

REGISTRATION/MEMBERSHIP HANDBOOK

TABLE OF CONTENTS

ATHLETES

Year-Round Memberships Types & Registrations

Seasonal Membership Registrations

Foreign Travel & Foreign Athlete Registrations

NON-ATHLETE REGISTRATIONS

TRANSFERS

CLUBS

Year-Round Clubs

Seasonal Clubs

Year-round Athletes

Table of Contents

<u>Premium Athlete Membership</u>	1
<u>Flex Athlete Membership</u>	2
<u>Outreach Athlete Membership</u>	3
<u>Processing Year-round Athlete Registrations</u>	4
<u>When Athlete is Considered “Registered”</u>	5
<u>Dual Athlete/Non-Athlete Membership</u>	6
<u>Personal Assistants</u>	7

Premium Athlete Registration

Corporate Bylaws of USA Swimming: Article 2

2.7 Fees

- .1 The annual fee for each class of membership is composed of the following elements
 - A A national fee established by the Board of Directors, except that changes to fees for Club membership (including seasonal, and the individual categories of premium, seasonal, Outreach, and single meet open water must be approved by the House of Delegates, and
 - B A local fee established by the LSC. The local fee for the Outreach Membership may not exceed \$2 and the local fee for the Flex Membership may not exceed \$10.
- .2 An LSC may charge a fee for transfers.

USA Swimming Rules and Regulations:

Article 302.1 - Athlete Registration

- .1 Athlete Members — All swimmers practicing with a member club or competing in events sanctioned by USA Swimming must be registered as athlete members of USA Swimming. Athlete members must meet the rules of eligibility contained in Article 303. No swimmer alleged to be ineligible shall be denied the right to register and compete without being afforded the opportunity to refute the allegations relating to possible ineligibility, pursuant to Part Four.

Article 303 - Eligibility

- .2 Except as provided for in 203.9, only athlete members of USA Swimming are eligible to compete.

The fee for premium athlete membership in USA Swimming is determined by USA Swimming and may include any additional fee the LSC may establish. Athlete membership is for a calendar year period (January through December). New or renewing athlete memberships processed on or after September 1 will be valid through December of the following year.

Benefits of athlete membership in USA Swimming include:

1. Liability and secondary accident medical insurance (see Insurance Section for further explanation)
2. *Splash* magazine (one per household) four times per year

Registration cannot be denied to any athlete without a formal hearing before a Board of Review in accordance with *USA Swimming Rules and Regulations*, Article 401, Hearings and Appeals.

Flex Membership Program

Corporate Bylaws of USA Swimming: Article 2

2.4 Individual Membership

- .2B Flex (offered at the option of LSC) – Flex memberships may be offered for the same period as a Premium Membership. Flex membership is for athletes 18 and under.
- .3 Athlete members who register with an LSC and USA Swimming are eligible for sanctioned swimming competition. Flex members are eligible to compete in only two sanctioned competitions per registration year. Flex members may not compete at or above the LSC Championship level. An athlete member shall not be registered in more than one LSC simultaneously.
- .4 Flex members who transition to the Premium athlete membership category within the same calendar year, will be able to credit the Flex athlete membership cost to the Premium athlete membership cost by paying the difference between the cost of the Flex membership and the Premium membership.

Flex membership offers individuals 18 and under the opportunity to become a USA Swimming premium athlete member at a reduced fee. The national fee for flex membership is \$10.00 and the Local Swimming Committee has the option to set a local fee that may not exceed \$10.00.

Benefits of Flex membership in USA Swimming include liability and secondary accident medical insurance (see Insurance Section for further explanation)

Registration cannot be denied to any athlete without a formal hearing before a Board of Review in accordance with *USA Swimming Rules and Regulations*, Article 401, Hearings and Appeals.

Outreach Membership Program

Corporate Bylaws of USA Swimming: Article 2

2.4 Individual Membership

- .2C Outreach (LSCs are required to offer this membership) – Premium membership with specially reduced fees. Each LSC House of Delegates shall determine how athletes qualify for outreach membership.

Outreach membership offers qualified individuals the opportunity to become a USA Swimming year-round athlete member at a reduced fee. The national fee for outreach membership is \$5.00 and the Local Swimming Committee has the option to set a local fee that may not exceed \$2.00. The goal is to provide opportunities in swimming to under-represented and/or economically disadvantaged youth in the United States. Each Local Swimming Committee determines how they will qualify athletes for outreach membership. They may use but are not limited to national guidelines based on Federal Food Stamps, Free School Lunch and/or Federal Poverty Guidelines. Documentation that your LSC may want to accept as proof of eligibility in addition to the above:

WIC
Medicaid
Redacted tax returns

The USA Swimming goal for this program is to make it as easy to administer as possible and have as many swimmers participate as possible. We suggest that the burden of “proof” rest with the applicant. It is not the LSC Registration Chair’s job to track down people to verify their economic status.

LSC participation in the outreach membership program is not optional.

Processing Year-round Athlete Registrations

Athlete Registration Policy – LSC Registration Chair Responsibility

It is the LSC Registration Chair's responsibility to maintain a current file of athletes registered in their LSC. Maintenance of these files includes registering new athletes, re-registering athletes, changing athlete data, transferring an athlete from one club to another within the LSC, and transferring an athlete from another LSC. It is also the LSC Registration Chair's responsibility to enter or cause to be entered appropriate athlete registration information into SWIMS.

- A. Distribute applications to individual clubs and to anyone requesting athlete membership within your LSC. Application forms for the upcoming registration year are emailed to each LSC registrar in the spring.
- B. When applications (or electronic files) and fees are sent to you, record the date of receipt. This date indicates when the insurance is in effect. Verify the number of registrations the club or individual sent to you and determine that the funds they included are correct.
- C. Enter the athletes into the SWIMS database and generate an athlete membership for each application received from each club and unattached individual. If an athlete is already a member, the SWIMS database will find the athlete's record. Notify USA Swimming's Member Services Department of any duplicate records found in SWIMS so they may merge the records.
- D. Two resources are available to get help while using SWIMS. You may access the Private LSC Section on the USA Swimming website for tutorials and best practices, or, if you cannot solve an issue, you can get technical support from USA Swimming Member Services during their business hours.
- E. Monthly accounting periods end at midnight on the last day of the month. Your LSC Treasurer (or person designated to receive invoices) will be billed by National Headquarters for the monthly membership activity.
- F. The membership year officially ends on August 31st. any registrations you receive after the 31st should be considered effective for the new registration year.
- G. Although there are no set guidelines, National Headquarters suggests that you keep athlete applications and transfer forms for three years only because of some outside chance that within that period there would be a need for confirmation of membership.

When is an Athlete Considered "Registered"?

One of the most frequently asked questions of the Member Services Department staff is "When is an athlete considered registered?" The simple answer to the question is that an athlete is considered registered when the application is completed, and payment is submitted to the LSC Registration Chair or their named deputy registrar(s). Local Swimming Committees are allowed flexibility in setting up its own registration process.

Listed below are some guiding principles:

Athlete Registration Policy – LSC Responsibilities	
1.	Each LSC must set up its own procedure to handle the registrations. The date the LSC is using as the registration date must be consistent for all clubs and unattached athletes (i.e., postmark date? date of receipt of the application by an LSC registrar? date of the payment received by an LSC Registrar? date electronic files were uploaded into the SWIMS holding tank?). All applications should be processed as soon as possible upon receipt of payment.
2.	Registration forms, procedures and information should be published on the LSC website.
3.	The LSC meet information material and meet entry forms should contain information on how to register, and if on deck registrations at the event will be available.

Non-Athlete/Athlete Dual Membership

There is no exception to be found in the rules and regulations and until the House of Delegates makes an exception to the rules, a person who desires to compete and also serve in a non-athlete capacity that requires membership in USA Swimming **must have two memberships**, one as a non-athlete member and one as an athlete member. The individual with dual membership is participating in the affairs of USA Swimming in two different categories of membership.

Coach & Athlete

What are the obligations of the individual who wishes to be both a USA Swimming coach and competing athlete? There are several issues involved here. Unquestionably, the individual will have to register as a coach member and also as an athlete member as required by USA Swimming Rules and Regulations 302.1 and 303.2.

Must the coach-athlete pay two fees?

No, as long as the athlete coaches for the same club for which he swims. At the 2018 USAS Convention, the House of Delegates passed legislation where the USA Swimming membership fee for one of the memberships (the least inexpensive) will be waived. The LSC can still charge/collect their own LSC fees on both memberships. Having one of the membership fees waived, does not affect insurance coverage that is provided by USA Swimming.

What about an athlete assisting a coach?

Any type of coaching must be provided by a registered USA Swimming member coach or a junior coach under the direct supervision of a certified coach member. Coaching by any other person who is not a registered coach member, including USA Swimming athlete members, is not permitted. This would mean the coach must always be on deck and must be directly involved in whatever activity with which the Jr. coach member is assisting. For instance, a Jr. coach member could demonstrate strokes and provide instructions to younger swimmers, as long as they are under direct supervision of a current non-athlete coach member. However, a good example of what is not allowed would be a Jr. coach who is working with a group of swimmers while the coach is separately working with a second group of swimmers. This would not be classified as "direct supervision" and the Jr. coach will not be eligible to work with the separate group, until they have reached the age of 18 and are a current non-athlete coach member in good standing.

Can a non-athlete member train with USA Swimming athletes as long as there is no competition involved?

No, non-athlete membership is a separate category of membership. If an individual is training or competing, **athlete** membership is required.

Official & Athlete

Can an athlete be certified as an official without registering as a non-athlete membership?

No; an athlete who wants to serve as an official must be a non-athlete member and pass the required background check and complete the athlete protection on-line education requirement as well as concussion management training.

Must the official - athlete pay two fees?

No, as long as the individual is officiating and swimming with the same club. At the 2018 USAS Convention, the House of Delegates passed legislation where the USA Swimming membership fee for one of the memberships (the least inexpensive) will be waived. The LSC can still charge/collect their fees on both memberships. Having one of the membership fees waived, does not affect insurance coverage that is provided by USA Swimming.

Personal Assistant for Swimmers with a Disability

What are Personal Assistants?

Personal assistants are individuals who provide disability-related help to swimmers who have a disability. Some swimmers need personal assistants to enable successful participation in the sport, while others need help to assure personal safety in practice and meet environments.

- Examples of permitted tasks include but are not limited to helping swimmers with physical disabilities enter or exit the pool, tapping blind swimmers just prior to turns and finishes, assisting swimmers who have cognitive disabilities to understand meet routines or coach instructions, sign language interpreting for deaf swimmers, helping swimmers with autism spectrum or behavioral disorders to cope with challenging situations at practices and meets, and assisting with personal care tasks in locker room settings.
- Personal assistants may not coach unless registered as coach members. Personal assistants must not interfere with meet operations.

Who Identifies and Approves the Use of Personal Assistants?

Swimmers with a disability typically arrange for their own personal assistants, as well as any necessary disability-related equipment such as tapping devices (Article 105.1.2A). Swimmers may have personal assistants at swim practices if permitted by the coach and at meets if permitted by the referee. Athletes or coaches (not parents) are responsible for notifying the referee prior to the competition of the disability and requested modification (Article 105.1.2A).

[Disability Resources](#) provides guidance for coaches and referees when making decisions whether to approve a personal assistant or other disability accommodation. The decision-making rubric consists of four questions: (1) does the athlete have a permanent physical or cognitive disability that substantially limits one or more major life activities; (2) does the proposed modification facilitate participation by the swimmer with a disability; (3) is the proposed modification fair to other swimmers in the event; and (4) is the proposed modification feasible?

Is USA Swimming Membership Required for Personal Assistants?

According to the USA Swimming rulebook, "employees and volunteers of USA Swimming, LSCs and member clubs **who interact directly and frequently with athletes** as a regular part of their duties and individuals with any ownership interest in a member club must be non-athlete members of USA Swimming and satisfactorily complete criminal background checks and athlete protection training as required by USA Swimming.

Seasonal Athletes

Table of Contents

Seasonal Athlete Registration	1
Processing Seasonal Athlete Registrations	3
Seasonal Membership FAQ:	4
Summary	6

Seasonal Membership

USA Swimming's seasonal membership program offers a competitive swimming program to those athletes who swim for only a portion of the year. Under the seasonal membership program, athletes can join USA Swimming at a reduced membership fee and participate in USA Swimming sanctioned and approved meets.

