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Registration forms can be found on ISI website under ISI Management tab

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REGISTRATION

I. Club Registrations

- A. A CLUB is defined as a group that has at least one USA Swimming registered certified Coach, one USA Swimming registered Athlete.

Each club has a legal obligation if it desires to remain in good standing within USA Swimming to comply with the rules and regulations of USA Swimming. These rules relate to sanction of meets; proper registration of coaches, athletes, and non-athletes; implementation of safety programs; compliance with membership requirements; and other obligations as set forth in the rules and regulations of USA Swimming. In particular, note that ALL athletes and ALL coaches and assistant coaches must be USA Swimming coach members. The responsibility is ultimately on the CLUB to comply with USA Swimming Rules & Regulations.

1. Benefits of CLUB membership in USA Swimming include: Insurance, current copy of the USA Swimming Rules & Regulations, and availability of programs offered through USA Swimming. Once USA Swimming NHQ receives club registrations, these three benefits will be ~~mailed~~ **sent** to the Club.
2. Completed USA Swimming club membership application, ISI club ~~application information form (APP-1e)~~ **information form** (APP-1e), ~~and club registration fee, and copy of club bylaws (if changed from on file copy)~~ **and** club registration fee, ~~and copy of club bylaws (if changed from on file copy)~~ must be submitted to the ISI Registration Chairperson. In mid-August, current ISI club registration persons will receive a registration packet.

The ISI office must be informed during the year if ANY information submitted on the original application changes. This information is used for various communications, so please keep information current.

3. Membership is for a calendar year period, January 1 through December 31. Note that registration and insurance expire December 31. If a club has not registered prior to January 1, they will not have insurance until they re-register. New clubs applying for membership on or after September 1 will be current through December 31 of the following year. Seasonal club membership is available April 1 through August 28.
4. Each registered club will receive votes at the House of Delegates meetings based on the number of athletes registered the previous year. ~~Number of votes will be included on the ISI club membership application sent with membership packet.~~ **Clubs may determine that number by viewing member reports in their Club Portal**

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(Club Level Membership Trends Report) on the USA Swimming website (www.usaswimming.org) or by contacting the ISI Registration Chair.

5. All coaches, assistant coaches, ~~jr coaches~~, officials, meet directors, ~~House of Delegate members~~ **ISI board members**, and athletes MUST BE USA SWIMMING MEMBERS. It is *recommended* that Club board members ~~take advantage of~~ **maintain** USA Swimming membership.
 6. If a club application is received WITHOUT a registered certified coach and at least one athlete, they will not be entered until all information is received.
 7. Effective January 1, 2012 under Article 502.6.8 of the USA Swimming rulebook, all clubs are required to comply with the USA Swimming Pre-Employment Screening Procedures for New Employees for all new employees hired after August 31, 2011, who are required to be USA Swimming members under Article 305.4 and 502.6.3. Link to Pre-employment Screening Program Summary can be found on the ISI website (~~isiswim.org~~ <https://www.teamunify.com/team/lscis/page/home>) or USA Swimming ~~USA Swimming~~ website (www.usaswimming.org).
 8. New club process can be found on USA Swimming website (www.usaswimming.org) or by contacting the ISI Registration Chair (~~admin@isiswim.org~~) (jen@iaswim.org)
 7. Club registrations will not be taken at swim meets.
- B. An ORGANIZATION is a group which supports swimming but DOES NOT have athletes or coaches.
1. Benefits of ORGANIZATION club membership in USA Swimming include a current copy of the USA Swimming Rules & Regulations.
 2. An organization DOES NOT HAVE insurance coverage.
 3. Completed USA Swimming club membership application, ISI club **information form**, ~~application (APP-1)~~ and club registration fee must be submitted to the ISI Registration Chair. In mid August, current organizations will receive a registration packet ~~which will include club application and current registration list~~. The ISI office must be informed during the year if ANY information submitted on the original application changes.
 4. Membership is for a calendar year period, January 1 through December 31. New organizations applying for membership on or after September 1 will be current through December 31 of the following year. There is NO **seasonal registration for organizations** ~~for seasonal club status~~.

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5. During the year, an organization may update to club status by notifying ISI Registration Chair and registering a USA Swimming certified coach, and at least one USA Swimming athlete and completing 'new club' requirements.

II. Club/Organization Membership Fees

Make all checks payable to Iowa Swimming, Inc. (ISI). If checks are returned, ISI will charge the club a fee of \$15.00 for handling of the returned check.

