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REGISTRATION

Clubs must designate a club registrar to handle the responsibility of ensuring the club and all club members are properly registered and certified according to USA Swimming Rules.

I. Club Registrations

- A. A CLUB is defined as a group that has at least one USA Swimming registered, fully 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 received by the Club.
2. USA Swimming club membership application for a renewing club is submitted online by the club Administrator(s).

If ANY information submitted on the original application changes, the Club Portal must be updated by the Club to reflect it. 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 (Season 1), and for 150 days prior to the last day of the Short Course Championship meets (Season 2).
4. Each registered club will receive votes at the House of Delegates meetings based on the number of athletes registered the previous year. Clubs may determine that number by viewing member reports in their Club Portal on

the USA Swimming website (www.usaswimming.org) or by contacting the IASI Registration Chair.

5. Coaches, jr coaches, officials, administrators and others must be registered as non-athlete members, and complete all required certifications, in accordance with current USA Swimming Rules.
 6. Effective January 1, 2021 under USA Swimming Bylaw 2.6.12, All clubs must have either (i) at least one member coach, plus a board of directors or other governing body; or (ii) at least two member coaches to ensure that there are at least two adult authorities at each member club for communication and accountability purposes.
 7. In accordance with USA Swimming rules, all clubs are required to comply with the USA Swimming Pre-Employment Screening Procedures for New Employees, Racing Start Certification, State Concussion Laws, and the Minor Athlete Abuse Protection Policy. The most current information for each of these can be found on USA Swimming website (www.usaswimming.org).
 8. The process for registering as a new club can be found on USA Swimming website (www.usaswimming.org) or by contacting the IASI Registration Chair (jen@iaswim.org)
- 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. USA Swimming club membership application for a renewing organization is submitted online by the organization Administrator(s).
 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.
 5. During the year, an organization may update to club status by completing 'new club' requirements.

II. Club/Organization Membership Fees

Club registration fees consist of the USA Swimming Club Registration fee – paid online at the time of registration, and the IASI Club Registration Fee – invoiced to clubs by the IASI Office.

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

- A. Club Membership Fees - Year-round, Season 1, and Season 2 club membership rates are set annually by the Board of Directors and posted on the IASI website.
- B. Organization Membership Fees - Organization Membership fees are set annually by the Board of Directors and posted on the IASI website under Registration.

III. Athlete Registrations

All swimmers for IASI 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 includes premium, seasonal, flex, and outreach membership types.

PREMIUM 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.

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 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 12 and younger.

OUTREACH MEMBERSHIP is 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. Proof of participation in one program on the USA Swimming Outreach Membership Criteria List must be submitted to the club to qualify for the USA Swimming reduced membership fee, AND to the IASI office to qualify for the reduced IASI meet fee.

Special Request cases for Outreach eligibility will be considered. To qualify for USA Swimming Outreach membership, the burden of proof of eligibility rests with the member. To qualify for reduced Outreach meet fee, the burden of proof of eligibility rests with the club.

SINGLE MEET OPEN WATER MEMBERSHIP is valid for a single Open Water meet below the Zone, Sectional, and National level.

ATHLETE MEMBERSHIP must be completed online. Club affiliated athletes must contact their Club Registrar to initiate registration. Unattached athletes must contact the IASI Registrar to initiate registration.

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. Failure to complete APT will result in the athlete's inability to swim in a meet or at practice.

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

For continuous insurance coverage, registrations must be renewed by the expiration date.

Athlete and Non-Athlete membership cards are available on the USA Swimming website and on the USA Swimming app. Showing the card on a mobile device, or showing a Club Roster Report 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.

When online registration is completed and online payment is made, a minor athlete is legally registered for all purposes, will appear in their club's athlete roster report in SWIMS, and In Good Standing will be indicated on the membership card. Adult athletes must also complete Athlete Protection Training for registration to be In Good Standing.

USA Swimming allows for a 30 day tryout period for new athletes only. If, during this tryout period, an athlete wishes to participate in a sanctioned competition, online registration must be completed. A swimmer must be fully registered in order

to swim in a meet.

- A. **ATHLETE CHANGES** - IASI Registrar should be contacted for edits to the member record which cannot be made by the athlete, legal guardian, or Club Administrator.

ATHLETE TRANSFER - 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 online, within the member record.

60 DAY RULE - *For a swimmer to represent a USA Swimming club in a competitive event, sixty (60) 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 60-day count shall begin on the day following the last date the athlete represented a USA Swimming club in open competition.*

- B. **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").

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 60 days has expired.

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 60-day rule; but if he/she wishes to swim for Club B, he/she must follow the 60-day rule.