USA Swimming Rules and Regulations: Article 302 - Athlete Registration

302.1 REGISTRATION

- .1 **Athlete Members** – All swimmers practicing with a member club or competing in events sanctioned by USA Swimming must be registered as athlete members of USA Swimming. Athlete members must meet the rules of eligibility contained in Article 303. No swimmer alleged to be ineligible shall be denied the right to register and compete without being afforded the opportunity to refute the allegations relating to possible ineligibility, pursuant to Part Four.

Corporate Bylaws of USA Swimming, Article 2 - Membership

2.4 INDIVIDUAL MEMBERSHIP

- .2 Athlete membership consists of five categories.
 - D **Seasonal Membership** (offered at option of LSC) – Membership may be offered for one or two periods of not more than 150 days per period with a registration year. Seasonal membership may also be offered for an unspecified but continuous period of not more than 150 days commencing on the date of registration. Seasonal membership is not valid for competition at or above the Zone Championship level.

2.7 FEES

- .1 The annual fee for each class of membership is composed of the following elements:
 - A A national fee established by the Board of Directors, except that changes to fees for Club membership (including seasonal) and the Individual categories of premium, seasonal, outreach and single meet open water must be approved by the House of Delegates; and
 - B A local fee established by the LSC. The local fee for the Outreach Membership may not exceed \$2 and the local fee for the Flex Membership may not exceed \$10.
- .2 An LSC may charge a fee for transfers.

At the option of the LSC, membership may be offered for one or two periods of not more than 150 days per period within a registration year. Seasonal membership may also be offered for an unspecified but continuous period of not more than 150 days commencing on the date of registration. Seasonal membership is not valid for competition at or above the Zone Championship level.

Season 1 and Season 2: The LSC may designate one or two seasonal membership periods during the registration year. Each of these periods may last up to a maximum of 150 days and the two seasons may overlap. The beginning and ending dates of each seasonal period is determined by the LSC. Seasonal periods with a beginning date of August 31st or prior will be considered as part of the current registration year. Seasonal periods that begin after August 31st will be considered as part of the next registration year.

Individual Season: The LSC may also offer a seasonal membership for an unspecified but continuous period of not more than 150 days commencing on the date of registration. An athlete may be offered this membership for one or two periods within a registration year. Seasonal periods with a beginning date of August 31st or prior will be considered as part of the current registration year. Seasonal periods with a beginning date after August 31st will be considered as part of the next registration year.

Athletes may register for a single season during a membership year. Those who wish to continue swimming with USA Swimming after their membership expires must renew as Premium athlete and pay the difference between the Seasonal fee and the Premium fee. Likewise, if an athlete joins as a seasonal athlete and decides to become a Premium member within the same registration year, he/she must pay the difference.

Seasonal swimmers who participate solely in **closed** competition (as determined by the LSC) during the seasonal membership period may immediately join a year-round club as a Premium athlete with no 120-day waiting period.

Seasonal athlete membership **cannot** be transferred from one LSC to another. However, competition while registered as a seasonal athlete does subject the athlete to the conditions of the 120 day rule as discussed in Section 203.3.

During the designated membership period, seasonal athletes may swim open competition at all USA Swimming sanctioned and approved meets for which they qualify, **below** Zone, Sectional and National levels. Regional competition is considered "at the Zone level." Athletes competing at regional competitions must be registered as year-round athletes.

Benefits of seasonal athlete membership in USA Swimming include liability and secondary accident medical insurance for the designated period of not more than 150 days (see Insurance Section for further explanation).

Processing Seasonal Athlete Registrations

Seasonal Athlete Registration Policy – LSC Registration Chair Responsibility

It is the LSC Registration Chair's responsibility to maintain a current file of seasonal athletes registered in their LSC. Maintenance of these files includes registering new seasonal athletes, re-registering seasonal athletes and changing seasonal athlete data. Seasonal athletes **cannot** transfer from one LSC to another.

- A. Distribute applications to individual clubs and to anyone requesting seasonal athlete membership within your LSC.
- B. When applications (or electronic files) and fees are returned to you, record the date of receipt. This date indicates when the insurance is in effect. Verify the number of registrations the club sent to you and determine that the funds they included are correct.
- C. Enter the seasonal athletes into the SWIMS database and generate a seasonal athlete membership for each application received from each club and unattached individuals. If a seasonal athlete is already a member, the SWIMS database will find the athlete's record and no new membership will be generated. Notify USA Swimming's Member Services Department of any duplicate records found in SWIMS so they may merge the records.
- D. Two resources are available to get help while using SWIMS. You may access the private registration section on the USA Swimming website for tutorials and best practices, or, if you cannot solve an issue, you can get technical support from USA Swimming Member Services during their business hours.
- E. Monthly accounting periods end at midnight on the last day of the month. When you close your monthly accounting period, print or save to a file each month's Athlete Report and the LSC Transaction Report for the month. Your LSC Treasurer (or person designated to receive invoices) will be billed by National Headquarters for the monthly membership activity.

Frequently Asked Questions – Seasonal Membership

Listed below are answers to frequently asked questions about seasonal membership.

Q What are the benefits of seasonal membership?

A Athletes who join as seasonal athletes join USA Swimming for a reduced membership fee for a reduced period but not to exceed 150 days. Seasonal athletes, under the supervision of a USA Swimming coach member, are covered by USA Swimming liability and secondary accident medical coverage while they are participating in USA Swimming practice, sanctioned or approved activities.

Q What is a seasonal club?

A The LSC determines whether to offer a seasonal club membership. Seasonal club membership enables a swim club to join USA Swimming at a reduced membership fee for a reduced period (as determined by the LSC) with the submission of a club registration form and a registered coach. Seasonal club registration does not require the completion of the full new club procedures as listed on the USA Swimming website. Seasonal membership may not exceed 150 days.

Q What happens if an athlete is registered to a year-round club and a seasonal club and chooses to represent his seasonal club in **open competition**?

A If the athlete represents his year-round club in **open competition**, he must then wait 120 days before representing his seasonal club in **open competition**.

Q May a seasonal club have both seasonal as well as year-round athletes?

A Yes, the club may have both seasonal as well as year-round athlete members.

Q May a year-round club have seasonal athlete members?

A Yes, the club may have both year-round as well as seasonal athlete members.

Q Must the LSC offer a seasonal club membership if the LSC offers a seasonal membership program?

A No, the decision to offer a seasonal club membership as well as a seasonal athlete membership program is an option of the LSC.

Q May an athlete who swims for a seasonal club in **closed competition only** immediately attach to a year-round club at the end of the season and then compete for the year-round club in **open competition** without regard to the 120-day rule?

A Yes, the seasonal member may represent a year-round club in **open competition** without waiting the 120 days. However, if the swimmer changes year-round clubs, he must wait 120 days before representing that new club in competition.

Q May a USA Swimming athlete who competes for a year-round club and then competes for a seasonal club in **closed competition** at the same time represent his seasonal club in **open competition**?

A A year-round athlete member may represent a seasonal club in **closed competition** and may represent the year-round club and seasonal club as often as he wishes without regard to the 120-day rule. However, if the athlete represents the seasonal club in **open competition**, 120 days must have passed since the athlete last represented the year-round club in **open competition** and the athlete must wait 120 days before representing a year-round team in **open competition**.

Q Our league is composed of ten swim clubs with all clubs being USA Swimming registered. The LSC has given us approval to hold a league championship. Does the 120-day rule apply?

A The LSC must determine that the championship is **closed competition** (open to a specific group only). If the meet is designated as **closed competition**, the 120-day rule would **not** apply.

If you have additional questions or need further clarification of seasonal membership, closed competition or the 120-day rule, please contact the Member Services Department at National Headquarters.

Summary – Closed Competition and 120-Day Rule

For a **year-round** USA Swimming member of a USA Swimming year-round club...

1. to represent another year-round USA Swimming club in **open** USA Swimming competition 120-day rule applies
2. to represent a seasonal USA Swimming club in **open** USA Swimming competition 120-day rule applies
3. to represent any seasonal USA Swimming club in **closed** USA Swimming sanctioned or approved competition No restrictions
4. to compete in non-USA Swimming competition representing a non-USA Swimming organization No restrictions

For a **seasonal** USA Swimming member of a USA Swimming seasonal or USA Swimming year-round club...

1. to represent a seasonal USA Swimming club in **closed** competition No restrictions
2. while a member of one USA Swimming seasonal club, to represent another USA Swimming seasonal club in **closed** competition (e.g., compete in a USA Swimming approved country club league on Wednesdays and in a USA Swimming approved Parks and Recreation league on Saturdays) No restrictions
3. to represent another USA Swimming year-round club or another USA Swimming seasonal club in **open** competition 120-day rule applies
4. to compete in non-USA Swimming competition representing a non-USA Swimming organization No restrictions

Seasonal member registration requirements:

To represent both a USA Swimming year-round and a seasonal club, if seasonal membership is offered by the LSC, seasonal members must register with the year-round club.

Seasonal members are only eligible to enter USA Swimming competition below Zone level.

To enter only USA Swimming sanctioned or approved closed competition, seasonal members may register either with a year-round club or a seasonal club, if seasonal club membership is offered by the LSC.

Foreign Athlete Table of Contents

Foreign Federation Member (Athlete) Joining USA Swimming	1
USA Swimming Athlete Joining a Foreign Federation	4
Foreign Travel by USA Swimming Members	6
Inviting Foreign Athletes/Teams	8
Foreign Athletes Who Train with USA Swimming Clubs	10
United States Citizens Residing Outside of the United States	11
Representation	12

All forms in this section can be completed and submitted through the provided links.

You will find FINA rules and the addresses and phone numbers of national federations on FINA's website at www.fina.org.

Foreign Federation Athlete Member Joining USA Swimming

A member of any FINA Federation who applies for athlete membership in USA Swimming must complete the **Notification of Membership in USA Swimming** form and submit it to the LSC Registration Chair. The athlete must provide official documentation from that federation confirming his/her last day of competition for an organization within that Federation.

USA Swimming Rules and Regulations: Article 203 – Representation

203.4 A swimmer registered with a USA Swimming non-school club who wishes to compete for a secondary school, college or university shall be automatically released without notice by his/her club upon commencement of his/her season to compete for that school in school competition, and upon termination of such school swimming season he/she shall be immediately eligible to represent the same USA Swimming non-school club. Should the swimmer choose to represent a different USA Swimming non-school club, the swimmer is subject to 203.3. It is the swimmer's responsibility to ascertain his/her compliance with scholastic governing bodies' rules and regulations.

203.9

.1 A swimmer who is a member of another Federation may compete in USA Swimming sanctioned competition with written permission of his/her Federation to do so. Except as provided in 207.9.7 and the USA Swimming Policy Manual, the swimmer may swim for a USA Swimming club or team with the consent of the swimmer's Federation, in which event the swimmer shall remain a member of the swimmer's Federation, under its control and supervision. The swimmer shall register with USA Swimming, and be subject to the Rules and Regulations of USA Swimming (including specifically Article 303 of the Rules and Regulations).

.2 A swimmer who has competed for an organization within a foreign federation must provide official documentation from that federation confirming his/her last day representing that organization in competition. One hundred and twenty (120) consecutive days must elapse after a swimmer represents any organization before he/she can represent a USA Swimming club. If documentation is not provided at the time of registration, the one hundred and twenty (120) days will commence from the date of registration. Foreign swimmers who are competing for a secondary school, college or university shall be automatically released, in accordance with 203.4.

Steps for the LSC Registration Chair to follow:

- A. Provide the athlete with the Notification of Membership in USA Swimming form (see pg. 2F). The athlete or team registrar will complete the form and request a letter from the FINA organization specifying the last date of club representation .
- B. 2. Process the athlete's registration as unattached until you receive confirmation from the federation as to the last date of competition in the federation. **It is the athlete's responsibility to get written confirmation from the federation.** USA Swimming's rulebook states:
- C. 3. Complete and submit the online Notification of Membership in USA Swimming form to National Headquarters. Here is the link to complete the online form: [Notification of USA Swimming Member](#). Once/if a letter from the FINA organization is received, the athlete can be transferred to the registering USAS club based on the last competition date.

- D. 4. Keep a copy of the form and all related correspondence you receive regarding this specific athlete.

After USA Swimming Member Services receives the form and processes it, the foreign federation will be notified. All related correspondence will be copied to the LSC Registration Chair.

USA Swimming Athlete Joining a Foreign Federation

An athlete member of USA Swimming who applies for membership in any other FINA Federation must complete the **Release for USA Swimming Athlete Joining a Foreign Federation** form and submit it to the LSC Registration Chair. Upon return to the United States, the athlete must provide written documentation from the Federation confirming his/her last day of competition representing a foreign club.

