

Steps to completing Outreach Registration:

1. **Club affiliated athletes** contact your club first to sign up with the team!
Unattached athletes, contact the [IASI Registrar](#) directly for assistance.
2. **Determine if the athlete qualifies** for Outreach Registration. Check the [USA Swimming Outreach Membership Criteria List](#) to determine eligibility and what proof of eligibility document (if any) is needed. If the athlete is participating in any of the listed programs, or meets any of the circumstances in Special Request (see last item on the list), they qualify for Outreach registration.
3. **Athlete's family sends a copy of Proof of Eligibility** document to the athlete's club registrar. Once received, the club registrar will send the Outreach Registration link to the family to complete the registration process online. A discount reducing the registration fee to \$5 will be applied at checkout.
4. **Club Registrar must then send the Proof of Eligibility document to the IASI Office.** *This step must be done for the athlete to also receive the IASI Outreach discount of \$5 per meet.*

Confidentiality - only the head coach, club registrar, and club treasurer are privy to their club's Outreach membership information, in order to facilitate registration and meet entry at the reduced fee. Outreach membership is not published in meet programs, club rosters, or among officials or volunteers. DO NOT share Outreach information outside of this small circle of club leadership.

Outreach membership information is to be kept confidential at all times.

General Information about the Outreach program

Outreach athlete membership is available to eligible athletes in accordance with USA Swimming guidelines. The purpose is to make year-round membership available to athletes who might otherwise not be able to afford the standard athlete membership fee. The registration fee for eligible USA Swimming/Iowa Swimming Outreach athletes is \$5.00.

Additionally, IASI Outreach athletes are eligible for a reduced meet entry fee of \$5 per meet and are exempt from additional per-event entry fees.

In short - \$5 USA Swimming registration, \$5 per IASI meet.

Proof of participation in at least one program on the USA Swimming Outreach Membership Criteria List must be submitted to qualify for Outreach membership. The burden of proof rests with the applicant, and proof of eligibility must be resubmitted each year with registration/renewal for the athlete to continue in the Outreach program.

Special Requests cases for Outreach eligibility are also considered. Examples of Special Request Outreach eligibility include but may not be limited to:

- health emergency (athlete or parent has become seriously injured or ill)
- death of a sibling or parent
- loss or reduction of employment

- fire
- athlete has entered into foster care

If a club has a family that is facing a sudden crisis such as these, the Head Coach or Club Registrar should contact the IASI Registration chair for guidance on providing proof of eligibility documentation. Special Request Outreach is valid for 1 year, and families wishing to continue in the Outreach Program after that time will need to provide proof of participation in one of the programs on the Outreach Membership Criteria List when they renew registration in subsequent years.

Athletes with a disability (visual, hearing, physical, or cognitive), are also eligible for Outreach membership. No proof of disability is required, but the athlete/family is asked to indicate the type of disability at the time of registration.

FAQs

What if the athlete is already registered for the year? I have an athlete that did not previously qualify for Outreach, but now they do. Is it too late to switch to Outreach? It might not be too late. Contact jen@iaswim.org for assistance.

How are Outreach Meet Fees handled? Meet hosts, Meet Entry Chairs, Meet Directors, or anyone entering Outreach athletes in a meet – Outreach meet entry fees should be calculated (along with all other athlete meet entry fees) on the Meet Financial Summary Form, which is found on the IASI website (click on IASI Swimming Resources/IASI Meet Resources). Email the host club the entries report and the Meet Financial Summary Form, detailing the number of entering Outreach athletes and the number of Individual entries. No athlete names are to be indicated (confidentiality). Host club may request confirmation of the number of Outreach athletes entered prior to the meet by contacting the IASI Registration Office.

What about club dues? Does Outreach membership mean that an athlete does not have to pay any club dues? Our club might not be able to do that... Club dues are 100% up to the club. Some clubs are able to offer reduced club fees or full or partial scholarships to Outreach members. Others do not. Work with your club to find out what, if any, additional assistance is available.

A family of two of our athletes has experienced a terrible car accident. Both parents are badly hurt, and I don't think they are currently participating in any of the programs on the List. How can I help this family keep their kids in the water? Swimming is so important to them. The parents will be out of work for a long time, and their kids have moved in with nearby family. Contact the legal guardians of the athletes – with their go-ahead, you can write a brief letter describing the circumstances, and requesting that the athletes be changed to Outreach for this year. This letter serves as Proof of Eligibility for this year. During the coming year, when/if participating in any assistance programs on the List is begun, that can serve as proof of eligibility during subsequent years.