- C. **UNATTACHED STATUS** - A registered swimmer may compete in USA Swimming-IASI sanctioned competitions as an unattached swimmer if he/she is not a member of an IASI 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, USA Swimming rules do not recognize relays for unattached swimmers.

D. **USA SWIMMING MEET ADMINISTRATION** - 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 IASI office, no later than Tuesday before a meet. Failure to submit this file may result in a fine imposed by IASI to the Host Club.

If an athlete does not show as being currently registered on the meet recon, club & host club will be advised that they have entered swimmers whose memberships cannot be verified through pre-meet reconciliation. Those swimmers must prove membership to the meet host by either (i) showing the athlete's member card from the USA Swimming mobile app or website, or (ii) demonstrating that the athlete appears on a current club roster report produced from SWIMS 3.0. Screenshots of the athlete's member card is NOT acceptable proof of membership. Any swimmer who fails to prove membership no later than 10 minutes prior to warm-ups for the first session in which they are entered to compete will not be permitted to compete, forfeits their entry fees, and will be administratively disqualified from the entire meet.

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

IV. Athlete Membership Fees

Payment for all membership types is made online at the time of registration. Registration is not complete until/unless payment is made and In Good Standing indicated on the Membership Card and/or Athlete Roster Report.

Athlete membership rates for all Athlete registration types (Premium, Seasonal, Outreach, Flex, and Single Meet Open Water) are set annually by the Board of Directors and posted on the IASI website under Registration.

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, 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).
3. NON-ATHLETE MEMBERSHIP must be completed online. Club affiliated non-athletes must contact their Club Registrar to initiate registration. Unattached non-athletes must contact the IASI Registrar to initiate registration.

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

Types of Non-Athlete Registration:

1. OTHER - These are all non-athletes who do not fall into a specific category such as coach or official, and DO interact directly and frequently with athletes. Meet directors, Chaperones, Dryland-only coaches, Club Safe Sport Coordinators, Team Managers, and any other individuals working for/with the club who interact directly and frequently with athletes must be registered as OTHER. Background Check must also be completed, along with online Athlete Protection Training. Registration is not valid until all requirements are met.
2. OFFICIAL - This category is for the non-athlete members who are certified officials. 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 Training and Concussion Protocol Training. Registration is not valid until all requirements are met.
3. COACH – A list of Coach requirements are posted on the IASI website and USA Swimming website. For additional information, contact the IASI Office.
Coach membership is not valid if/when any requirement lapses or expires.
4. ADMIN – These are non-athletes who do not fall into a specific category such as coach or official, and DO NOT interact directly and frequently with athletes. Club and LSC Board, Club and LSC Staff, Webmasters, Social media and Communications Managers, adults with an ownership interest in a club, individuals in positions of oversight over operations of a club, and any other individuals working for/with the club but who do not interact directly and frequently with athletes must be registered as ADMIN.

Background Check must also be completed, along with online Athlete Protection Training. Registration is not valid until all requirements are met.

It is the responsibility of all non-athlete members to monitor and update certifications during the year before they expire and forward proof of certification to the IASI Office. IF A NON-ATHLETE ALLOWS ANY CERTIFICATIONS TO EXPIRE, THEIR MEMBERSHIP IS INVALID. – NO GRACE PERIODS. Therefore, the insurance provided for coaching activities is no longer in existence. A list of Coach requirements are posted on the IASI website and USA Swimming website. For additional information, contact the IASI Office.

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

- B. REGISTRATION PERIOD - Membership is valid from the date of registration through 12/31 of the USA Swimming registration year. (Non-Athletes registered Sept 1-Dec 31 are valid through December 31 of the following calendar year. Non-Athletes registered Jan 1-Aug 31 are valid through Dec 31 of the current calendar year.)
- C. NON-ATHLETE CHANGES - Name, Contact, Disability, Gender Identity, and other general information may be updated in the member record by the non-athlete, or a Club Administrator. IASI Registrar should be contacted for edits to the member record which cannot be made by the non-athlete or Club Administrator.
- D. NON-ATHLETE TRANSFER - An IASI transfer form for non-athletes must be completed for all transfers. This form is available online, from within the non-athlete member record.
- E. NON-ATHLETE/ATHLETE (DUAL REGISTRATION) - If a non-athlete member also wishes to become an athlete member, or vice versa, the USA Swimming fee for the second registration type is waived.

VI. Non-Athlete Membership Fees

Membership rates for Non-Athlete registration is set annually by the Board of Directors and posted on the IASI website under Registration.

Payment for all membership types is made online at the time of registration. Registration is not complete until/unless payment is made and In Good Standing indicated on the Membership Card and/or Athlete Roster Report.