Reference: [USA Swimming Rules 203.4 and 203.9.2](#)

Steps for the LSC Registration Chair to follow:

- A. Provide the Release for USA Swimming Athlete Joining a Foreign Federation form to the athlete when requested (see pg. 4F).
- B. Complete and submit the completed Release for USA Swimming Athlete Joining a Foreign Federation form to National Headquarters. Here is the link to the online form: [USA Swimming Member Release to Join Foreign Federation](#). Note that the LSC Registrar completes the online form based on the information provided by the athlete/team registrar.
- C. Keep a copy of the form and all related correspondence you receive regarding this specific athlete.

After USA Swimming Member Services receives the form and processes it, the foreign federation will be notified. All related correspondence will be copied to the LSC Registration Chair.

When the athlete returns to the United States, the 120-day rule will be in effect if the athlete has represented a foreign club at a meet. The athlete must provide written documentation from **the Federation** confirming his/her last day representing the club at a meet. See USA Swimming's rulebook **203.9.2**.

Foreign Travel by USA Swimming Members

To ensure compliance with FINA GR 3.1 and GR 3.2, clubs and athletes wishing to compete abroad in countries (other than those with which USA Swimming has an “open border” policy) must complete the **Foreign Travel Permit Request** form and submit it to the LSC Registration Chair.

GR 3.1 A competitor competing at a competition in a foreign country shall be a member of an affiliated Member or of a club affiliated thereto. This section shall apply equally to judges, officials, trainers, and coaches.

GR 3.2 All competitions must have received sanction by the Member where the competition takes place, and all competitors or clubs must have permission from their respective Member.

Steps for the LSC Registration Chair to follow:

- A. Clubs and athletes wishing to compete abroad must complete the **Foreign Travel Permit Request** form and submit it to the LSC Registration Chair (see pg. 6F).
- B. The LSC Registration Chair checks the form to see that all the athletes and clubs on the form are current members of the LSC/USA Swimming.
- C. The LSC Registration Chair completes and submits the form **along with the foreign federation invitation and the meet information** to National Headquarters via this link: [Foreign Travel Permit](#). (The foreign federation invitation and meet information are very important and will require follow-up from USA Swimming Member Services if it is not received with the form).
- D. Keep a copy of the form and all related correspondence you receive regarding this specific athlete.

After USA Swimming Member Services receives the completed form and processes it, the foreign federation will be notified. All related correspondence will be copied to the LSC Registration Chair.

USA Swimming has an "open border" policy with Puerto Rico, Canada, Bermuda and the U.S. Virgin Islands. Travel documents are not necessary for their athletes or clubs traveling to the United States and are not necessary for USA Swimming's athletes traveling to these countries.

Inviting Foreign Athletes/Teams

LSCs or clubs wishing to invite FINA Federation members (other than those with which USA Swimming has an “open border” policy) to participate in a competition must complete **the USA Swimming Invitation to Foreign Athletes/Teams** form and submit it to the LSC Registration Chair. The formal invitation to participate must be issued by USA Swimming to ensure compliance with FINA GR3.1 and 3.2.

GR 3.1 A competitor competing at a competition in a foreign country shall be a member of an affiliated Member or of a club affiliated thereto. This section shall apply equally to judges, officials, trainers, and coaches.

GR 3.2 All competitions must have received sanction by the Member where the competition takes place, and all competitors or clubs must have permission from their respective Member.

Steps for the LSC Registration Chair to follow:

- A. Provide the **Invitation to Foreign Athletes/Teams** form (see pg. 8F) to the person who wishes to invite a foreign team or members of a foreign team to participate in a meet within your LSC.
- B. The completed form must be submitted to the LSC Registration Chair along with the meet information. **It is the responsibility of the LSC to verify through SWIMS that foreign coaches accompanying the foreign athletes/teams are not banned from USA Swimming.** The LSC Registration Chair submits the form, along with the meet information to National Headquarters. Here is the link to complete the online form: [Invitation fo Foreign Members](#) (The meet information is very important and will require follow-up from USA Swimming Member Services if it is not received with the form.)
- C. Keep a copy of the form and all related correspondence you receive regarding this specific athlete.
- D. After USA Swimming Member Services receives the form and processes it, the foreign federation will be notified. All related correspondence will be copied to the host club and the LSC Registration Chair.

USA Swimming has an "open border" policy with Puerto Rico, Canada, Bermuda and the U.S. Virgin Islands. Travel documents are not necessary for their athletes or clubs traveling to the United States and are not necessary for USA Swimming's athletes traveling to these countries.

Foreign Athletes Who Train with USA Swimming Clubs

When an athlete member of a FINA Federation wishes to come to the United States and train with a USA Swimming club, the foreign athlete does not have to become a USA Swimming member if the athlete will be training with the club for **less than 30 days**. USA Swimming's insurance will provide liability coverage for the athlete, the USA Swimming club and coach during this 30-day period. Nationwide Life Insurance Company – Excess Accident Medical Policy will provide coverage while the athlete is training or competing in USA Swimming sanctioned meets.

If the athlete will be in the United States more than 30 days training with a USA Swimming club, they plan on competing in USA Swimming meets, he/she must become a USA Swimming member and comply with all relevant rules (including the requirement that adult athletes complete Athlete Protection Training).

United States Citizens Residing Outside of the United States

Upon request to National Headquarters, USA Swimming will register athletes and non-athletes living outside the specified LSC boundaries provided the individual is a citizen of the United States.

USA Swimming wants to be responsive to athletes and non-athletes who are United States citizens and who happen to reside outside the United States. Often those athletes make special trips to the United States to participate in USA Swimming meets and would like their times to be counted for Top Times purposes, Age Group Records, etc. However, there is a major concern about insurance and coverage in those situations we cannot adequately monitor. The following is in effect:

- When a request is made, USA Swimming will register athletes and non-athletes living outside the specified Local Swimming Committee (LSC) boundaries if the individual is a United States citizen. Registration will be done through National Headquarters, Member Services Department. USA Swimming insurance coverage for registered athletes and non-athletes will be in effect only when the individual is participating in practices, meets or other USA Swimming activities within the USA Swimming LSC boundaries. USA Swimming insurance coverage will not apply outside the boundaries of USA Swimming LSCs.
- Athletes age 18 and over must complete Athlete Protection Training in order to be in good standing and to be eligible to compete in USA Swimming meets.
- All athletes must be under the supervision of a USA Swimming non-athlete coach member in good standing at meets taking place in the United States.
- If FINA (the international federation for aquatic sports) has recognized a territory, federation or possession (i.e. Puerto Rico, Guam, Virgin Islands) as having a separate governing body, then USA Swimming does not have jurisdiction and cannot register swim clubs in the area.

Representation

**By Carol Zaleski, Chairman
FINA Technical Swimming Committee**

USA Swimming National Headquarters receives many inquiries about "foreign athletes" and the representation rules.

It is important to distinguish between FINA (the international aquatic federation) rules and USA Swimming rules. Let us deal with the FINA representation rules first:

FINA Rules:

Club Representation

According to FINA, an athlete may join as many clubs within the same country as he wishes but can only represent one at a time. Each federation, however, may have more restrictive rules relative to representation.

An athlete who temporarily or permanently moves to a new country may join a federation club in that country.

International Representation

The rules regulating international representation and competition are, as you would expect, somewhat different. To compete representing a country or sport country, the athlete must be selected by the national federation belonging to FINA.

What is a "sport country?" As defined by FINA, sport country means a geographical territory or region which, though not recognized as a country, has certain aspects of self-government at least to the extent in being autonomous in the control of its sports, and is recognized as such by FINA. For example, Puerto Rico is a sport country.

To represent a country, the athlete must be a citizen of that country. In the case of a naturalized citizen, the athlete must have established a residence in that country for one year.

Athletes who have two nationalities, according to the laws of the two countries, may choose a "sport nationality." They do so by representing the chosen country (competition representing a country, not a club). Once having chosen a sport nationality and competed representing a country, the athlete must wait 12 months before being able to represent a new country. The athlete who wishes to represent any new country must notify the federations involved, establish residence in the new country and wait 12 months.

USA Swimming Rules:

All of the above is different and distinct from the USA Swimming rules — rule 203.3, "For a swimmer to represent a USA Swimming club in a competitive event, one hundred and twenty (120) consecutive days must have elapsed without the swimmer having represented any other USA Swimming club in USA Swimming competition...." — rule 203.9.2, "....One hundred and twenty (120) consecutive days must elapse after a swimmer represents any organization before he/she can represent a USA Swimming club."

The FINA rules must be considered in those sections that refer to "foreign swimmers." The USA Swimming glossary defines foreign swimmer as, "an athlete member of a FINA member-country federation, other than USA Swimming, or an athlete member of USA Swimming who is not eligible to represent the United States in international competition due to FINA sports citizenship requirements."

Non-Athletes

Table of Contents

Non-athlete Membership	1
Non-athlete Membership Categories	2
Non-athlete Membership Designations	2
Coach	3
Official	5
Other	6
Processing Non-athlete Memberships	7
Non-Athlete/Athlete Dual Memberships	8
Coach Safety Requirements	9
Coach Certification Responsibilities	12
Waiver for Coaches with Physical Disabilities	13

Non-athlete Membership

Corporate Bylaws of USA Swimming: Article 2 - Membership

2.4 Individual Membership

- .5 Non-athlete membership consists of two classes: individual, and life. [effective September 1, 2016, family memberships will no longer be offered.]

2.6 Privileges and Responsibilities of Membership

- .6 Employees and volunteers of USA Swimming, Zones, LSC, and member clubs who interact directly and frequently with athletes as a regular part of their duties and individuals with any ownership interest in a member club or serving on the board of directors of a member club must be non-athlete members of USA Swimming. This does not apply to volunteers such as timers, marshals, computer operators, etc. who only have limited contact with athletes during a meet; however, any individual who is banned, currently suspended or ineligible for membership is prohibited from serving as a timer, marshal, or computer operator, or otherwise being on deck at any time in connection with a USA Swimming activity
- .7 Anyone who coaches swimmers at a USA Swimming practice or competition, must be a Coach member or Junior Coach member of USA Swimming and must have satisfactorily completed safety training, criminal background checks and other coaches' education as required by USA Swimming. Junior Coach members are not required to complete a criminal background check but are subject to pre-employment screening.

2.7 Fees

- .1 The annual fee for each class of membership is composed of the following elements:
- A. A national fee established by the Board of Directors, except that changes to fees for Club membership (including seasonal) and the individual categories of premium, seasonal, Outreach, and single meet open water must be approved by the House of Delegates and
 - B. A local fee established by the LSC. The Outreach membership may not exceed \$2 and local fee for the Flex membership may not exceed \$10.

USA Swimming Rules and Regulations: Article 202 – Sanctions and Approvals

202.5 Conditions of Sanction

- .5 All referees, starters, administrative officials, chief judges and stroke and turn judges, serving in an official capacity in a sanctioned event, must be non-athlete members of USA Swimming or members of other FINA-member organizations. All meet directors for meets sanctioned by USA Swimming must be members of USA Swimming. Except for coaches accompanying athletes participating under the provisions of 202.9 or USA Swimming's "open border" policy, all persons acting in any coaching capacity in a sanctioned event must be coach members of USA Swimming.

Non-athlete membership is for a calendar year period (January through December). New or renewing non-athlete memberships processed on or after September 1 will be valid through December of the following year.

Non-Athlete Membership Categories

Listed below is an explanation of the membership categories and benefits provided to non-athlete members of USA Swimming.

Individual

Fee: USA Swimming fee plus LSC fee if applicable

- Insurance coverage – excess accident medical and liability when participating in USA Swimming supervised, sponsored, sanctioned, or approved events
- Splash magazine (one per household) four times per year

Life

Fee: One-time \$1,000.00 fee, or three payments (\$333, \$333, \$334) over a three-year period, plus LSC fee if applicable.