A. Club Membership Fees

1. Clubs - Year-round
 - a. \$100, if all information is submitted to the ISI Registration Chairperson BY December 1. \$125.00, if submitted AFTER December 1.
 - 1) USA Swimming Club application, ISI club ~~information form~~, application and fee submitted.
 - 2) Non-athlete membership for at least one coach with current certification requirements. (See non-athlete registration.)
 - 3) One or more athletes registered.
2. Clubs - Seasonal
 - a. \$50, if all information is submitted to the ISI Registration Chairperson BY May 1. \$75.00, if submitted AFTER May 1.
 - 1) USA Swimming Club application, ISI club ~~information form~~, application and fee submitted.
 - 2) Non-athlete membership for at least one coach with current copies of all certification requirements. (See non-athlete registration.)
 - 3) One or more athletes registered.
 - 4) Seasonal club athletes cannot compete as a club beyond the ~~state~~ LSC championship meet.

B. Organization Membership Fees

(Note: If a swimmer is swimming for an organization, the swimmer is considered to be unattached.)

1. \$100.00, if application and fee is submitted to the ISI Registration Chairperson BY December 1. \$125, if submitted AFTER December 1.

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III. Athlete Registrations

All swimmers for ISI member clubs and entrants in practice & sanctioned competitions must be registered USA Swimming athlete members. Insurance coverage is provided to members of USA Swimming who are in complete compliance with all USA Swimming rules & regulations.

Athlete membership ~~consists of either an~~ **includes annual premium, or individual seasonal, flex, and outreach membership types.**

~~ANNUAL PREMIUM MEMBERSHIP is an annual membership, opens September 1 prior to the registration year, and is valid from the date of registration for a calendar year. Non-members applying for membership on or after September 1 will be issued a membership card valid through December 31 of the following year~~ **registration year.**

INDIVIDUAL SEASON MEMBERSHIP runs 150 days after registration date of any given year **(September 1-December 31 of the following year)**. A swimmer with individual season membership may participate in USA Swimming meets during this period. This membership is NOT valid for competition at or above the Zone Championship level. Individual season swimmers who wish to upgrade to annual membership ~~MUST PAY THE ENTIRE FEE, not the difference between Individual Season fee and full fee~~ **may do so by paying the difference between Seasonal and Premium.** Seasonal membership is not LSC transferable.

FLEX MEMBERSHIP is an annual membership, opens September 1 prior to the registration year, and is valid from the date of registration through December 31 of the registration year. Flex athletes are permitted to participate in up to two sanctioned meets below the LSC Championship level. Flex membership is NOT valid for meets at or above the LSC Championship level. Flex athletes who have reached the two-meet limit or who wish to enter meets at or above the LSC Championship level may upgrade to Premium during the same registration year and pay only the difference between Flex and Premium registration fees. Flex is only available to athletes age 18 and younger.

~~OUTREACH MEMBERSHIP is for a calendar year period.~~ **an annual membership, opens September 1 and is valid from the date of registration through December 31 of the following year. The purpose of the Outreach program is to provide reduced membership for economically disadvantaged youth. The applicant MUST include proof of participation in at least one program on the USA Swimming Outreach Membership Criteria List to qualify for the reduced fee, along with athlete registration form. To show a person is economically disadvantaged the burden of proof rests with the applicant. The Outreach Membership Criteria List is available on the ISI website.** <https://www.teamunify.com/team/lscis/page/home>

- A. ATHLETE MEMBERSHIP may be obtained by filling out, **mailing or emailing** a current athlete membership application, or electronically by using Hy-Tek's *Team Manager*, ~~or~~ Team Unify or other compatible computer software. No fax or ~~email~~ **phone** registrations will be accepted.

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In mid-August, current ISI clubs will receive a registration packet, which will include ~~electronic forms and a pdf of previous year's athletes~~ a **Registration Procedures Manual and all necessary forms and links for the upcoming registration year**. ~~If a club wants to have forms for posting on their website with club payment & send to address available, please inform the ISI office.~~ **Electronic Registration Procedures Manual, forms and links** will also be posted on the ISI Website (isiswim.org ~~<https://www.teamunify.com/team/lscis/page/home>~~). Application forms must be COMPLETELY & CLEARLY filled out using swimmer's full legal name as it appears on official documents & a preferred name. The swimmer's ID number is a permanent 14-character code. This code includes birth date in 6 digits, first 3 letters of legal first name, middle initial, and first 4 letters of last name. If a swimmer doesn't have a middle initial, or first or last name doesn't contain # of required letters a "*" is assigned.

