

Pacific Northwest Swimming Rules and Procedures	Registration Rules and Procedures
Index AD-97-01	Effective Date: 9/24/2022
<p>04/24/06: Clarified source and meaning of requirements for USA Swimming membership</p> <p>04/28/08: Removed requirement for marshals to be members of USA Swimming to reflect USA Swimming regulation change; corrected minor spelling and formatting errors</p> <p>05/08/10: Added athlete representation attendance for reimbursement.</p> <p>04/27/15: Change House of Delegates Meeting to annual, spring meeting.</p> <p>07/11/16: PNS BOR changed to Zone BOR, registration payment update.</p> <p>09/10/18: Added Flex Membership</p> <p>10/14/19: Change Zone Board of Review to National Board of Review. Added club owner to individual member requirements</p> <p>01/11/21: Updated the Individual Members requirements according to USA Swimming Bylaw changes.</p> <p>09/24/22: Amended Unattached time frame from 120 days to 60 days per USA Swimming 2022 Annual Business meeting</p>	

1. **Group Member Registration**

- a. Every group member under the auspices of PNS must be a member in good standing. Good standing is defined as complying with all USA Swimming and PNS rules, procedures, code of conduct, and prompt payment of fees and fines. Existing Group Members must be in good standing to renew their Group Member registration.
 - i. Clubs receiving a fine/fee assessment notification shall have 30 days from the date of the notification to pay the imposed fine/fee or file a protest with the Registration/Membership Committee or the National Board of Review.
 - ii. Failure to pay within 30 days of notification will result in the revocation of the Club's status as a "Member in Good Standing".
 - iii. Continued failure to pay within 60 days of notification will result in an automatic referral to the National Board of Review with recommendation for termination of the Club's Group membership.
- b. Membership costs, which include the USA Swimming membership fee, are set by the PNS Board of Directors. The current fees are listed in the PNS Club Registration Packet. No non-electronic registrations will be accepted without payment. Electronic registrations must be paid within 21 days.
 - i. The membership period is January 1 through December 31
 - ii. Club registration forms and payment are due no later than November 1st. Clubs renewing their group membership after November 1st will be required to pay a \$50 late renewal penalty.
 - iii. A \$200.00 reimbursement shall be given to the member club for attendance at the annual meeting of the House of Delegates of PNS with full attendance at the meeting. A \$100 reimbursement shall be given to the member clubs for partial attendance (at least two of the delegates) at the meeting.
 - (1) "Attendance" is defined as having the coach representative, non coach and athlete representative present.
 - (2) Athlete representative must be at least 14 years of age or entering the 9th grade.
 - (3) The reimbursement will occur no later than 30 days following the HOD.

2. **Individual Member Registration**

- a. Athlete Members/Flex Members/Seasonal Athlete Members
 - i. All swimmers participating in sanctioned activities (including club practices and workouts) must be registered athlete members of USA Swimming. The year-round membership period for renewal is from January 1 to December 31 of the following year. The year-round membership period for new membership is September 1 to December 31 of the following year. Flex membership period is September 1 to December 31 of the following year. Flex memberships are only permitted to participate in two meets each season that may not include LSC Championship or higher meets. Seasonal registration is offered twice each year. Season I is from September 4 to January 31. Season II is from April 1 to August 28.
- b. Athlete Transfers

- i. If a swimmer changes club affiliation, he/she must completely satisfy the following conditions of transfer.
 - (1) Completely and accurately fill out an athlete transfer form and send it, with the proper fee, to the Membership/Registration Coordinator at the PNS Office.
 - (2) All requirements of USA Swimming Technical Code, Article 303 must be satisfied. Attention is called to USA Swimming Technical Code, Article 203 regarding the requirement to remain unattached for 60 days from the date the athlete last represented their former club in USA Swimming sanctioned competition.
 - (3) If the athlete is under the age of 18, the signature of a parent or guardian is required.
 - (4) If a member club of PNS has secured a court judgment against an athlete member (or his parents or custodians) for non-payment of club membership dues and fees which entitle the athlete to compete attached to the club that athlete shall be ineligible to represent any USA Swimming member club until the judgment is made.
 - (5) Any additional requirements as specified in the PNS Club Registration Packet.
- ii. Swimmers leaving a PNS club will not be allowed to swim in PNS sanctioned/approved events in any capacity other than "unattached" until all conditions of transfer are completed and satisfied.
- iii. The National Board of Review will have the final authority to determine when transferring athlete(s) may compete in PNS sanctioned or approved events.
- c. **Coach Members**
 - i. Any person acting in ANY coaching capacity MUST be coach certified members of USA Swimming and PNS.
 - ii. Any person receiving a Coach Membership with USA Swimming and PNS must meet requirements as defined under 501.7 in the USA Swimming Rules and Regulations.
 - iii. Application must be made on the approved application form and submitted, with the proper fee and copy of the appropriate certification cards to the PNS Membership/Registration Coordinator at the PNS Office.
- d. **Individual Members**
 - i. The following persons must be members of USA Swimming, per USA Swimming Rules and Regulations, USA Swimming Bylaws and PNS By-Laws:
 - (1) Meet directors, officials, coaches and any others required by USA Swimming regulation 202.5 and Article 2.6 of the USA Swimming bylaws.
 - (2) Club owners by Article 2.6.6 of the USA Swimming bylaws.
 - (3) Voting Members of the PNS House of Delegates as required by PNS By-Law 4.1.1
 - (4) All members of the PNS Board of Directors as required by PNS By-Law 6.3
 - (5) PNS Committee Chairs and members per relevant section of PNS By-Laws Article 7
 - (6) Board of Directors of a member club.
 - (7) All clubs must have either (i) at least one member coach and a board of directors or other governing board; or (ii) at least two member coaches
 - ii. PNS also requires that officially recognized functionaries of PNS Sponsored teams (e.g., Zone or All-Star Teams) be members of USA Swimming:
 - (1) PNS Sponsored Team Chaperones
 - (2) Other PNS Chaperones receiving travel funding
 - (3) Any other officially recognized PNS sponsored team functionary, e.g. Team Trainers, Managers or Coordinators
 - iii. PNS strongly recommends that the following also be members of USA Swimming:
 - (1) Any official representative/agents of a member Club

3. **Registration Forms**

All forms pertaining to USA Swimming membership are available from the Membership/Registration Coordinator at the PNS Office or from the PNS Club Registration Packet