- Special membership given only to Life members
- Life membership plaque presented at the annual USA Swimming convention

Yearly benefits:

- Insurance coverage – excess accident medical and liability when participating in USA Swimming supervised, sponsored, sanctioned, or approved events
- Splash magazine (one per household) four times per year
- Two tickets to all USA Swimming National Championship Meets

Non-athlete Membership Designations

General Requirements

Corporate Bylaws of USA Swimming: Article 2 - Membership

2.6 Privileges and Responsibilities of Membership

- .1 A coach member of USA Swimming must be at least eighteen (18) years of age. Junior Coach members must be age sixteen (16) or seventeen (17).
- .2 All non-athlete members of USA Swimming must have satisfactorily completed criminal background checks and athlete protection education as required by USA Swimming. The criminal background check is waived for Junior Coach members.
- .3 All adult members of USA Swimming, including athletes and junior coach members must have satisfactorily completed athlete protection training education as required by the U.S. Center for SafeSport.
- .4 All clubs, including seasonal clubs, shall ensure that all athletes and coaches participating in practices and USA Swimming sanctioned competition are members of USA Swimming.
- .5 All referees, starters, administrative officials, chief judges, and stroke and turn judges must be non-athlete members of USA Swimming.
- .6 Employees and volunteers of USA Swimming, Zones, LSC, and member clubs who interact directly and frequently with athletes as a regular part of their duties and individuals with any ownership interest in a member club or serving on the board of directors of a member club must be non-athlete members of USA Swimming. This does not apply to volunteers such as timers, marshals, computer operators, etc. who only have limited contact with athletes during a meet; however, any individual who is banned, currently suspended or ineligible for membership is prohibited from serving as a timer, marshal, or computer operator, or otherwise being on deck at any time in connection with a USA Swimming activity.

- .7 Anyone who coaches swimmers at a USA Swimming practice or competition, must be a Coach member or Junior Coach member of USA Swimming and must have satisfactorily completed safety training, criminal background checks and other coaches' education as required by USA Swimming. Junior Coach members are not required to complete a criminal background check but are subject to pre-employment screening.
- .8 Junior Coach members must always be under the direct visual supervision of a registered coach member.
- .9 All clubs must have either (i) at least one member coach and a board of directors or other governing body; or (ii) at least two member coaches.

Coach

Non-athlete Registration Policy – Coach Responsibilities
<p>A coach membership can only be obtained when a non-athlete membership application has been completed with a current criminal background check, athlete protection training, education requirement (see below)* and proof of current safety requirements (CPR/AED and Safety Training for Swim Coaches), Concussion Protocol training as well as Coach Advantage Tutorial presented to the LSC Membership Chair and entered into SWIMS.</p>

If the above requirements are not current or have not been submitted, the membership is not complete, however, the membership should be entered in SWIMS as a “coach” member. SWIMS will automatically generate an “alert” that indicates there is a problem with the membership. **SWIMS will NOT update Deck Pass.** It should be noted, however, that if the alert(s) has not been resolved by the close of the month, USA Swimming will bill the LSC for the membership. When the LSC Membership Chair verifies all of the proper requirements, SWIMS will clear the alert(s) and the non-athlete’s membership will be completed. **SWIMS will then update Deck Pass.**

Criminal background checks may be completed prior to submitting the non-athlete membership application. Athlete protection training may not be accessed until membership application information has been entered into SWIMS. Generally, SWIMS matches incoming criminal background checks and athlete protection training with coach memberships; however, occasionally a match is not made. If a match is not made, the LSC Membership Chair will need to manually search to find and match the background check or athlete protection training with the coach membership. If a coach’s requirements are not current, the coach’s membership status is invalid. Therefore, the insurance provided for coaching activities no longer exists.

One condition of club insurance protection is that **all** club coaches must be in compliance with these requirements at all times. If the SWIMS membership database “Certification Ending Report” shows a coach with expired requirements, the coach’s club may be notified. Coaches are responsible for maintaining current requirements.

Coach members do not have to be attached to a club.

*New coach members are required to complete the Foundations of Coaching 101 course PRIOR to being issued coach membership. The coach must have an online account in order to access this test at www.usaswimming.org/coachmember/ online learning and scroll down to Foundations of Coaching information. Upon successful completion of the online test, the LSC Membership Chair will be notified automatically through “View My Messages” on the Home page of SWIMS.

For a SECOND YEAR coach, there are additional requirements to be met prior to the first renewal:

Complete the Foundations of Coaching 201 course requirement, and Rules and Regulations online tests PRIOR to being issued a renewed coach membership.

Upon successful completion of the online test (either FOC 101, FOC 201 and/or Rules and Regulations), the LSC Membership Chair will be notified automatically.

Non-athlete Registration Policy – Operational Risk Committee Responsibilities
The USA Swimming Operational Risk Committee is responsible for approving CPR/AED and Safety Training for Swim Coaches courses or equivalents. These courses are published on the USA Swimming Coaches Safety Curriculum Requirements and Equivalents list at www.usaswimming.org/coachmember/ . No other courses are acceptable for coach membership.

Coaches banned from USA Swimming Notification

The LSC Membership Chair will receive a SWIMS message when a coach member has been suspended or banned. At that time, please be sure that the coach is not listed anywhere on your website and that NHQ has removed the coach from the club record (head coach/coach, club contact, Find-A-Club contact, etc.).

Official

Non-athlete Registration Policy – Official Responsibilities

This designation is for non-athlete members who are certified officials in their LSC or at the national level.

An official membership can only be obtained if a non-athlete membership application has been completed with current criminal background check and athlete protection training as well as Concussion Protocol Training on file in SWIMS. It is the responsibility of LSC Membership Chair to enter the appropriate information into SWIMS.

If the above requirements are not current or have not been submitted, the membership is not complete, however, the membership should be entered in SWIMS as an “official” member. SWIMS will automatically generate an “alert” that indicates there is a problem with the membership. **SWIMS will NOT update Deck Pass.** It should be noted, however, that if the alert(s) has not been resolved by the close of the month, USA Swimming will bill the LSC for the membership. When the LSC Membership Chair verifies all of the proper requirements, SWIMS will clear the alert(s) and the non-athlete's membership will be completed. **SWIMS will then update Deck Pass.**

Criminal background checks may be completed prior to submitting the non-athlete membership application. Athlete protection training may not be accessed until membership application information has been entered into SWIMS. Generally, SWIMS matches incoming criminal background checks and athlete protection training with official memberships; however, occasionally a match is not made. If a match is not made, the LSC Membership Chair will need to manually search to find and match the background check or athlete protection training with the official membership. If an official's requirements are not current, the official's membership status is invalid and he or she may not serve in the capacity of an official in any USA Swimming or LSC competition.

Apprentice Official

Non-athlete Registration Policy – Apprentice Official Responsibilities

Apprentice Official: A designation for a non-member who has initiated the process of becoming an official in his/her LSC.

To enable tracking membership completion date through OTS (Officials' Tracking System), a non-member apprentice official must be entered into SWIMS. The apprentice official will have 60 days from the date he/she initiates training as an official to complete all membership requirements listed under OFFICIAL in this manual.

Upon submission of the apprentice official registration application, the LSC Membership Chair will process it as a non-member, which will allow the apprentice official to access the athlete protection training as well as OTS. When membership requirements are met or the individual submits a non-athlete registration form, the LSC Membership Chair will “renew” the apprentice official as a non-athlete “official” and USA Swimming will bill the LSC for membership.

Other

Non-athlete Registration Policy – “Other” Member Responsibilities

This designation is for non-athletes who are not certified coaches or officials.

An “other” membership can only be obtained if a non-athlete membership application has been completed and a current criminal background check and athlete protection training are on file in SWIMS.

If the above requirements are not current or have not been submitted, the membership is not complete, however, the membership should be entered in SWIMS as an “other” member. SWIMS will automatically generate an “alert” that indicates there is a problem with the membership. **SWIMS will NOT update Deck Pass.** It should be noted, however, that if the alert(s) has not been resolved by the close of the month, USA Swimming will bill the LSC for the membership. When the LSC Membership Chair verifies all of the proper requirements, SWIMS will clear the alert(s) and the non-athlete’s membership will be completed. **SWIMS will then update Deck Pass.**

Criminal background checks may be completed prior to submitting the non-athlete membership application. Athlete protection training may not be accessed until membership application information has been entered into SWIMS. Generally, SWIMS matches incoming criminal background checks and athlete protection training with other memberships; however, occasionally a match is not made. If a match is not made, the LSC Membership Chair will need to manually search to find and match the background check or athlete protection training with the other membership. If an “other’s” requirements are not current, the other’s membership status is invalid.

Processing Non-athlete Memberships

Non-Athlete Registration Policy – LSC Membership Chair Responsibility
--

It is the LSC Membership Chair's responsibility to register new non-athletes and re-register non-athletes in his/her LSC. It is also the LSC Membership Chair's responsibility to update non-athlete data when necessary and to transfer non-athletes between clubs within the LSC and to their LSC from other LSCs when requested.

- A. Distribute applications to individual clubs and to anyone who requests a non-athlete membership within your LSC. Updated application forms for the upcoming registration year are distributed to all LSC registrars in the spring.
- B. When applications and fees are sent to you, record the date of receipt. This date indicates when the insurance is in effect. Verify the number of registrations the club or individual sent to you and determine that the funds they included are correct.
- C. Enter the non-athletes into the SWIMS database. If a non-athlete has been or is currently a member, the SWIMS database will find the member record. SWIMS will generate the appropriate coach, official or other card when all membership requirements have been met for each application received from a club or an unattached individual. If an alert appears, it means the member has a requirement/s to complete. SWIMS will not update Deck Pass until those alerts have been cleared. Notify USA Swimming's Member Services Department of any duplicate records found in SWIMS so they may merge the records.
- D. Two resources are available to get help while using SWIMS. You may access the Private LSC Section on the USA Swimming website for tutorials and best practices, or, if you cannot solve an issue, you can get technical support from USA Swimming Member Services during their business hours. Instructions to access the Private LSC Section are listed in item A above.
- E. At the beginning of each registration year, USA Swimming Headquarters will reregister each LSC's life members to bring them forward into the current registration year. The program will not charge for this action and the records will appear on the LSC Transaction Report for the month of September. Life members are issued a special life membership card by National Headquarters, or, if you wish, you may print the cards and issue them to the life members. If you have life members who are coaches, verify that all of their membership requirements are current then issue a coach membership to them. Life members who officiate also are required to have current membership requirements. Life members who are not coaches or active officials, have no direct interaction with athletes, and have no ownership interest in a club, will not have to complete the criminal background check and athlete protection training.
- F. Monthly accounting periods end at midnight on the last day of the month. Your LSC Treasurer (or person designated to receive invoices) will be billed by National Headquarters for the monthly membership activity.
- G. The membership year officially ends on August 31st. Any memberships you receive after the 31st should be considered effective for the new membership year.
- H. Although there are no set guidelines, National Headquarters suggests that you keep non-athlete/coach applications, current safety requirement documentation, and transfer forms for three years only because of some outside chance that within that period of time there would be a need for confirmation of membership.

Non-Athlete/Athlete Dual Memberships

Registration Policy – Non-athlete/Athlete Dual Membership

There is no exception to be found in the rules and regulations and until the House of Delegates makes an exception to the rules, a person who desires to serve in a non-athlete capacity that requires membership in USA Swimming and compete **must have two memberships**, one as a non-athlete member and one as an athlete member. The individual with dual membership is participating in the affairs of USA Swimming in two different categories of membership.

What are the obligations of the individual who wishes to serve in a USA Swimming non-athlete capacity which requires membership with USA Swimming and be a competing athlete?

There are several issues involved here. Unquestionably, the individual will have to register as a non-athlete member to serve in one of the non-athlete roles, and also as an athlete member as required by USA Swimming Rules and Regulations 302.1 and 303.2.

Must the non-athlete/athlete pay two fees?

As far as USA Swimming is concerned, the answer is **NO**. However, unless the athlete is swimming and coaching for the same team, a second registration fee will be charged.

What about an athlete assisting a coach? Anyone who coaches swimmers at a USA Swimming practice or competition, must be a Coach member or Junior Coach member of USA Swimming with valid membership, education, and safety certifications. Coaching by any other person who is not a registered coach member, including USA Swimming athlete members, is not permitted. An athlete could demonstrate strokes to age group swimmers and the athlete would not have to be a coach member in that instance. However, no athlete can provide instruction or do any coaching without being a USA Swimming registered coach or junior coach member.

Can a non-athlete member train with USA Swimming athletes as long as there is no competition involved?

No. Non-athlete membership is a separate category of membership. If an individual is training or competing, **athlete** membership is required.

Can a non-athlete/non-coach assist a coach?

No. Any type of coaching must be provided by a registered USA Swimming member coach or junior coach under the direct supervision of a member coach. Coaching by any other person is not permitted.

There is an exception for individuals who are not doing any coaching in the water but who are only providing dryland training activities. Dryland instructors must become Non-Athlete members (Other) to ensure they have completed a background check and the Athlete Protection Training. This also affords the person and club for whom the individual is providing services the benefit of USA Swimming's insurance coverage.

