00
<b>(CHOOSE CODE 3 IN TEAM MANAGER or Team Unify</b>	
Single Meet - Open Water (good only for Open Water event)	\$10.00

**\*Seasonal membership is not good for competition above the LSC level (like Zones, Sectionals, etc.)**

### **General Timeline for Registering Swimmers:**

- 1 Sept - Any new swimmers to your club
- 2 Oct- Dec. – Renewal swimmers (2021 year-round memberships expire 12/31/21)
- 3 March – High School swimmers
- 4 May – New swimmers for the summer

### **Electronic Registration Using Team Manager (see LE Electronic Team Manager instructions on web) or Team Unify**

1. Make registration forms available depending on your preference. These should be communicated to your parents.
2. Email registration export file (zip file) to Registration Coordinator as an attachment along with PDF batch report or if using Team Manager Data Validation submit from the club queue to the LSC queue.
3. Send through regular mail: check made out to LESI

**BIRTH CERTIFICATES/DRIVER'S LICENSES, ETC. – only required if swimmer is brand new to USA Swimming and is handled at the club level only – do not send to the LSC registrar.**

### **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 (even if the athlete swam for the club years ago).
- 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) and cannot swim relays.
- If you have a swimmer joining your club who swam for another USA club, mark the swimmer as a RENEWAL and send the transfer form electronically as an attachment to an email. The transfer form is available on the web under FORMS and there is **no charge** for a transfer.

## **NON-ATHLETE MEMBERSHIP**

**Fees: (Note these fees are new for 2022 – beginning 9/1/21)**

Individual	\$ 76.00
Life	\$1010.00

All coaches, officials, Lake Erie Board of Directors and meet directors must have a non-athlete membership. A non-athlete membership requires a current background check and completion of the Athlete Protection Test through USA Swimming (see their website). Non-Athletes require Level 2 background check. To take the Athlete Protection Test, the non-athlete must be entered in SWIMS so register as a non-athlete so the Athlete Protection Test can be completed. Both the completion of the Background Check and the Athlete Protection Test are automatically entered into SWIMS.

## **COACH MEMBERSHIP**

### **Procedures:**

All coach registration should be submitted to the LSC registrar (Pam Cook) with updated copies of current CPR and Safety Training For Swim Coaches (STFSC) certifications (if applicable) attached to the registration form and a check for the fee. Background Checks and Athlete Protection Tests should be current or initiated at the USA Swimming website. Completed background Checks and Athlete Protection Tests will be automatically recorded in SWIMS. You can check Deck Pass (USA Swimming app) for real time, up to date information regarding coach status.

**Coach Certifications – see <https://www.usaswimming.org/coaches/coaching-membership-requirements-checklist>**

- **Background Check – Initiated at US Swimming website; automatically goes into SWIMS**
- **Athlete Protection Training (APT) - – Initiated at US Swimming website; automatically goes into SWIMS**
- **Coach Advantage Tutorial (CAT) - – Initiated at US Swimming website; automatically goes into SWIMS**
- **Coach Education 101 (for new coaches) - – Initiated at US Swimming website; automatically goes into SWIMS**
- **Coach Education 201 and Rules & Regulation (for 2<sup>nd</sup> year coaches) - – Initiated at US Swimming website; automatically goes into SWIMS**
- **Current CPR – send cert when completed to [pamswim@aol.com](mailto:pamswim@aol.com)**
- **Current STSC – both parts - send cert when completed to [pamswim@aol.com](mailto:pamswim@aol.com)**
  - **Pool part – Either LG cert or Water Skills cert**
  - **Online test**

**A coach is not current unless the above have been completed and appear in SWIMS.**

- 1 Coaches **CANNOT** be on the pool deck if they are not a current USA Swimming coach. When a certification expires, the coach will lose their coaching status immediately unless proof of an update has been received. A coach who has lost their coaching status may NOT be on the pool deck at a meet and should not be on the pool deck at club practices.
- 2 Coaches **CANNOT** be registered at meets or **provide updated certifications to a meet referee.**
3. Coaches that were registered in 2021 for the first time with USA Swimming and completed Foundations of Coaching 101 **must complete Foundations of Coaching 201 and Rules and Regulations in order to be renewed for their second year of USA Swimming Coaching.** See <https://www.usaswimming.org/coaches/coaching-membership-requirements-checklist>
- 4 Safety Training for Swim Coaches requires 2 parts – pool and online test. Pool is satisfied by either LG or Water Skills test.