ADULT ATHLETES are required to complete USA Swimming Athlete Protection Training. Adult athletes are defined as USA Swimming athlete members who are 18 years of age or older. Athletes who are 17, about to turn 18, have a 30-day grace period following their 18th birthday to complete the training. Failure to complete APT will result in the athlete's inability to swim in a meet or at practice.

During the year, club head coaches ~~or designee can~~ **and administrators may log in to their Club Portal on the USA Swimming website to check & print current registrations and certifications (athlete & non-athlete) on club portal under reports of club members.**

For continuous insurance coverage, renewals should be submitted by December 15th to the ISI Registration Chairperson. ~~Athletes will receive their USA Swimming membership card from USA Swimming. When swimmers receive their USA Swimming membership card, all information should be checked for accuracy. Any errors should be sent to ISI Registration immediately. When entering meets, name and USA Swimming ID numbers must remain the same as what USA SWIMMING card shows.~~

Athlete and Non-Athlete membership cards are available on Deck Pass on the USA Swimming website and on the Deck Pass Plus app. Showing a printed card OR showing the card on a mobile device are both valid as proof of membership and certification status. It is the responsibility of all adult athletes, and all non-athlete members to track their certification expiration dates.

1. An athlete is legally registered for all purposes by the postmark date of when a completed application with fee is mailed to the ISI Registration Chairperson. **Electronic submission and emailed applications will be legally registered for all purposes on the** date received, if fee is mailed the same day. Fax and phone call registrations are NOT acceptable.
2. ~~For clubs with tryouts, there is a two-week grace period. However, the athlete~~

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~~is NOT PROVIDED ANY INSURANCE COVERAGE until he/she joins USA Swimming. A swimmer MUST be registered in order to swim a meet (a sanctioned or approved event).~~ **USA**

Swimming allows for a 2-week tryout period for new athletes only. It is *recommended* that clubs collect a signed application and the USA Swimming fee from the athlete on their first day. HOLD the membership application until the tryout period is over and the athlete has confirmed they are staying with the club and in the sport of swimming. Because the club has collected the form and has the money, this covers liability insurance for the club and secondary accident insurance for the athlete during this tryout period. However, if the athlete decides to not continue swimming, the club can easily refund their membership money by simply returning that membership check (or a refund if check has been deposited).

If, during this tryout period, an athlete wishes to participate in a sanctioned competition, registration must be submitted to the ISI Registration Office and the club will owe that fee to ISI. A swimmer must be fully registered in order to swim in a meet.

B. **ATHLETE CHANGES** - Inform ISI Office during the year if any information submitted on the original application changes. ~~Use form APP-3.~~

C. **ATHLETE TRANSFER** - ~~When transferring between clubs or LSC's during the year, the swimmers MUST present a transfer request. An USA Swimming Transfer form (APP-3) must be submitted along with the transfer fee to ISI Registration Chairperson.~~ **USA Swimming 203.5** *When transferring between LSCs or clubs within the same LSC, the swimmer shall submit a completed transfer form in accordance with USA Swimming procedures.* This form is available on the ISI Website, or by contacting the ISI Office. NO TRANSFERS WILL BE MADE UNLESS THE ABOVE INFORMATION IS COMPLETELY FILLED OUT, SIGNED BY ATHLETE (if age 18 or over) OR PARENT/GUARDIAN (if athlete is age 17 or under).

~~If athlete is renewing with a different USA Swimming club than the previous year, the above transfer form must be submitted, but the fee will be waived. If submitting hard copy registration application the previous club information can be noted on the bottom of the registration form.~~ **Transfers within the LSC are \$5. Transfers from outside the LSC are \$10. For transfer requests initiated at the time of registration renewal, the transfer fee will be waived.**

120-DAY RULE - ~~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.~~ **For a swimmer**

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to represent a USA Swimming club in a competitive event, one hundred twenty (120) consecutive days must have elapsed before the swimmer is permitted to represent any other USA Swimming club in USA Swimming open or closed competition. The 120-day count shall begin on the day following the last date the athlete represented a USA Swimming club in open competition.

- D. WHEN DOES A SWIMMER REPRESENT A CLUB? A swimmer's status is governed by status existing when taking the starting blocks to compete in his/her first event of the meet. The status at the time of preliminaries governs status at time of finals (it is "one event").

