

August 2, 2007

Dear Club Registrar,

Registration for 2008 begins September 1, 2007.

**Seasonal Individual Membership – The code for Team Manager is 3.** This new membership can be begun at any time and last 150 days from date of registration (i.e. begins 10/1/06, ends 2/28/07) Cost: \$26.50

Key features of this membership:

- a. An athlete may renew this seasonal membership more than once in a year paying the fee again
- b. An athlete **cannot** pro-rate this membership to a year-round membership. They must pay the full amount of the year-round membership.
- c. This membership cannot be used for meets above the LSC level (i.e. Zones, Sectionals, etc.)

Enclosed in this mailing are the following items. Make copies of the registration forms and always have a blank one in your files. The registration forms are also available on the LESI website under FORMS.

1. **Bank statement and invoices** – if your balance is a debit, you must pay the debit amount before you can re-register your club for 2007. Credits will be applied to 2008 unless you indicate you would like a refund.

**Your Club Balance (as of 8/2/07)** \_\_\_\_\_

**2. Registration items for 2008:**

- **Club Application Registration Guidelines**
- **Team Manager Instructions To Start Off the 2008 Registration Year**
- **2008 Year Round Athlete, Individual Seasonal Athlete and Non-Athlete Forms**
- **2007 Club Rosters for Athletes**
- **2007 Roster for Non-Athletes** (which includes coaches' certification information)
- **Registration Statistics for Clubs, Age Groups and LE History – these are not the final stats (but pretty close). Please share this with your Board and anyone else.**

If you have any questions, contact Pam Cook at 440-808-9192 or pamswim@aol.com.

## Lake Erie Swimming 2008 REGISTRATION GUIDELINES

### CLUB MEMBERSHIP

#### **Fees:**

2008 Club Fee - New club member	\$125.00
2008 Club Renewal - Received by 11/30/07	\$100.00
2008 Club Renewal - Received by 12/31/07	\$125.00
2008 Club Renewal - After 12/31/07	\$150.00
2008 Seasonal Club Membership - (5/1/2008 - 8/31/2008)	\$ 60.00

#### **Procedures:**

Fill out club application form completely and return with check. A 2008 coach non-athlete registration form and at least ONE 2008 athlete registration form must accompany a club application. The coach form should include copies of the coaches' certification for CPR, First Aid and Safety Training For Swim Coaches. **To register a coach for 2008, the coach should not have any certifications that expire in 2007.** The club safety officer, coaches, and club-voting delegate must be a current USA Swimming non-athlete member. Club packets including new USA rule books and insurance certifications will be sent from the National Office in Colorado Springs to the club in January 2008.

### ATHLETE MEMBERSHIP

#### **Fees: (NOTE: These fees are new for 2008)**

Year-round (9/1/06-12/31/2007)	\$46.00
Seasonal (can begin anytime and lasts for 150 days)	\$26.00
<b>(CHOOSE CODE 3 IN TEAM MANAGER)</b>	
Single Meet - Open Water (good only for meet and swimmer is UN)	\$10.00

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

- 1 Sept - Any new swimmers to your club
- 2 Oct- Dec. – Renewal swimmers (2006 year-round memberships expire 12/31/07)
- 3 March – High School swimmers
- 4 May – New swimmers for the summer

*Procedures: All Registration will be electronic unless you are a club with less than 10 swimmers. All changes, renewals, or adds to your Team Manager database will be exported as an electronic registration file that will be emailed to the Registration Coordinator. You will have many of these electronic registration files during the course of the 2006-2007 year. If you have a transfer to your club, add their name to your Team Manager database. Fill out a transfer form and submit the form and fee to the Registration Coordinator – transfers are NOT processed until the transfer form is received (even though you may have sent the athlete in as a Change on a electronic file)*

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

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

### BIRTH CERTIFICATES/DRIVER'S LICENSES, ETC.

Only required if the swimmer is brand new to USA Swimming – if they were registered at some time before (going back to 1994) they will be in the SWIMS database and birth certificates, etc. are not necessary.

### **ATHLETE TRANSFER (120-DAY Rule)**

An athlete wishing to affiliate with your club who formerly swam for another USA Swimming club must submit a transfer form (even if the athlete swam for the club years ago). A 120-day period must be observed from when the swimmer last swam in competition representing their old club and when the swimmer can represent their new club in competition. During the 120-day period, the swimmer may compete as UN (unattached) and cannot swim relays. If you have a swimmer joining your club who used to swim for another USA club, please make sure a transfer form is submitted with the hard copy, payment and birth certificates through regular mail, even though you have entered the swimmer in your database and indicates they are a CHANGE. The transfer form is available on the web under FORMS.

### **NON-ATHLETE MEMBERSHIP**

#### **Fees: (Note these fees are new for 2007)**

Individual	\$ 49.00
Family	\$ 90.00
Life	\$1,005.00

All coaches, officials, club safety officers and voting delegates, Lake Erie Board of Directors and meet directors must have a non-athlete membership.

### **COACH MEMBERSHIP**

#### **BACKGROUND CHECK PROGRAM**

Any new coach must have a background screen check before they can become a USA Coach. See link on LE website for further information. Background checks are good for 2 yrs. and the expiration date will appear on the coach badge similar to CPR, First Aid and STFSC.

All coach registration should be submitted by the club registrar with copies of current CPR, First Aid and Safety Training For Swim Coaches certifications attached to the registration form.

- 1 Coaches **CANNOT** be on the pool deck if they are not current USA Swimming coach. The coaches card will display in large print the first certification date to expire. When a certification expires, the coach will lose their coaching status immediately unless proof of an update has been received. A coach who has lost their coaching status may **NOT** be on the pool deck at a meet and should not be on the pool deck at club practices. When updates to certifications are provided, the coach will be issued a new coach card with the updated certification dates.
- 2 Coaches **CANNOT** be registered at meets or **provide updated certifications to meet referee.**
- 3 Coaches **CANNOT** be registered for 2008 if they have certifications expiring in 2007.
- 4 Coaches that were registered in 2007 for the first time with USA Swimming must complete the Coach Education Test successfully and forward the results to the Registration Coordinator before they can be renewed for 2008.

**The Non-Athlete List on the web contains current certification information for coaches.**