Coach Safety & Education Requirements

Corporate Bylaws of USA Swimming (Article 2.6) and *USA Swimming Rules and Regulations* (Article 202.5.5) detail the specific requirements for coach membership.

USA Swimming coach members are required to satisfactorily complete CPR/AED, Safety Training for Swim Coaches (STSC), a criminal background check, athlete protection training and coaches' education as well as Concussion Protocol Training and Coach Advantage Tutorial.

The current list of acceptable courses that will satisfy the coach safety requirements is available on the USA Swimming website. The list of currently accepted courses can be found [here](#).

Educational Requirements for Coaches: New coach members are required to complete the Foundations of Coaching 101 course requirement PRIOR to being issued a first year coach membership. For a SECOND YEAR coach prior to their first renewal, there are additional requirements to be met – complete the Foundations of Coaching 201 and the Rules and Regulations online tests PRIOR to being issued a renewed coach membership. Go to <https://www.usaswimming.org/coaches/coaching-membership-requirements-checklist>. Scroll to Foundations of Coaching information. Upon successful completion of the online test(s), the LSC Membership Chair will be notified automatically and the coach's record will be updated to reflect that the requirement has been completed.

Local Swimming Committees (LSCs) enforce these requirements largely through the membership function. Justification for the requirements may be found in legislation passed over the years by the USA Swimming House of Delegates. The following passages are found in the

<p>REQUIREMENTS MUST BE KEPT CURRENT AT ALL TIMES. THERE IS NO GRACE PERIOD; COACH MEMBERSHIP IS NOT VALID IF ANY OF THE REQUIREMENTS LAPSE OR EXPIRE. A COACH DOES NOT HAVE USA SWIMMING INSURANCE COVERAGE IF HIS/HER MEMBERSHIP IS NOT VALID.</p>

Frequently Asked Questions about Safety Requirements

Q: Who determines which courses are acceptable?

A: USA Swimming's Operational Risk Committee established a list of minimum requirements that they use to determine whether a safety course is acceptable.

Q: What are some of the minimum requirements?

A: Every course must be taught in a classroom; online courses are not acceptable. Every course must cover specific topics that are on the committee's requirements list. Every course must end with both a written test and cognitive skills demonstration. These tests must be passed with a minimum grade of 80% in order to pass the course and receive the certification.

Q: How can I request that a course be considered by the committee?

A: Send the following materials to Member Services Director, USA Swimming, 1 Olympic Plaza, Colorado Springs, CO 80909:

- Student handbook
- Instructor handbook
- Copy of written test
- Outline of skills that must be demonstrated
- Copy of certification issued (marked 'void')

The materials will be forwarded to the Operational Risk Committee for review. Please allow 3-4 weeks for the process to be completed.

- Q:** I am a Registered Nurse/Surgeon/Doctor/Physician's Assistant/etc. Why isn't my nursing or medical certification/degree acceptable?
- A:** Not all medical personnel are required to maintain current certifications in CPR. If your certification does require that but your facility/hospital does not offer a course that is on the USA Swimming approved list, take the course and then go to your local ARC chapter to challenge the same course.
- Q:** My CPR certification expires tomorrow but I can't find a class until next month. How will this affect me, my team and my insurance?
- A:** Requirements must be kept current at all times. There is no grace period; coach membership is not valid if any of the requirements lapse or expire. A coach does not have USA Swimming insurance coverage if his/her membership is not valid. Coaches are expected to renew their safety certifications PRIOR TO the expiration dates. Clubs that continue to conduct a program with coaches who have failed to maintain current certifications risk termination of membership and loss of insurance coverage.

Things to remember:

- It is the responsibility of the coach to renew all requirements in a timely manner.
- There is no interim coaching (grace) period. When individuals apply for coach membership, they must meet all requirements for the coach membership to be valid. All requirements must remain current throughout the membership period.
- Only courses on the approved list are acceptable for coach membership.
- You jeopardize your USA Swimming insurance, and that of your club, when your coach requirements are not kept current.
- All claims or incidents of bodily injury or property damage must be reported immediately to USA Swimming National Headquarters and Risk Management Services. Use the online Report of Occurrence form found at www.usaswimming.org (select the "Insurance and Risk Management" option under the "Programs & Services" submenu on the "Member Resources" drop-down menu).
- If you don't know the answer to an insurance question, just ask. We are here to lend support – call Steve Levine (719-866-3464) at USA Swimming or Sandi Blumit at Risk Management Services, Inc. (1-800-777-4930).

Enforcement in Membership

When individuals apply for coach membership, they must meet all requirements for the membership to be valid. There is no grace period; coach membership is not valid if any of the requirements lapse or expire. A coach does not have USA Swimming insurance coverage if his/her membership is not valid. (Information on how to complete coach membership requirements can be found at www.usaswimming.org. Log onto the website then select the "Online Learning" option on the "Coaches" submenu on the "Member Resources" drop-down menu.)

Clubs must have at least one properly registered coach to register as a USA Swimming club. This does not change the fact that **all** coaches must fulfill the safety requirements. As defined in the rulebook, a club must have at least one coach; group members that do not fulfill this requirement may join only as "organizations."

Enforcement at Practice

Clubs that continue to conduct a program with coaches who have failed to satisfy the requirements risk termination of membership and loss of USA Swimming insurance coverage.

Enforcement at Meets

Individuals without a current coach membership will not be allowed to participate in any coaching capacity at any LSC/USA Swimming sanctioned competition. This restriction includes being barred from the deck area.

If any individual refuses to comply with these provisions, all athletes on that person's club shall be designated as "Unattached" for the entire competition unless the club has some other USA Swimming coach member present. It shall be the responsibility of the meet referee, or his designee, to enforce these provisions. This "last resort" option of unattaching athletes exists only when the coach does not fulfill the requirements and **refuses** to leave the deck when asked to do so by meet management.

It is up to each LSC to work with their clubs on how to handle athletes requesting unattached status with no coach present at sanctioned events. Insurance regulations insist athletes entering meets unaccompanied by a coach member must be assigned a coach member by the meet host for the purpose of supervision during warm ups and cool downs.

Membership Application

Coaches should submit their certificates (or copies, if allowed by LSC policy) of the CPR/AED and Safety Training for Swim Coaches courses as proof of training. **If an LSC Membership Chair doubts the authenticity of a copy, he/she has the right to request access to the original.** It is the responsibility of the coach to renew all safety certificates in a timely manner.

The CPR/AED, Safety Training for Swim Coaches, athlete protection training, and background check expiration dates will appear on the front of the coach's membership card and in their Deck Pass account. The earliest of the expiration dates will also appear in bold letters on the front of the coach membership card. (Example: If CPR/AED expires on May 15, 2020 the following wording will appear on the front of the coach membership card: **Valid To 05/15/2020.**) In the Deck Pass account the expiration dates will appear in yellow when the expiration is 30 (thirty) days out and red when the membership requirement has expired. In addition automated text messages are generated from SWIMS and sent to the non-athletes as a reminder that a membership requirement is about to expire (non-athlete members may opt out of this feature)

Waiver for Coaches with Physical Disabilities

Coaches with physical disabilities who are unable to participate in the skill demonstrations required to pass these courses may apply for a Disability Waiver.

Coach Certification Responsibilities

4/29/09

To: John Wilson

From: John Peterson

Subject: Coaches Certification

USA Swimming coaches have primary responsibility to monitor and renew their certification.

The liability coverages provided through the USA Swimming insurance program to the LSCs will not be impacted if an LSC, as a service to its coaches, elects to provide notice of certification expiration and a failure to notify occurs.

Liability claims involving former member coaches (members whose certification have expired) will be reviewed on an individual basis and if the expiration of certification was as a result of an inadvertent error on the part of the former member coach or LSC, liability insurance coverage for the former member coach will not be denied.

/s/ JEP

Waiver for Coaches with Physical Disabilities

Several people who have applied for coach membership have had disabilities that prevented them from completing CPR/AED (asthma) and Safety Training for Swim Coaches (wheelchair). These people were unable to participate in the skills demonstration required to pass these courses.

The procedures on the following page must be followed by people who apply for coach membership and are unable to complete the safety courses due to physical disabilities.

USA SWIMMING COACH SAFETY REQUIREMENTS

WAIVER FOR COACHES WITH PHYSICAL DISABILITIES

Published by USA Swimming with permission of Risk Management Services

USA Swimming requires anyone applying for coach membership to provide proof of current certification in CPR/AED and Safety Training for Swim Coaches (STSC). These courses include skill demonstrations that people with certain disabilities may be unable to participate in. In this event, the coach candidate should follow these procedures:

1. Obtain current certifications in any of the two courses where his/her disability is not a factor. Certifications must be from the list of USA Swimming approved courses.
2. Take the remaining course(s) and complete the written exam.
3. Obtain a letter from the organization that administered the course(s) stating that the candidate passed the written exam(s) but was unable to participate in the skills demonstration portion of the exam(s) due to a physical disability. Letters should be submitted to the LSC Membership Chair.
4. Submit a letter to the LSC Membership Chair from the club's head coach or board president stating that a lifeguard or another USA Swimming coach will also be on deck at all times.

Candidates with disabilities will be eligible for coach membership provided that all the following conditions are met:

- ✓ Candidate has current USA Swimming approved certifications where a waiver is not necessary;
- ✓ Candidate can provide proof of having passed the written exam(s) for those courses where a waiver is necessary (CPR/AED and/or STSC), in the form of a letter from the course instructor verifying that the candidate has a disability that prohibits him/her from completing the required skills demonstration;
- ✓ A letter from the USA Swimming club verifying that a lifeguard or another USA Swimming coach member will be on deck at all times.

The coach candidate must prove to the LSC Membership Chair that all the above conditions have been met. At that time, coach membership can be granted by the LSC.

LSC Membership/Registration Chair must complete a Safety Certification Waiver and keep on file for reference. The Waiver can be completed online: [Safety Certification Waiver for Coaches](#)

Transfers

Table of Contents

Athlete Transfers	1
FAQ for Transfers	3
The "School Rule"	5
Non-Athlete Transfers	7
Athlete Transfer Form (Sample)	8
Non-Athlete Transfer Form (Sample)	9

Athlete Transfers

USA Swimming Rules and Regulations: Article 203 - Representation

- .3 For a swimmer to represent a USA Swimming club in a competitive event, one hundred twenty (120) consecutive days must have elapsed before the swimmer is permitted to represent any other USA Swimming club in USA Swimming open competition. The 120-day count shall begin on the day following the last date the athlete represented a USA Swimming club in open competition.
- .5 When transferring between LSCs or clubs within the same LSC, the swimmer shall submit a completed transfer request in accordance with USA Swimming/LSC procedures. LSCs may not establish procedures for transfers, which effectively deny a swimmer the right to transfer from one LSC or club to another.

USA Swimming Rules and Regulations: Glossary

CLOSED COMPETITION

- Competition exclusively among members of a single club
- Competition or series of competitions within an independent organization open only to members of that organization, such as:
 - YMCA competition
 - Summer league competition
 - Conference competition
- Closed competition does not include representing a group within USA Swimming such as LSC, Zone, Region, or Section, nor does it include dual meets, invitationals, or other meets where only certain clubs are invited to participate.

OPEN COMPETITION — competition that is not otherwise defined as a closed competition in which any qualified club, organization or individual may enter.

Transfer Procedure

- A. When you receive a request from an athlete to transfer from one USA Swimming registered team to another, transfer the athlete in SWIMS, changing the club code to the new club.
- B. Be sure to enter the last attach date. Per the rule above, SWIMS will automatically calculate the attach date for the new club to ensure the athlete will be unattached until 120 consecutive days have passed since the last date of open competition. Check the USA Swimming Rulebook Glossary for definition of Closed Competition to ensure that you have the correct date of last Open Competition. See below.
- C. SWIMS will then automatically attach the athlete when 120 days have passed.
- D. If the 120 days have already passed or the 120-day rule doesn't apply (such as athletes returning to their home club from their college club), do not enter a last attach date. SWIMS will immediately attach the athlete to the new club immediately. (See School Rule section below for additional information.)
- E. The previous club will receive an automatically generated email detailing the transfer.

When an athlete transfers to your LSC from a different LSC, the previous LSC will be notified of the transfer through the SWIMS message board "View My Messages" on SWIMS home page and the previous club will receive an automatically generated email detailing the transfer.

Remember:

- You may only transfer an athlete into your LSC.
- You may not "send" an athlete to another LSC. In addition, you may not transfer a seasonal athlete into your LSC.

