

Adirondack Swimming Changes to Registration Submittal Process September 2012

In response to several questions from club registrars, regarding the retention of USA-S Registration Forms, USA Swimming was contacted and the following items are excerpts from the email response received from the head of the department at USA Swimming.

Quote from the USA Swimming Registration/Membership Manual;

- 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 of time there would be a need for confirmation of membership.

The Response Received from the head of the department at USA Swimming;

With everything being digital now I seriously doubt anyone is keeping paper athlete applications and forms for three years. So, no I don't think the statement is relevant! The USA Swimming rulebook does not address this so I don't think there is anything mandatory anywhere. I would say "up to the discretion of the LSC what they do with athlete applications and transfer forms".

Adirondack Swimming Decision;

With the SWIMS Database now having over 15 years of accurate registration history, AD has decided to no longer require the submittal of USA Swimming Athlete Registration Forms, to the LSC Registrar, when those registrations can be submitted Electronically by use of Batch Files from Team Manager or Team Unify Software. Both software packages provide the necessary electronic files for loading to the SWIMS Database and both produce corresponding Batch Reports of those Registrations Exported.

All other registration processes will remain the same.

When a Club Registrar submits a group of registrations, the following is needed;

EMAIL together

1. Electronic Batch File for Athlete Registrations ... emailed as attachment
2. Batch Report from the Exported Registration Batch, saved as PDF file ... emailed as an attachment*

These items MUST be MAILED together ... not emailed

3. Birth Certificate copies for new athlete members included in batch ... mailed (no scan/email accepted)
4. Non-Athlete Registration Forms with copies of any certs required to complete their registrations ... mailed
5. Club Registration Form ... mailed
6. Athlete Transfer Forms ... mailed
7. Registration Summary Form ... mailed
8. Team Check for registrations included on summary ... mailed

***Both Team Manager and Team Unify can directly save reports to PDF format.**

Team Unify uses Dates to identify Batch Exports

Team Manager uses Batch Numbers ... Batch Reports MUST be generated AFTER the Batch is Exported.

The LSC Registrar WILL NOT ACCEPT Batch Reports showing "Registrations Not Yet Exported".

Batch Reports will be required for every Batch File Submitted, even if there is only 1 athlete included. As there will be no more forms sent to the LSC, we must have a report to refer to in case a question arises.

Be sure to keep in mind that this process change does not eliminate the need to produce USA Swimming Registration Forms for your athletes. It merely eliminates the need to send copies to the LSC Registrar. All clubs should have something available which parents must sign (physically or digitally), giving permission for their children to participate. It is strongly suggested that these signed forms are retained for at least the period covered by the registration or until the athlete renews the next season. If you are in doubt of your club procedures regarding forms and retention, you should seek legal advice.