~~The administrative difficulties presented when a swimmer switches from attached to unattached status, or vice versa, from the time he/she sends in his/her entry card until the day of the meet (or event) does outweigh the athlete's right to swim attached or unattached as he/she chooses. This must be tempered by the fact that sensible rules must be observed and respected so that meet officials can run an effective meet.~~

It is the swimmer's responsibility (or coach's responsibility, particularly when younger age group swimmers are involved) to see that his/her status is exactly as he/she wishes it to be on the day of the event. Once the event has begun at the preliminary stage, he/she can swim subsequent events in an unattached status but he/she cannot again switch back to attached, unless with the same club, until the 120 days has expired.

~~To clarify,~~ If he/she swims an event for Club A in a meet, then swims unattached the next meet, he/she can swim again for Club A in a subsequent meet without regard to the 120-day rule; but if he/she wishes to swim for Club B, he/she must follow the 120 day rule.

- E. UNATTACHED STATUS - A registered swimmer may compete in USA Swimming-ISI sanctioned competitions as an unattached swimmer if he/she is not a member of an ISI member club, or does not wish to represent a club in the competition. Meet entry materials should be completed to reflect that the swimmer is competing unattached (UN-IA) where team affiliation is shown. Unattached swimmers may participate only in individual events, ~~since~~ USA Swimming rules do not recognize relays for unattached swimmers.

- F. USA SWIMMING MEET ADMINISTRATION - ~~A meet director MUST be sure~~

~~that all athletes are USA Swimming registered.~~ *It is the Meet Host responsibility to ensure all athletes competing in a sanctioned meet are USA members at the time of competition.* This can be accomplished by:

- 1) A MM Back-up file sent electronically to the ISI office, no later than Tuesday before a meet. *Failure to submit this file may result in a fine imposed by ISI to the Host Club.*

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- 2) If athlete does not show as being currently registered on the meet recon, club & host club will be advised & **the athlete** must be registered 24hrs prior to first day of meet.

FALSE REGISTRATION - ISI may impose a fine of up to \$100 per event against a club representative ~~signing a document that indicates~~ **indicating** that a swimmer is registered with USA Swimming for a meet when that swimmer is not properly registered. This will be enforced by ISI, and ISI will be entitled to the fines imposed.

IV. Athlete Membership Fees

~~Have all~~ **All checks are to be** made payable to the local club for membership. **The club** then mails a club check payable to Iowa Swimming, Inc. (ISI) ~~and Summary form (APP-2)~~ to cover all memberships. ~~(Please DO NOT mail individuals' checks to ISI).~~ If checks are returned **by the bank**, ISI will charge the club a fee of \$15 for handling of the returned check. **Only unattached athletes may pay ISI directly by sending a personal check.**

~~ANNUAL~~ **PREMIUM** MEMBERSHIP fee is \$66.00 (2016), \$68.00 (2017), **\$70.00 (2018), \$72.00 (2019), \$74.00 (2020)**

~~INDIVIDUAL SEASON~~ **SEASONAL** MEMBERSHIP (150 days) fee is \$38 (2016, 2017, 2018, 2019, 2020) - Seasonal members who wish to upgrade to ~~full~~ **Premium** membership must pay the ~~entire annual~~ **difference between the Seasonal and Premium** membership fee. ~~, not the difference between Seasonal and annual.~~

OUTREACH MEMBERSHIP fee is \$5.00 with required proof **of eligibility documents.**
FLEX MEMBERSHIP fee is \$20.00 (2019, 2020) – Flex members who wish to upgrade to Premium membership pay the difference between Flex and Premium
UPGRADE fee is \$52.00 (2019), \$54.00 (2020)

~~TRANSFER~~ **ATHLETE TRANSFER** of swimmer between clubs during the year, **fee is \$5 for mid-year transfers within the LSC, or LSC \$10 for mid-year transfers from outside the LSC.**

NO SWIMMER REGISTRATIONS WILL BE ACCEPTED AT MEETS. Registrations must be received no later than 24hrs before the first day of the meet. Contact ISI office if **with** questions.

Numerous registration errors made by those sending in registrations to ISI requiring corrections in existing USA Swimming registrations may be subject to a \$5.00 processing fee.