Forms and Record Retention:

- 1) Section 203.5 requires a transfer request be completed. A sample USA Swimming transfer form is included at the end of this document. LSC contact information and fees can be added to the USA Swimming transfer form.
- 2) Although there are no set guidelines, National Headquarters suggests that you keep transfer records for three years only because of some outside chance that within that period there would be a need for confirmation of membership.

How to Reach LSCs by E-mail:

To find Registration/Membership Chairs' e-mail addresses or LSC website links, go to the [USA Swimming Directory](#).

Frequently Asked Questions Regarding Transfers

Listed below are frequently asked questions and answers about Section 203.3.

- Q** Is there a form for athlete transfers?
- A** Yes, a transfer request form. An example of the form is included below. You may adapt this form for use in your LSC.
- Q** How do I count the 120 days?
- A** SWIMS will count the 120 days for you when you click on the “Last Attach Date” on the athlete registration screen. What you will need to know is if the last competition showing was “Closed” or “Open” since you begin counting the 120 days from the last date the swimmer swam representing a USA Swimming club in Open competition. *Example:* Meet was January 4, 5 and 6. The swimmer swam representing a USA Swimming club on January 5 but did not swim any events on January 6. You would begin counting the 120 days on January 6 since the swimmer last swam representing the club on January 5.
- Q** Club ABC has folded, and swimmers must join another USA Swimming club. Must the swimmers wait 120 days?
- A** Yes. The *USA Swimming Rules and Regulations* specifies that 120 consecutive days must have elapsed before a swimmer can represent any other USA Swimming club in competition. Even though the club disbanded, the swimmers must still wait 120 days to represent another USA Swimming club in competition.
- Q** USA Swimming club is changing its club name from ABC to DEF. No other changes with exception of club name. Must swimmers wait 120 days?
- A** No. In this instance, the 120-day rule does NOT apply. The club has a name change only in essence; it is not a different club. Club should report name change to LSC Membership Chair who will change the name in SWIMS.
- Q** Club ABC is merging with the DEF swim club and swimmers will swim as the DEF swim club. What swimmers must wait the 120 days?
- A** The swimmers coming from the ABC swim club must wait 120 consecutive days before representing the DEF swim club in competition.
- Q** ABC swim club and DEF swim club are merging to form the GHI swim club. Must all swimmers wait 120 days to represent the GHI swim club in competition?
- A** A new swim club (GHI) has been formed. GHI must submit a new club application, which must be approved before any swimmers can represent GHI. Swimmers from the ABC swim club and the DEF swim club must all wait 120 consecutive days before representing the GHI swim club.
- Q** YMCA club (also USA Swimming club) holds a YMCA Invitational meet for YMCA athletes and teams only. Swimmer A represents the club in the meet and subsequently switches to another USA Swimming club. Does the 120-day rule apply?
- A** If the YMCA Invitational meet was in fact closed competition involving only YMCA teams and YMCA member athletes, it is not a USA Swimming competition, and the 120-day rule would not apply (except as to last date of competition for prior USA Swimming club).

Q If you have been notified by a family that they are getting relocated. Are they exempt from the 120- day rule?

A No, they are not. However, encourage them to talk to their club coach to see if it is beneficial to switch the athlete to unattached status prior to their relocation. This would allow them to attach to their new club sooner and not diminish their involvement in our sport.

If additional information is needed, please contact the Member Services Department at National Headquarters.

The School Rule

USA Swimming Rules and Regulations: Article 203 – Representation

203.4 A swimmer registered with a USA Swimming non-school club who wishes to compete for a secondary school, college or university shall be automatically released without notice by his/her club upon commencement of his/her season to compete for that school in school competition, and upon termination of such school swimming season he/she shall be immediately eligible to represent the same USA Swimming non-school club. Should the swimmer choose to represent a different USA Swimming non-school club, the swimmer is subject to 203.3 (120-day rule). It is the swimmer's responsibility to ascertain his/her compliance with scholastic governing bodies' rules and regulations.

Section 203.4 of the *USA Swimming Rules and Regulations* is often called the "school section." Questions are frequently asked about this section. Following is an article written several years ago but recently been updated.

Question posed by an LSC:

The Situation: The University registers as a school club with USA Swimming. Their swimmers compete regularly in USA Swimming meets as a school club during the NCAA season. At the conclusion of the NCAA season, they wish to continue to compete in USA Swimming meets as a school club until the end of school and then swim attached for their local swim club during the summer.

Additional Concern: If a redshirted swimmer competes with the club in the non-collegiate season, is this also another problem?

Discussion: The key is to try to keep separate and apart the concepts of the University swimming team as a "school team" engaged in school competition and as a "school club" engaged in USA Swimming competition.

Not all "school seasons" are the same for all schools, particularly in the secondary and junior college levels. At the University level, the school swimming season generally coincides with the NCAA season.

At the end of the "school season" each of the swimmers on the school team may immediately re-attach to the USA Swimming club he last represented before transferring to his school team.

Scenarios:

- NCAA season ends. School wishes to compete as school club in USA Swimming competition until end of school term. Permissible if each swimmer is currently eligible to compete for the school in collegiate competition.
- NCAA season ends. School wishes to compete as school club to end of term, but coach brings in outside athletes to swim for the team. Team is then no longer a school club but becomes an independent USA Swimming club, and once having competed in a USA Swimming meet, each member becomes immediately subject to the 120-day rule.
- NCAA season ends. School wishes to compete as school club to the end of the school term. Coach decides to use a student swimmer who is academically ineligible for collegiate competition. The team immediately becomes an independent USA Swimming club on its first USA Swimming competition and all team members become immediately subject to the 120-day rule.

Section 203.4 (The School Rule), continued....

- Instead of swimming attached to his home club, Swimmer "A" swims unattached in USA Swimming competition under his old coach. Permissible and, as long as currently eligible for collegiate competition, can go back to school club.
- NCAA season ends. Coach decides he wants school to swim as school club all year long. Permissible if he always uses swimmers currently eligible to swim for his school. Cannot use swimmers whose school eligibility terminated at the end of school term.
- NCAA season ends. School wishes to compete as school club to end of term. Coach decides to use one of his redshirted swimmers on team. The redshirt is "eligible" for collegiate competition, but does he lose his year of school eligibility? The coach has, after all, chosen his "school swimming season". **That is for the NCAA and the school officials to decide, and not USA Swimming.** It doesn't change the conclusions above.

To Summarize: As far as USA Swimming is concerned, from the day Swimmer "A" enters school, he can swim for his school in school competition and swim for his school as a USA Swimming club in open USA Swimming competition during the whole school season without regard to the 120-day rule. He can swim unattached in open USA Swimming competition anywhere he likes during the whole of the school season without regard to the 120-day rule. Once the school season is over, he can return to his previous USA Swimming club without regard to the 120-day rule. But if he chooses to swim for any USA Swimming club other than his school club during the school season or join another club after his school season, he must comply with the 120-day rule.

The above discussion governs all schools at any level.

Non-athlete Transfers Between LSCs and/or Change of Information

LSC Non-athlete Transfer and Change of Information Form:

It is recommended that the LSC Membership Chair supply to the club's non-athlete transfer and change of information forms for use if the need arises (sample form follows). The form can also be utilized by non-athlete members currently registered with another LSC to transfer their membership into a new LSC. The purpose of this form is to update the member's data in SWIMS for changed address, club, phone, etc. and, if requested, transfer the member into the new LSC. This transfer form is for information only and would stay within the LSC. A Non-athlete/coach transfer fee is optional for the LSC. Non-Athletes are not held to the 120-day rule and may attach immediately to a new club.

Procedure To Transfer a Non-Athlete to Your LSC:

The new LSC, after receiving notification of a transfer by a written request or otherwise,

- A. Verify in the SWIMS database that the member is currently registered with USA Swimming and in good standing with USA Swimming and the former LSC.
- B. Verify that that all membership requirements are current.
- C. For coach members, also verify coach safety and educational requirement status.
- D. For Officials contact your LSC Officials Chair so they may check on the transferee's officiating certifications
- E. On the Non-athlete Member Search Menu of the SWIMS database, select the non-athlete member, click on View then click on Transfer and enter the updated data. The old LSC will be notified through the SWIMS message board that the member has transferred to another LSC.

Duplicates:

If a currently registered member from another LSC applies for membership in a new LSC without a transfer application, the SWIMS database will detect the duplicate. If it is determined that the member is currently registered, the LSC Membership Chair should refund the fees paid and have the member submit a written transfer request to transfer the membership into the new LSC.

Forms and Record Retention:

- 1) USA Swimming does not provide a standard transfer form, because nearly all LSCs have their own form to request information that would not be on a national form. Remember that safety training documentation and the status of the educational requirement are required for coach membership transfers; criminal background checks and athlete protection training are required for all non-athlete transfers. The LSC Membership Chair may rely on the SWIMS database for the required documentation provided that said documentation is current and up to date at the time of the transfer request.
- 2) Although there are no set guidelines, National Headquarters suggests that you keep transfer records for three years only because of some outside chance that within that period of time there would be a need for confirmation of membership.

How to Reach LSCs by E-mail: [USA Swimming Directory](#)



USA SWIMMING TRANSFER REQUEST FORM

CURRENT REGISTRATION INFORMATION:

Last Name _____ First Name _____ Middle Name _____

Address _____

City _____ State ____ Zip _____

Home Phone _____

USA Swimming ID Number: _____

Date of Birth ____ / ____ / ____ Sex ____ Age ____ Preferred Name _____
MO / DAY / YR M/F Billy, Bob, Liz

Previous Club: LSC Code: ____ Club Code: ____ Club Name: _____

Last date of competition representing this club: _____

Name of meet: _____ City _____ State _____

New Club: LSC Code: ____ Club Code: ____ Club Name: _____

This will confirm that the above information is correct. I understand that the above athlete will remain Unattached for 120 consecutive days from the date of last open sanctioned competition in accordance with USA Swimming Rules and Regulations 203.3.

Signature of Athlete, Parent or Guardian

Date

RETURN THIS COMPLETED/SIGNED FORM AND A PROCESSING FEE (LSC Fee)

TO:

LSC mailing information

The athlete's former club will be notified that a transfer has occurred. It is the responsibility of the athlete's former club to notify the LSC Registrar if the club has obtained a court judgment which would cause the swimmer to be unattached pursuant to Article 203.6.

Article 203.6 If a member club of an LSC has secured a court judgment against an athlete member (or his/her parents or custodians) for non-payment of club membership dues and fees which entitle the athlete to compete attached to the club that athlete shall be ineligible to represent any USA Swimming member club until the judgment is paid.

NON-ATHLETE TRANSFER OR CHANGE OF INFORMATION FORM

(Transfer fee optional to the LSC)

- Transfer-In from another LSC
- Transfer from one club to another in the same LSC
- Change of Information Only

MEMBERSHIP TYPE (Circle One): Individual Life

Previous LSC: _____

Club Name or UN: _____

Name Last Name Legal First Name Middle

Swimming ID# Preferred Name Sex USA

Circle all that apply: Coach-Full Time Coach-Part Time Official Other
(Coach Members: Attach current copies of Safety Certifications)

INFORMATION TO CHANGE: Print Clearly

Mailing Address/City/State/Zip

Home Phone Work Phone Cell Phone

Fax Number E-Mail Address

Transfer Membership to or Maintain Membership in LSC: _____

Transfer Affiliation (Club or UN) to or Maintain Affiliation (Club or UN): _____

Signature of Applicant

Date of Request Transfer / Change Info

**Mail Non-Athlete Transfer or Change of Information Form to:
LSC Membership Chair**

Year-Round Clubs

Table of Contents

<u>Year-round Club Membership</u>	1
<u>Organization Membership</u>	3
<u>Processing Year-round Club and Organization Registrations</u>	4
<u>New Club Application Process</u>	5
<u>Important Legal Issues for USA Swimming Clubs</u>	8
<u>What to do About Delinquent Dues and Fees</u>	9
<u>Insurance Certificates</u>	10

Year-round Club Membership

Corporate Bylaws of USA Swimming, Article 2 - Membership

2.3 Group Membership

.1 Club Membership

- A. Club membership is for a calendar year. A club applying for membership on or after September 1 will receive membership valid through December 31 of the following year.
- B. An LSC shall not impose requirements for Club Membership in addition to those set forth in Article 2.

