
	North Dakota Swimming	Policies and Procedures
Subject: Athlete Registrations	Document Number: 4.1 Version Number: 01	Effective Date: April 26, 2020 Last Revision: April 26, 2020

4.1 - ATHLETE REGISTRATIONS

- A. All swimmers competing in events sanctioned by USA Swimming MUST be USA Swimming registered prior to participating in any USA sanctioned meet or deck register-with appropriate paperwork, an additional \$5.00 registration fee (due prior to the start of the meet) Meet manager does have the right to deny deck registration as stated in the meet sanction information.
- (1) \$5.00 per splash fine for non-registered swimmers in meet competition, payable by club.
- (2) Any swimmer that is not USA registered will be charged a \$50.00 fine per swimmer, if entering in the State Meet and the representing club will be responsible for payment prior to the next season. Any late registration fees collected shall be designated to Zone Account.
- B. Insurance is in effect once the application and money are received by the ND LSC Registration Chair &/or Deputy Registration Chair. (Club registration Chair is considered a Deputy Registration Chair.) Club registration chair should mail or electronically submit registrations within 3 weeks of receipt to ND LSC Registration Chair. Registrations should be received by ND LSC Registration Chair no later than Tuesday before a meet. For additional rules applying to competition see 4.1.A
- C. Athlete membership is for a calendar year period. New members applying for membership on or after September 1st will be issued a membership credential valid through December 31st of the following year.
- D. Club Registration Chair is responsible for registering all swimmers within the club. Registration forms must be completed or renewed yearly to be registered.
- (1) Athlete Annual, Seasonal, Flex, Transfer, Outreach and On Deck forms are also available on the ND Swimming website (see ndswimming.org)
- E. Club Registration Chair should check with ND LSC Registration Chair for all info needed regarding this position. The club registration Chair should attend the fall meeting of the ND LSC to obtain updated registration packet and get any and all questions answered. Club Registration Chair Informational Packet is available on the ND swimming website (see ndswimming.org).

Document Revision Log					
Version	Date	Description of Change/Sections	Author or Editor	Authority	Control Number
01	04-26-2020	Restructure of P&P/entire document	B.Haglund	BoD	NDS-0001

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- F. All teams with more than 25 swimmers are required to submit their registration electronically to the registration chair.
- G. Be sure to check with ND LSC Registration Chair for proper transfer procedure when a swimmer transfers into your club from another club and/or another state. The Required Transfer form is available on the ND website.
- H. Fees – see Part 2.1(A) – FEES –ANNUAL, SEASONAL, FLEX, OUTREACH, ON-DECK and TRANSFER.
- I. All athlete registrations are submitted to the ND LSC Registration Chair. Send electronic batch and batch report via email. The same day send fees, hard copy and USA forms in the mail. Registration will be processed and effective upon receipt of the completed forms and fees. On deck registrations will not be accepted for entire team rosters. No more than 5 on-deck registrations per team/coach. Effective immediately athlete registrations must be paid by the club directly. No individual checks will be accepted.

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