



Policy & Procedures Manual Wisconsin Swimming, Inc.

Policy 10: Wisconsin Swimming- USA Swimming Registration

Effective Date: May 1, 1997

Last Revision Date: ~~June 19, 2020~~ April 1, 2022

Scope: This policy provides direction to LSC Members relating to all matters regarding USA Swimming registration.

10.1 Registration of Swimmers in Meets

- 10.1.1 All competitors in sanctioned events must be registered athlete members of USA Swimming and Wisconsin Swimming, Inc.
- 10.1.2 Swimmers must meet representation rules contained in Article 303 of the USA Swimming Rules and Regulations. In particular: "For a swimmer to represent a USA Swimming Club in a competitive event, one hundred twenty (120) consecutive days must have elapsed without the swimmer having represented any other USA Swimming Club in USA Swimming competition."
- 10.1.3 Swimmers must meet eligibility rules contained in Article 304 of the USA Swimming Rules and Regulations.

10.2 Individual Registrants

- 10.2.1 An individual registration shall be processed through the LSC Administrative Manager. The address of the Administrative Manager may be obtained from the General Chairman. Club registration shall also be processed through the LSC Administrative Manager.

10.3 Athlete Registration and Effective Date

- 10.3.1 Registration of LSC athletes shall be conducted by the LSC Administrative Manager. Registration is effective upon receipt of the completed application form with an applicable fee and acceptance by the LSC Administrative Manager or, for deck registration, by the Meet Director. Applications and transfer information may be obtained from the LSC Administrative Manager.

10.4 Registration Fees

- 10.4.1 LSC registration fees are set by Wisconsin Swimming, Inc. and include membership in both USA Swimming and Wisconsin Swimming and account for USA Swimming accident and liability insurance coverage. A check for the registration fee must be made payable to "Wisconsin Swimming."
- 10.4.2 Explanation of registration fees:
 - A. Registration Year:
 - a. January through December; however, a member may pay his/her dues any time after September 1st for the following registration year. A first

time member, who pays after September 1st, obtains registration through the following registration year, i.e., up to sixteen (16) months.

- b. For 2021, individuals applying for calendar year membership on or after June 1, 2020 will receive membership valid through December 31, 2021. Individuals applying for calendar year membership on or after September 1 will receive membership valid through December 31 of the following year.
 - B. Athlete's Age: The age of the athlete on the date that the LSC Administrative Manager receives the registration application is the athlete's age for registration fee purposes. The LSC does not issue a refund to a Club when the Club fails to discount the registration fee for an 8 and Under swimmer.
 - C. Seasonal Athlete Registration: Seasonal Memberships for athletes may be offered, with registration periods and fees as approved by the LSC and USA Swimming on an annual basis. A Seasonal Athlete may compete in the LSC championships conducted during that period, but may not compete in Meets at or above the USA Swimming Zone level.
 - D. Surcharge for Submittal of Non-Electronic Application: If a member submits a paper application, this fee applies and is included in the check payable to Wisconsin Swimming.
 - E. Deck Registration: Athlete registration application and fee submitted at a Meet to the Meet Host. A Meet Host must accept deck registration(s) unless the sanctioned Meet Information specifies otherwise. Fee includes a five dollar (\$5.00) surcharge for submittal of a non-electronic registration application. The Meet Host retains fifteen dollars (\$15.00) as a handling fee.
- 10.4.3 In the event of duplicate registrations, there shall be NO REFUNDS except as authorized by the LSC Administrative Manager.

10.5 Transfers and Fees

- 10.5.1 A swimmer transferring representation from one club to another, or to unattached status, must do so according to Article 303 of the USA Swimming Rules and Regulations. A swimmer must apply for transfer by writing to the LSC Administrative Manager stating the swimmer's name, address, birth date, name of club from which transferring, date of last competition with that club, and name of new club (if any) to which the swimmer intends to attach after the completion of the one hundred twenty (120) day unattached period. For convenience, a transfer form is available for the Club Registration Officer or LSC Administrative Manager.
- 10.5.2 The LSC Administrative Manager will determine the dates of the period for swimming unattached (WI-UN). The LSC Administrative Manager sends a letter with the attachment date and competition rules to the Club Registration Officer.
- 10.5.3 If a club secures a court judgment against a swimmer, the swimmer shall be ineligible to participate in any swimming events.
- 10.5.4 A swimmer may remain unattached (WI-UN) for an unlimited time.
- 10.5.5 The LSC Administrative Manager must be notified when a WI-UN swimmer wishes to change status and to which club the swimmer will represent. The LSC Administrative Manager should be notified of a swimmer's status changes for registration to remain current.

Please Note: Transfer requests received after September 1st (the beginning membership day for the following membership year and cut-off date for printing of the club's next year's computerized membership list) shall include membership applications and the appropriate fees. The transferred swimmer is the swimmer most often omitted in the re-registration procedure.

10.6 Compliance

10.6.1 Compliance with the registration requirements must be completed prior to competition in a sanctioned event. The LSC Administrative Manager may deem any athlete not in compliance as "Deficiently Registered."

10.6.2 Each group member is required to ensure that any and all swimmers entered in a sanctioned event are registered properly in accordance with 10.1 and shall take whatever action is necessary to ensure compliance with that paragraph.

10.6.3 Non athlete members must be in good standing to attend championship meets. Non-athlete credential updates submitted within 5 business days of the start date of the LSC Short Course or Long Course 13 & Over State Championship meets will not be processed prior to those meets.

Date of Revision	Policy Section(s)	Changes Made
January 27, 2004	10.4	USA Swimming fee increases
April 26, 2005	10.4.3 & 10.5.2 10.4.2 10.6	Scope: correct type-o's and clarity Changes for 2006; delete deck registration fee Delete unneeded rule for club disbanding and renumber following
April 26, 2014	10.1.4, 10.4.2 & 10.5.2	Revised to update based on USA Swimming card issuance procedures and ease of policy upkeep with moving current registration fees
October 24, 2017	10.2, 10.3, 10.4, 10.5 & 10.6	Replaced references to "Registration Coordinator" to new position of "Administrative Manager"
June 19, 2020	10.4.2 A 10.4.2 C	Add registration year change for 2020-2021. Revise to reflect annual approval of seasonal membership for athletes.
<u>April 1, 2022</u>	<u>10.6.3 - New</u>	<u>Add requirements related to timing of credential updates</u>