2.6 Privileges and Responsibilities of Membership

- .3 All clubs, including seasonal clubs, shall ensure that all athletes and coaches participating in practices and USA Swimming sanctioned competition, are members of USA Swimming.
- .5 Anyone who coaches swimmers at a USA Swimming practice or competition, must be a Coach member or Junior Coach member of USA Swimming and must have satisfactorily completed safety training, criminal background checks and other coaches' education as required by USA Swimming. Junior Coach members are not required to complete a criminal background check but are subject to pre-employment screening.
- .6 Employees and volunteers of USA Swimming, Zones, LSCs and member clubs who interact directly and frequently with athletes as a part of their duties and individuals with any ownership interest or serving on the Board of Directors of a member club must be non-athlete members of USA Swimming. This does not apply to volunteers such as timers, marshals, computer operators, etc. who only have limited contact with athletes during a meet; however, any individual who is banned, currently suspended or ineligible for membership is prohibited from serving as a timer, marshal, or computer operator, or otherwise being on deck at any time in connection with a USA Swimming activity.
- .10 All clubs which register for the first time as a year-round club member shall comply with the New Club Membership Requirements established by USA Swimming.
- .11 All clubs are required to comply with USA Swimming Pre-Employment Screening Procedures for New Employees for all new employees who are required to be members under Article 2 of the Corporate Bylaws of USA Swimming
- .12 All clubs must have either (i) at least one member coach and a board of directors or other governing body; or (ii) at least two member coaches.

2.7 Fees

- .1 The annual fee for each class of membership is composed of the following elements.
 - A. A national fee established by the Board of Directors, except those changes to fees for Club membership (including seasonal) and the Individual categories of premium, seasonal, outreach and single meet open water must be approved by the House of Delegates; and
 - B. A local fee established by the LSC. The local fee for the Outreach Membership may not exceed \$2 and the local fee for the Flex Membership may not exceed \$10.

The fee for year-round club membership in USA Swimming is determined by USA Swimming and may include any additional fee the LSC may establish. Year-round club membership is for a calendar year period (January through December). New year-round clubs applying for membership on or after September 1 will be given membership valid through December of the following year.

Benefits of club membership in USA Swimming include:

1. Liability insurance (see Insurance Section for further explanation)
2. A current copy of *USA Swimming Rules and Regulations*
3. Availability of programs offered through USA Swimming: Video review at National meets, SWIMS database, Futures/Sectionals; Athlete Leadership and Performance programming including Select Camps, WeLead, She Leads, etc.; coach leadership and performance programming such as National Age Group Coach Summit, Women Coach Summits, Regional Coach Clinics, Sport Development Club/Team visits; team and non-athlete member programming including SwimBiz, Club President Summit, Club Recognition, CLBMS, Swimposiums, etc.

Once National Headquarters receives a club's registration, an initial email is sent which includes the three benefits mentioned above. Additional emails are sent throughout the year on an as needed basis.

Club membership cannot be transferred between LSCs. For a club to become a member of another LSC, redistricting procedures must be met.

USA Swimming Rules and Regulations: Article 604 – LSC Redistricting Procedures

- .1 CHANGE IN LSC AFFILIATION BY A CLUB MEMBER** — A change of a Member Club from one LSC to another LSC which is contiguous and where no other Member Club geographically (as determined by the club's primary training facility location) intervenes between the changing club and the new LSC boundary must be approved by a majority vote of the members present of each of the LSCs' House of Delegates. Club approval of change in affiliation shall be in accord with the rules of the Member Club and shall be duly certified by the Member Club's president and secretary. Such transfer shall become effective ninety (90) days after receipt of a written notice of approval from the Chair of the Rules & Regulations Committee who shall notify USA Swimming National Office.

Organization Membership

Corporate Bylaws of USA Swimming: Article 2 - Membership

2.3 Group Membership

.2 Organizational Membership

- A. The Board of Directors may establish classes of organizational membership.
- B. Any organization which is interested in competitive swimming, on either the national, state or local level, may join USA Swimming.

Organizations are group members that conduct a program in swimming (schools, recreation districts, swim leagues, YMCA, AAU, zones of LSCs) which may also have USA Swimming member clubs within its program; other groups which are composed of persons joined together in support of swimming or some aspect of it (Rotary Club, Boy Scouts, athletic clubs, Chamber of Commerce, city government) or anyone who evidences an interest in the sport of swimming and wishes to support it.

Organizations **DO NOT** have athlete or coach members.

The fee for an organization membership in USA Swimming is \$70.00 and any additional fee the LSC has established.

Organization membership period is for a calendar year (January - December). A new organization applying for membership on or after September 1 will be given membership valid through December of the following year.

Once National Headquarters receives an organization's registration, an initial email is sent to each organization.

An "organization" **does not have insurance coverage**. Organizations can acquire specific certificates of insurance upon application through the Risk Management Director at National Headquarters. For example, a swim league organization member may request a sanction for a swim meet. The league then requests insurance coverage by calling the Risk Management Director at National Headquarters to request an additional insured endorsement for the specific event.

Organization membership cannot be transferred between LSCs. For an organization to become a member of another LSC, redistricting procedures must be met. Reference *USA Swimming Rules and Regulations*, Article 604.

Organizations do not have an option of "seasonal" membership.

Processing Year-round Club and Organization Registrations

It is the Registration/Membership Chair's responsibility to maintain a current file of clubs and organizations registered in their LSC. Maintenance of these files includes registering new clubs, re-registering clubs, and changing club data. Clubs cannot transfer from one LSC to another without redistricting procedures having been met.

- A. Club/organization application forms are available from National Headquarters, or you may devise one of your own. Be sure if you compose one for your LSC that it has all the information required by National Headquarters. **All NEW club registrations must use the forms required from USA Swimming National Headquarters to be submitted for approval of membership, in addition to any LSC forms.**
- B. Verify that the coaches submitted with each club application are USA Swimming certified coach members with current memberships in SWIMS.
- C. Any coach of record on the club membership application must be a minimum of 18 years of age. His/her date of birth is required information.
- D. Clubs must have a minimum of one USA Swimming registered coach and one USA Swimming registered athlete. Organizations DO NOT have coach or athlete members.
- E. Enter the clubs/organizations into the SWIMS database.
- F. If a club loses its only USA Swimming registered coach, the following steps should be followed:
 - 1. If a coach has not been secured, the club's membership should be changed from a club to an organization. An organization does not have insurance. The athletes need to be unattached, which means they cannot represent their club for scoring or participate in relays. By leaving the club in the database as an organization, it can easily be reinstated as a club when you receive the new coach's certifications.
 - 2. Once a coach is obtained, the organization should be changed back to a club and the athletes can reattach to the club if they have not represented another club during the period of unattached status. If the athletes attach to another club during this period, the 120-day rule must be observed.
- G. Two resources are available to get help while using SWIMS. You may access the LSC private section on the USA Swimming website for tutorials and best practices, or, if you cannot solve an issue, you can get technical support from USA Swimming Member Services during their business hours.
- H. Monthly accounting periods end at midnight on the last day of the month. When you close your monthly accounting period, print or save to a file each month's Club Report and the LSC Transaction Report for the month. Your LSC Treasurer (or person designated to receive invoices) will be billed by National Headquarters for the monthly membership activity.
- I. The membership year officially ends on August 31st, any memberships you receive after the 31st should be considered effective for the new membership year.
- J. Although there are no set guidelines, National Headquarters suggests that you keep club applications for three years only because of some outside chance that within that period there would be a need for confirmation of membership.

Directions for LSC Membership Chairs: New Club Application Process

Initial Contact or Request for Information

- Each LSC Membership Chair should know how to access the new club packet on the USA Swimming website. The packet is updated frequently and without notice, so always refer to the website instead of to older versions.
- If the request for information is first received at NHQ, the packet will be sent to the requestor with contact information for the appropriate LSC Membership Chair.
- If the request is first received at the LSC level, the LSC should provide information on how to find the Prospective Club packet on the USA Swimming website.

Responding to Questions

For the convenience of our members, general questions regarding new club membership can and should be addressed by the LSC Membership Chair, the Member Services department at NHQ, and/or the appropriate Performance Development Manager. We will develop and publish a set of FAQs to assist in this area.

Any questions or requests regarding unusual situations or exceptions to the stated requirements for new clubs should be directed to Joel Shinofield (jshinofield@usaswimming.org) or at the NHQ (719-866-4578).

Processing the Application Package

- Once completed by the club, the application package should be sent to the LSC Membership Chair.
- Upon receipt, the Membership Chair will review the required forms and materials and utilize the “Checklist” to acknowledge receipt of required forms and documentation. The LSC Membership Chair is responsible for:
 - Ensuring that all required forms and materials are included.
 - Club’s Federal tax ID# is listed on the Checklist.
 - Application fee has been received.
 - Head Coach’s education and certification requirements have been met.
- If the package is incomplete, the Membership Chair will notify the club of this fact and place the club’s application for membership in a pending status until all materials have been received and all requirements are met. **Please do not forward an incomplete packet to NHQ.**
- Once the application package is deemed complete, the LSC Membership Chair can fax (719-866-4669) attn: Sport Development, email Hilary Perez at hperez@usaswimming.org or make copies of the following items and forward the copied information to:

Sport Development Department
USA Swimming
1 Olympic Plaza
Colorado Springs CO 80909
719-866-3576

- The items forwarded by the LSC should include:
 - Requirement Checklist
 - Team Mission Statement
 - First–Year Budget
 - Safety Action Plan(s)
 - Facility Use Confirmation Form
 - Certificate of completion of the online Club Leadership Business Management 101(Must be completed by the Head Coach and one other non-athlete member of the new club)
 - Documentation verifying head coach has met education and/or experience requirements (NHQ does not need the coach’s membership application). It is recommended that the coach membership be processed in SWIMS as an unattached Coach member.
 - Any other parts of the package deemed necessary (i.e., if there is a question).
- Once received at NHQ, the package will be distributed to the appropriate member of the Sport Development staff for review. After the application has been approved, a Sport Development staff member will notify the LSC Membership Chair that club membership has been granted.
- To complete the process, the LSC Membership Chair (or designee) will:
 - input the new club membership information into SWIMS (**please do not enter the new club into SWIMS until NHQ approval is received**),
 - notify the club that its application has been accepted.

Club Leadership/Business Management School

- The Performance Development Manager will contact the club to schedule participation in a CLBM 201 School prior to the first renewal of the new club. The consultant will, in turn, notify the LSC Membership Chair when the new club meets the CLBM 201 requirement.

Criteria for New Club LSC Assignment Location

- 1) The location of the pool(s) in which the club is initially planning to practice.
- 2) The residential location of a majority (plurality) of the athletes expected to initially register with the club.
- 3) The LSC it is in the best interest of the club to be registered. If this is different than the LSC listed in questions 1 – 2, please provide an explanation.

If the answer to questions 1-3 only list one LSC, then the Registrar of that LSC may accept (recommend to that LSC) that the club be registered -- provided all other relevant criteria are met.

If more than one LSC is listed, then the appropriate LSCs shall consult. If they agree, then that shall determine the LSC in which the club registers.

If the LSCs do not agree, the Local Administration Vice Chair in consultation with the USA Swimming Managing Director of Sport Development and others shall decide in which LSC the new club shall register.

Important Legal Issues for USA Swimming Clubs

Clubs have certain legal obligations and duties when joining USA Swimming to protect themselves, their members, and USA Swimming from financial losses. Listed below are several items that the club must be aware of.

Facility Contracts

All member clubs that enter into contracts for the use of facilities owned by others must be careful regarding the indemnity and hold harmless language that is used. In the insurance packet there is a section on facility's contracts. The highlighted language is the important language to review. The totally objectionable part to that is the following:

"Including that caused by the negligence of the owner or its agents or employee."

The language that you must be careful of is language that says, "during your use of the facility." USA Swimming insurance policy is structured to cover indemnity clauses only for acts and liability arising out of your activities. It is not in place to cover losses occasioned by the facility's deficiencies.

As an example, some contracts that are presented to you by entities would require an indemnification so that if a roof collapsed your club would be responsible for any injuries that were caused. Further, if a hot water boiler blew up and caused injuries, your club would be responsible.

Those are the kinds of indemnity clauses that you should avoid because there is no logical reason why you should be responsible to pay for injuries occasioned by those occurrences. Your club should only be agreeing to indemnify the owner for any injuries caused by you and your activity.

It is suggested that you seek legal counsel in your own community or at least your own state regarding these clauses as each state has its own rules.

Clubs

Each club is an autonomous body organized and operated under the laws of their state. The officers should be sure that they are in total compliance with the laws of their state for their operation. This review would be valuable for protection of the officers and board members as well as the employees of the club.

