

July 14, 2016

Dear Club Registrar,

First and foremost – **THANK YOU** for all your efforts in 2016. We currently have 4074 swimmers registered. Final statistics will be available August 31, 2016.

Registration for 2017 begins September 1, 2016.

CHANGES – LE is continuing “green”

- Coach card for 2017 will only be available in hard copy cards by request for \$10. Coaches are encouraged to use Deck Pass to verify their membership.
- Registration items for 2017 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 and year round athletes, and single meet. .
- DeckPass can be used for the most up to date information.
- **2017 Fees:** (USA Swimming increased year round athlete and non-athlete fees by \$2)
 - Clubs - \$100 (before 12/1/16); \$125 (between 12/1/16-12/31/16); \$150 (after 12/31/16)
 - Non-Athletes - \$64
 - Year Round Athletes - \$61
 - Seasonal Athletes - \$32.50
 - Single Meet - \$10
 - Life Members - \$1008
- 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.
- Bank statements for each club will sent out through regular mail after Aug. 1, 2016. **Please note that a club must have a zero or credit balance before 2016 registrations can be processed.**

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 440-808-9192 or pamswim@aol.com. Going electronic will help save trees.

Lake Erie Swimming 2016 REGISTRATION GUIDELINES

CLUB MEMBERSHIP

Fees:

2016 Club Fee - New club member	\$125.00	
2016 Club Renewal - Received by 11/30/15	\$100.00	
2016 Club Renewal - Received by 12/31/15	\$125.00	
2016 Club Renewal - After 12/31/15	\$150.00	
2016 Seasonal Club Membership -	\$ 60.00	(5/1/2016-8/31/2016)

Procedures:

- Fill out both the LE and the USA club application forms completely and return with check.
- A 2016 coach non-athlete registration form and at least ONE 2016 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 2016, the coach should not have any certifications that expire in 2015.**
- Coaches-voting delegate must be a current USA Swimming non-athlete member.
- Club packets including new USA rule books and insurance certifications will be sent from the National Office in Colorado Springs to the club in January 2016.

ATHLETE MEMBERSHIP

Fees: (NOTE: These fees are new for 2016)

Year-round (9/1/15-12/31/2016)	\$59.00
*Seasonal (can begin anytime and lasts for 150 days)	\$32.50
(CHOOSE CODE 3 IN TEAM MANAGER	
Single Meet - Open Water (good only for meet and swimmer is UN)	\$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 (2015 year-round memberships expire 12/31/15)
- 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)

1. Print out registration forms for each of your old swimmers. These should be handed out at a parent meeting or sent out for parents to make corrections and return with payment. In Team Manager, follow directions on handout for Team Manager
2. Email TM registration export file (zip file) to Registration Coordinator as an attachment along with TM PDF batch report.
3. Send through regular mail: check made out to LESI
4. The registration batch that was sent electronically will not be processed until I have received check and printout of the electronic file.

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 used to swim for another USA club, mark the swimmer as a RENEWAL and send the transfer form either electronically as an attachment to an email or a hard copy through regular mail. 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 2015)

Individual	\$ 62.00
Family	\$ 124.00
Life	\$1008.00

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. In order 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. A coach card will be sent out when all requirements are met to be a current USA Swimming coach. If you do not receive a coach card, you are not a coach and need to contact the Registration Coordinator. You can check Deck Pass (USA Swimming app) to real time, up to date information regarding coach status.

- 1 Coaches **CANNOT** be on the pool deck if they are not a current USA Swimming coach. The coaches card will display in large print the first certification date to expire. 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. When updates to certifications are provided, the coach will be issued a new coach card with the updated certification dates.
- 2 Coaches **CANNOT** be registered at meets or **provide updated certifications to a meet referee.**
- 3 Coaches **CANNOT** be registered for 2016 if they have certifications expiring in 2015.
- 4 Coaches that were registered in 2015 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 USA Swimming website – Member Resources – Coaches for all information regarding coach membership and tests.

APPRENTICE OFFICIAL MEMBERSHIP

A apprentice official form is available for 2015. Apprentice officials have 60 days from the start of their training before they are required to join as non-athletes and complete all membership requirements in order to continue being on deck.