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V. Non-Athlete Registrations

- A. Listed below is an explanation of the various membership categories and benefits provided to non-athlete members of USA Swimming.
1. INDIVIDUAL membership includes a copy of current USA Swimming Rules & Regulations, ~~Membership card~~, Insurance coverage, *Splash* newsletter (one per household) six times per year.
 2. LIFE membership includes a special membership card given only to life members, personalized life membership plaque presented at the USA Swimming annual convention. Yearly benefits include a copy of current USA Swimming Rules & Regulations, Insurance coverage, *Splash* newsletter (one per household) six times per year, and two tickets to all USA Swimming National Championship meets **(does not include Pro Series or Olympic Trials)**.
- B. NON-ATHLETE MEMBERSHIP may be obtained by filling out a current non-athlete membership application and submitting with fee to ISI Registration Chairperson.

In mid-August, current ISI clubs will receive a registration packet, which will include ~~electronic forms and a pdf of previous year's non-athletes athletes~~ **a Registration Procedures Manual and all necessary forms and links for the upcoming registration year.** ~~If a club wants to have forms for posting on their website with club payment & send to address available, please inform the ISI office.~~ Electronic **Registration Procedures Manual, forms and links** will also be posted on the ISI Website (~~isiswim.org~~ **<https://www.teamunify.com/team/lscis/page/home>**). Application forms must be COMPLETELY & CLEARLY filled out using full legal name as it appears on official documents, and a preferred name. The ID number is a permanent 14-character code. This code includes birth date in 6 digits, first 3 letters of legal first name, middle initial, and first 4 letters of last name. If a person doesn't have a middle initial, or first or last name doesn't contain # of required letters a "*" is assigned.

During the year, club head coaches and administrators may log in to their Club Portal on the USA Swimming website to check & print current registrations and certifications (athlete & non-athlete) of club members.

On the application, non-athletes must check which of the following categories they wish to be entered as:

1. OTHER - These are all non-athletes who do not fall into a specific category such as coach or official. Background Check must also be completed, along with **online Athlete Protection online test Training**. ~~No membership card will be issued until all requirements are met.~~ **Registration is not valid until all requirements are met.**

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2. OFFICIAL - This category is for the non-athlete members who are certified officials ~~in ISI or nationally~~. Official certification requirements are found in the Officials section of this code book (Section G). Background Check must also be completed, along with ~~online~~ Athlete Protection ~~online test~~ **Training and Concussion Protocol Training**. ~~No membership card will be issued until all requirements are met. Registration is not valid until all requirements are met.~~

3. ~~COACH – All coaches, including assistant coaches & volunteer coaches, must fulfill the requirement of being USA Swimming coach members. A practice conducted or supervised by a non-trained USA Swimming member, is definitely not acceptable. A coach membership can only be obtained if a non-athlete membership has been completed, and current certification in CPR, and Safety Training for Swim Coaches are submitted or on file. Background Check must also be completed, along with Athlete Protection online test, both are available on the USA Swimming website (usaswimming.org). New coaches must also complete Foundations of Coaching 101. Second year renewing coaches must also complete Foundations of Coaching 201 and Rules & Regulations, also available on USA Swimming website. No membership card will be issued until all requirements are met. CERTIFICATION UPDATES DURING THE YEAR in CPR & ST MUST BE SENT TO THE ISI OFFICE TO KEEP COACH MEMBERSHIP STATUS CURRENT.~~ **COACH – A list of Coach requirements are posted on the ISI website <https://www.teamunify.com/team/lscis/page/home> and USA Swimming website <https://www.usaswimming.org/>. For additional information, contact the ISI Office. Coach membership is not valid if/when any requirement lapses or expires.**

It is the responsibility of ~~clubs and coaches to~~ **all non-athlete members to monitor and update proof of certifications** during the year before they expire and forward ~~certification card~~ **proof of certification** to the ISI Office. ~~When BGC, APT & FOC, are completed or updated, USA Swimming will automatically update your membership. IF A COACH ALLOWS HIS/HER CERTIFICATIONS TO EXPIRE, HIS/HER COACH MEMBERSHIP IS INVALID. – NO GRACE PERIODS. Therefore, the insurance provided for coaching activities is no longer in existence. A list of Coach requirements are available~~ **posted** on the ISI website (<https://www.teamunify.com/team/lscis/page/home>) ~~or~~ **and** USA Swimming website (www.usaswimming.org) ~~under coach tabs~~. For additional information, contact the ISI Office.

One condition of club insurance protection is that ALL club coaches must be in compliance with these requirements.