Compliance with USA Swimming Rules

Each club has a legal obligation that, if it desires to remain in good standing within USA Swimming, it complies with the rules and regulations of USA Swimming. These rules relate to sanction of meets, proper registration of coaches, implementation of safety programs, compliance with membership requirements, and other obligations as set forth in the rules and regulations of USA Swimming. Note that **all** athletes and **all** coaches must be USA Swimming members.

Note: The very last paragraph states each club has a legal obligation to comply with USA Swimming rules and regulations. The responsibility is ultimately on the **club**.

If a club is not complying with the USA Swimming rules, as Registration/Membership Chair you should notify them of their noncompliance, preferably in writing, so you have a copy. If they do not respond, bring it to the attention of your LSC Board of Directors. Once you have notified your Board of Directors it is up to those committees to handle the noncompliance. Document everything in these types of situations.

What to do About Delinquent Dues and Fees

USA Swimming Rules and Regulations:

Article 203.5 When transferring between LSCs or clubs within the same LSC, the swimmer shall submit a completed transfer request in accordance with USA Swimming procedures. LSCs may not establish procedures for transfers, which effectively deny a swimmer the right to transfer from one LSC or club to another.

Article 203.6 If a member club of an LSC has secured a court judgment against an athlete member (or his/her parents or custodians) for non-payment of club membership dues and fees, that athlete shall be ineligible to represent any USA Swimming member club until the judgment is paid.

Corporate Bylaws of USA Swimming:

Article 2.8 Delinquent Dues and Fees. If any member or the legal representative of any member has secured a court judgment against any other member for non-payment of financial obligations due such member in the normal and usual course of activities or business associated with membership in and of swimming, that member's membership rights may be suspended only after a hearing before the National Board of Review until the judgment is satisfied.

These sections are intended to cover only the situation in which the athlete (or his parents or custodians in case of a minor) fails to pay club dues or participatory fees which enables the athlete to represent that club in attached competition. That is why this section is in Article 203 governing athlete representation.

The athlete cannot be penalized, for example, if a judgment is obtained against his/her parents for an obligation completely independent of payment of club dues and participatory fees.

Procedure.

- A. If the indebtedness is acknowledged and not paid, the solution is simple. The athlete may be suspended from any activity, including competition, until the indebtedness is paid.
- B. If the indebtedness is denied, the club must obtain a court judgment for the indebtedness. This is usually a very quick procedure in a Small Claims Court. Pending that judgment, the athlete is entitled to compete.
- C. If the problem arises in a situation where an immediate decision must be made (such as on deck during a swim meet), have an Emergency Hearing. The athlete may be permitted to swim under protest.

The reason for enactment of Section 203.6 is obvious. An LSC must never get involved in intra-club disputes (club v. coach, coach v. athlete, club v. athlete, club v. member, etc.). Consequently, the National Board of Review does not have jurisdiction unless the dispute involves a general factual situation or a general principle that is of concern to the LSC itself. An LSC could be overwhelmed with trying to resolve inner-club disputes if the rule were otherwise. Each club should have its own procedure for resolving them in its bylaws.

Insurance Certificates

Certificate of Insurance

Certificates of Insurance are automatically sent to the contact person listed for each USA Swimming member club with the yearly insurance information packet. This packet is mailed from National Headquarters within 30 days after the club's membership is entered into the SWIMS database by the LSC Registrar.

Additional Insured Endorsement

An Additional Insured Endorsement provides important benefits to an entity or facility outside the control of USA Swimming.

When an Additional Insured Endorsement is issued, the third party is included (named) on the USA Swimming general liability policy for defense costs and awards associated with claims arising out of a USA Swimming club's use of the third-party facility. Coverage is provided for claims resulting from a USA Swimming Member Club's or individual's negligence. Therefore, clubs should not "volunteer" to include a facility under the USA Swimming coverage as Additional Insured. It may be unavoidable if the facility's contract requires it or if the club is unable to use the facility without having the endorsement in place.

These endorsements are **not** automatically renewed. A request must be made annually for each Additional Insured Endorsement.

Clubs can request their Additional Insured Endorsements online by following the directions on the next page, to Step 2. Their club USER ID is their LSC Code plus their Club Code, e.g. IL-FAST. Password: SWIM (all in caps, no spaces).

Local Swimming Committees can request Additional Insured Endorsements online as well. Following the directions on the next page, to Step 2, the LSC will enter the LSC 2-letter code plus the 4-letter code that has been designated for LSCs only, i.e., AD-LSCX , CC-LSCX, etc. (all caps, no spaces). Then continue with the same password the clubs use "SWIM" and follow the process through step-by-step.

The limits of coverage are \$1,000,000 Occurrence with a \$10,000,000 General Aggregate per Event. The Sexual Misconduct Limits of Liability are \$1 Million Each Occurrence/\$5 Million General Aggregate. If required by written contract, Sexual Misconduct Limits of Liability are available up to \$5 Million per Occurrence and \$5 Million General Aggregate. If your facility requires limits greater than the primary limits, you have \$5 Million in Excess Liability Limits Each Occurrence/General Aggregate. In addition, you have \$5,000 medical payments coverage for injuries to members of the public - non-USA Swimming members and \$1 Million in liability coverage limits for damage to premises rented to you. As always, if you have any questions or special needs please contact Risk Management Services via email - Kim Tate, ktate@theriskpeople.com, or Debbie Williams, dwilliams@theriskpeople.com. The new requirements should meet all of the special requests that we have received in the last year. The phone number for Risk Management Services is 1-800-777-4930.

Certificates Online

Additional Insured Certificates for USA Swimming Member Clubs

A location your club is swimming at might ask you to be added as Additional Insured to your policy. You are **responsible for processing these requests yourself** directly over the Internet 24 hours a day, 7 days a week. Please call 1-800-777-4930 # 10 or 13 with any questions or for assistance. **DO NOT CONTACT CERTIFICATES NOW DIRECT**, they will not be able to assist you.

1. Go to www.certificatesnow.com.
2. Enter your **User ID & Password** in CAPITAL LETTERS. *(the codes are in your USA Swimming membership renewal pack)*
USER ID: 2 digit LSC code, a dash (-), plus your 2 to 4 digit club code. Example: CO-XXXX)
PASSWORD: SWIM (DO NOT CHANGE THIS PASSWORD)
3. Click on “**Deliver Certificates**” in the middle of your screen.
4. Select the “2021 USA Swimming Certificate” and hit **Continue**.
*Please do not add your own **SWIM CLUB NAME** or **ANY INDIVIDUAL PERSON** as recipient. It has to be the facility or facility owner that asked you for this Certificate and you always need the facility or facility owner’s address, no matter which delivery method you choose.*
5. Now you can either:
 - a. **Select a Recipient (Certificate Holder)** and hit “**Continue**”. Add New Recipient if none showing.
 - b. **Change a Recipient (Certificate Holder)** by clicking on the blue name. The field will open and you can edit the information. Make sure to **save** the information, **select** the Holder and hit “**Continue**”.
 - c. **Add a new Recipient (Certificate Holder)**. Click on “**New Recipient**”, a window opens. Enter **Name, Address, City, State, ZIP, Country** of the location that asked you for this Certificate.
6. **Choose a delivery method**. You have the option to e-mail, fax, US-Mail, or save only. Depending on the method you choose you need to enter the information in the appropriate field. E.g. if you choose e-mail you will need to enter the e-mail address.

Click “Save”, Select the Recipient and hit “Continue”.
7. Review Information and hit continue.
8. Review Delivery Method and hit continue.
9. This is the last screen. For a copy of the Certificates for your files check the box:
 Check to send yourself an e-mail of this certificate. A copy will be sent to the main e-mail address that is registered with USA Swimming.
10. Hit Deliver Now.

You will be kicked back to the beginning; this means that your certificate was sent out.

The system may take up to 48 hours to deliver the certificate.

Seasonal Clubs

Table of Contents

<u>Seasonal Club Membership</u>	1
<u>Processing Seasonal Club Membership</u>	3

Seasonal Club Membership

Corporate Bylaws of USA Swimming: Article 2 - Membership

2.3 Group Membership

- .1 Club Membership
 - B An LSC may provide for a seasonal club membership for the period established by the LSC pursuant to Article 302.2.3. Seasonal clubs may not compete at or above the Zone Championship level.
 - C An LSC shall not impose requirements for Club Membership in addition to those set forth in Article 502.

2.6 Privileges and Responsibilities of Membership

- .2 All clubs, including seasonal clubs, shall ensure that all athletes and coaches participating in practice and USA Swimming sanctioned competition are members of USA Swimming.
- .4 Anyone who coaches swimmers at a USA Swimming practice or competition, must be a coach member of USA Swimming and must have satisfactorily completed safety training, criminal background checks and other coaches' education as required by USA Swimming.
- .5 A coach member of USA Swimming must be at least 18 years of age.
- .8 All clubs are required to comply with USA Swimming Pre-Employment Screening Procedures for New Employees for all new employees who are required to be members under 305.4 or 502.6.4.

2.7 Fees

- .1 The annual fee for each class of membership is composed of the following elements:
 - A A national fee established by the Board of Directors, except that changes to fees for Club membership (including seasonal) and the individual categories of premium, seasonal, outreach and single meet open water must be approved by the House of Delegates, and
 - B A local fee established by the LSC. The local fee for the Outreach Membership may not exceed \$2 and the local fee for the Flex Membership may not exceed \$10.

The LSC may designate one or two seasonal membership periods during the registration year. Each of these periods may last up to a maximum of 150 days and the two seasons may overlap. The beginning and ending dates of each seasonal period is determined by the LSC. Seasonal periods with a beginning date of August 31st or prior will be considered as part of the current registration year. Seasonal periods that begin after August 31st will be considered as part of the next registration year.

New seasonal club registration does not require the completion of the new club forms and does not require approval of USA Swimming.

Benefits for seasonal clubs are the same as for a year-round club but only for the period of time designated by the LSC as their season 1 or season 2 membership periods.

Benefits of seasonal club membership in USA Swimming include:

1. Liability insurance – only for the designated period of not more than 150 days.
2. A current copy of *USA Swimming Rules and Regulations*
3. Availability of a multitude of conferences, clinics and workshops, such as coaching clinics, diversity conferences, officials' clinics, etc.

Seasonal club membership cannot be transferred between LSCs. For a seasonal club to become a member of another LSC, redistricting procedures must be met. Reference *USA Swimming Rules and Regulations*, Article 604.1 Change in LSC affiliation by a Club Member.

USA Swimming Rules and Regulations: Article 604 – LSC Redistricting Procedures

- .1 CHANGE IN LSC AFFILIATION BY A CLUB MEMBER** — A change of a Member Club from one LSC to another LSC which is contiguous and where no other Member Club geographically (as determined by the club's primary training facility location) intervenes between the changing club and the new LSC boundary must be approved by a majority vote of the members present of each of the LSCs' House of Delegates. Club approval of change in affiliation shall be in accord with the rules of the Member Club and shall be duly certified by the Member Club's president and secretary. Such transfer shall become effective ninety (90) days after receipt of a written notice of approval from the Chair of the Rules & Regulations Committee who shall notify USA Swimming National Office.

Processing Seasonal Club Memberships

Club Registration Policy – LSC Registration Chair Responsibility

It is the LSC Registration Chair's responsibility to register new clubs and re-register clubs in his/her LSC. It is also the LSC Registration Chair's responsibility to update club data when necessary. Seasonal clubs cannot transfer from one LSC to another without redistricting procedures being met (See <i>USA Swimming Rules and Regulations: Article 604.1</i> below).
--

- A. Distribute applications to clubs within your LSC. Updated application forms for the upcoming registration year are distributed to all LSC registrars in the spring.
- B. Seasonal clubs must have a minimum of one USA Swimming registered coach and one USA Swimming registered athlete.
- C. Verify that the coaches submitted with each seasonal club application are USA Swimming certified coach members. A coach member must be at least 18 years of age. His/her date of birth is required information.
- D. Enter the seasonal clubs into the SWIMS database.
- E. If assistance is needed, you can get technical support from USA Swimming Member Services during their business hours.
- F. Monthly accounting periods end at midnight on the last day of the month. Your LSC Treasurer (or person designated to receive invoices) will be billed by National Headquarters for the monthly membership activity.
- G. The membership year officially ends on August 31st. Any memberships you receive after the 31st should be considered effective for the new membership year.
- H. Although there are no set guidelines, National Headquarters suggests that you keep seasonal club applications for three years only because of some outside chance that within that period there would be a need for confirmation of membership.