

New England Swimming
**HEAD COACH/ CLUB
INFORMATION KIT**



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WELCOME TO NEW ENGLAND SWIMMING!

Thanks for registering your team with New England Swimming. USA Swimming is the governing body of New England Swimming which is referred to as an LSC (Local Swim Committee).

There are 59 LSCs within the USA Swimming with defined boundaries that are unique to an area of the country. LSCs are tasked with registering members, scheduling competitions and leading clubs on behalf of USA Swimming.

Our LSC includes the states of New Hampshire, Vermont, Rhode Island, Massachusetts and a portion of Maine. We currently have approximately 100 clubs in our LSC and approximately 8200 athletes.

Our LSC code is **NE (for New England)**

USA Swimming has divided the country into four zones. New England Swimming is part of the Eastern Zone. There is also a Central Zone, Western Zone and Southern Zone.



NE Mission: To provide opportunities for all to achieve their highest potential in competitive swimming.

NE Vision: Inspired. United. Fast.

WEBSITE for all News and Communication www.neswim.com

The website is where you will find all information pertaining to our LSC. news, events, meets, policies, registration, etc. Specific links throughout this document are highlighted to demonstrate where you would find the relevant details. Please always refer to our website for the most up to date information.

GOVERNANCE, BOARD OF DIRECTORS, HOUSE OF DELEGATES

USA Swimming is governed by a Board of Directors that makes decisions at the national level. Our LSC has its own Board of Directors.

Website Location: [ADMIN- Board/ Committees](#)

Board of Directors: The Board of Directors (BOD) is a volunteer group that is elected by the House of Delegates at the annual House of Delegates meeting.

The BOD meetings are held at least monthly and/or on an as needed basis. The past and present BOD meeting agendas and minutes can be found on our website under [ADMIN- 2023-2024 Board & Committee Meetings](#). All BOD and committee meetings are open to everyone. All meeting information is always posted on the website. Feel free to join at any time.

Each registered club is a member of the House of Delegates (HOD). Each club Head Coach will name one non-athlete and one athlete delegate member who will each receive one vote at the annual HOD Meeting. The Annual HOD Meeting is held in the Spring and all delegates who are present will vote on new members of the BOD, new Policies and Procedures for the LSC, the annual LSC budget, and anything else that needs an HOD vote for the LSC. If needed, a second House of Delegates meeting will be held in the fall.

POLICIES and PROCEDURES

Website Location: [ADMIN - Governance/ Policies](#)

The [Policies and Procedures](#) document covers the administrative policies of the organization, not the rules that apply to “in the water” regulations pertaining to meets.

It is important to familiarize yourself with all of the Policies and Procedures for our LSC. They govern our LSC and outline how the LSC is run.

The New England Swimming [Bylaws](#) were updated and went into effect on January 1, 2020.

REGISTRATIONS:

Contact: LSC Registrar, Moriah Tyrrell, at registrarnes@gmail.com

Website location: [REGISTRATION/ FORMS](#)

[Resources for Clubs registration information](#)

SWIMS 3.0

- Club Administrators have access to their club information through their club portal at usaswimming.org. This includes club rosters, athlete's account information, performance reports, times and other USA Swimming data.
- All families and all members over the age of 18 must have their own login account.
- A parent must create the login using their name and email address.
- Once the parent has created their account, they can add their swimmers using their USA Swimming ID.
- All ID's can be found in the club portal in the athlete's account.
- Use REPORTS under Team Management > Reports to pull non-athlete member requirements, club rosters, top times and other club data

How to register/renew your club

- The club registration is two parts:
 - 1. Renew through USA Swimming. Login, go to CLUB> Renew Club. Check off year- round club and pay the \$70 USA Swimming fee.
 - 2. Renew through New England Swimming using this form: [2024 Club Registration and Payment Form](#). The fee on or before 11/30/2023 is \$180. The fee on or after 12/1 is \$250.

Member Registration

- All registrations are processed directly through the USA Swimming SWIMS system.
- All members currently registered can renew with their current club directly through their own USA Swimming account.
- Clubs have the option to bulk renew their athletes and non-athletes. In this case, the club will renew and pay for everyone.
- All swimmers transferring to a new team must fill out the [Athlete Transfer Request Form](#) and pay the \$10 LSC fee. Transfers will not be processed until this form and payment are received. Even if a transfer request has been made in SWIMS the form must also be filled out.
- If a swimmer is transferring to your club, they must first transfer to your club BEFORE renewing for the next season.
- All new members (athlete and non-athlete) must renew through the team -specific registration link.
 - To find your team link, go to My Club > Registration > Registration link. Click on the small copy icon (square with a pencil in it). This copies the link to your clipboard. Create an email and in the body of the email select PASTE and the link will appear.

- You only need to *generate a new link* in the event you think your old link was mishandled.
- If you are not choosing to bulk renew your athletes, or nonathletes, all members pay directly through their SWIMS account.

Proof of age

New England Swimming requires a [proof of age](#) for athletes under the age of 19. Once a swimmer's proof of age has been confirmed in SWIMS, they are cleared for meets and we do not need to see the proof of age each year. Swimmers who swim in a meet without a confirmed proof of age will be fined \$100.

MEET INFORMATION

New England Swimming offers both calendar and non-calendar meets. The Calendar Meets follow our entry policies and are open to all USA Swimming registered swimmers. Non-Calendar Meets are typically closed YMCA meets, Highschool meets and closed invitational meets.

For complete information on meets: [A Guide to Entering Meets in New England](#)

For all the detailed meet rules and regulations click here: [NES Competition \(Rules & Regs\)](#)

Website location for the listing of meets: [Meets/Events](#)

HOW TO ACCESS YOUR CLUB INSURANCE INFORMATION

The facility (ies) you use for your team may ask to see a certificate of insurance. Instructions for requesting additional insured certificates of insurance can be accomplished by submitting [this form](#). A certificate was emailed to you from USA Swimming's Insurance company, IOA Insurance Services, when you registered your club. (should state name of insurance company)

It is important that all facilities that are used by your team are listed in your club SWIMS account under > My Club > Administrative > Facilities. You will not be able to pull a certificate for a facility that is not listed.

For more information about the USA Swimming-provided insurance coverages, please visit <https://www.usaswimming.org/about-usas/resources/insurance>.

CHANGES TO YOUR TEAM?

You have the ability to update your club information at any time in our club portal in SWIMS. This includes address, contact information and staff. Any time you have changes please also email Moriah at registrarnes@gmail.com. It is always important that we have the current information on your team for insurance, marketing and contact purposes.

LSC CONTACT INFORMATION:

For questions regarding

Treasurer, Webmaster

Registrations, Certifications

Meet Sanctions, Results, Times, Records

LSC Governance

Admin Review Chair

Safe Sport Coordinator

Coach Representatives

Athlete Representatives

Technical Chair

Contact

[Carol Healey](#)

[Moriah Tyrrell](#)

[Jenelle Dolan](#)

[Patrick Hunter](#)

[Bill Carline](#)

[Susan Farchette-Pascale](#)

[Jeff Miksis](#)

[Jesse Ford](#)

[Email](#)

[Patrick Johnstone](#)