- a. Membership is for a calendar year. New memberships on or after September 1 ~~will be issued a membership card~~ **are** valid through December 31 of the following year.
- b. Coach registrations & certification updates will NOT be accepted at meets.

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- C. NON-ATHLETE CHANGES - Please inform ISI Office during the year if any information submitted on the original application changes. ~~Use form APP-3-1.~~
- D. NON-ATHLETE TRANSFER - An ISI transfer form for non-athletes must be completed for all transfers and submitted to ISI Registration. ~~(Form APP-3-1.)~~
- E. NON-ATHLETE/ATHLETE **(DUAL REGISTRATION)** - If a non-athlete member also wishes to become an athlete member, **or vice versa, he/she must apply and submit fees for two separate memberships. the USA Swimming fee for the second registration type is waived.**

VI. Non-Athlete Membership Fees

~~Make all checks payable to Iowa Swimming, Inc., (ISI). If checks are returned, ISI will charge the club or individual a fee of \$15 for handling of the returned check.~~

All checks are to be made payable to the local club for membership. The club then mails a check payable to Iowa Swimming, Inc. (ISI) to cover memberships. (DO NOT mail individuals' checks to ISI). If checks are returned by the bank, ISI will charge the club a fee of \$15 for handling of the returned check.

Only unattached non-athletes may pay ISI directly by sending a personal check.

Individual - \$ 61.00 (2016), \$ 63.00 (2017), \$65.00 (2018), **\$67.00 (2019), \$69.00 (2020)**

Life - \$ 1,007.00 (One-time \$1,007 or payments of \$341, \$333, \$333 over a three-year period)

VII. Summary of Registration Procedures

- A. Clubs ~~should~~ **must** designate a club registration person to handle the responsibility of registering all club members.
- B. In mid- August all club registration persons will receive ~~an~~ email packet with ~~current registration material for their club~~ **a Registration Procedures Manual and all necessary forms and links for the upcoming registration year.**
- C. Clubs should submit ~~membership application forms or electronic hard copies, along with ONE payment in the form of a club check payable to Iowa Swimming, Inc. (ISI), to the ISI Office Registration Chair. Please submit summary (APP-2) form with check showing the registration breakdown.~~

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- D. CLUB/ORGANIZATION - When registering, include completed and signed Iowa Swimming club application **information** form (**APP-1**) and USA Swimming Club Registration form.
- E. NON-ATHLETE members registering should send completed Non-Athlete Membership application with ALL information completed accurately and clearly **TO THEIR CLUB. Club forwards it with club check to ISI.** All non-athlete members must ~~complete~~ **maintain current** Background Check, and Athlete Protection Training. COACH **and OFFICIAL** members must ~~include~~ **maintain** current Coach or Official certifications ~~cards of CPR, FIRST AID, and SAFETY TRAINING FOR SWIM COACHES.~~ If card expires during the year, an updated card **MUST** be sent to keep coach card current.
- F. ATHLETE members must submit an application for membership with ALL information completed accurately and clearly **to their member club. Club submits registration and club check to ISI.**
- G. A permanent ID number is determined by date of birth, the first 3 letters of the legal first name, middle initial, the first 4 letters of the last name for both non-athlete and athletes. An asterisk will be used if names do not include enough letters or if no middle name. ~~IT IS IMPERATIVE that these DO NOT CHANGE. The computer will not recognize that Bob or Bobby is the same as Robert. BE CONSISTENT WHEN RENEWING REGISTRATION, ENTERING MEETS, ETC. This is even more important now that meet reconciliation, meet final results, are ALL done with the registration name and USA Swimming ID # electronically.~~ **Be consistent upon registration of Athlete and Non-Athletes and upon Meet Entry. If registered as “Robert”, the ID will not recognize “Bobby” for re-registration and meet entries/results.**
- H. If a club has Hy-Tek *Team Manager* or *Team Unify* or other compatible software, athlete registrations **must** ~~MUST~~ be sent electronically. Hy-Tek & Team Unify e-lessons are available on the vendor website ~~or by contacting the ISI office.~~ Other software refer to their instruction manual. ~~Please include batch report, when submitting electronic registrations. Payment must be received at the ISI office before they will be processed. (If you wish to make electronic payment for registrations, please contact the ISI office for information.)~~
- I. All registrations are registered for all purposes upon postmark date of a completed application and payment of fee to ISI Office OR electronic file emailed date with payment mailed within 24hrs. Each club registration person shall be responsible to ensure that these are emailed or sent in a timely manner to ISI.