

- 1) All registrations will be submitted and paid for through the USA Swimming SWIMS 3.0 database. You will be responsible for giving your members access to your club's direct registration link, or by utilizing the bulk renewal process for renewing members (you must have opted into bulk renewal by August 25). All members who are unattached will get their link directly from the SES Office.

There is a \$50–100 dollar fine for entering a swimmer into a meet that is not properly registered. Additionally, if they are not registered by the time the meet is over there is a \$50 fine for each event - USA Swimming Article 302.4. I have been a little lenient with some of you in the past but we must get better at this for the sake of insurance at our practices and competitions.

There are a number of ways to check your registration–

- ❑ The team athlete and non athlete roster is in new SWIMS 3.0 database
- ❑ Each family/member will have a dashboard in the new SWIMS 3.0 database where they can check their status with USA Swimming and if they are in good standing.
- Athletes upon reaching their 18th birthday must have completed the Athlete Protection Training in order to be in good standing. There is NO LONGER a 30 day grace period after turning 18. Any athlete who needs to take the APT Training will have to set up their own Ping Account with the SWIMS 3.0 database (no fee for Ping Account creation). The athlete will still be visible under the parent's/guardian's Ping account even after they create their own to take the APT.

- 2) Host meet directors- All swim meet sanctioning and reporting will be the same as in 2022-2023. Please make sure you get the meet registration file to me the weekend before your meet and the also send the file to me at the END of the meet. This will help get all our meet results into SWIMS in a timely manner. There is a webpage devoted to meet management on the web page for reference.

- ❑ Host Meet Directors–only registered coaches allowed on deck.
- ❑ Host Meet Directors need to be registered with USA Swimming.
- ❑ Remember what you bid for entry expenses is what you MUST use unless the change is approved by the GC.
- ❑ ANY variation from your accepted meet bid must be approved by the General Chair and a bid by rules set out in the Policy and Procedures Manual.
- ❑ Please have your meet information to me 4 weeks prior to your meet
- ❑ Please run a exceptions report before sending the SD3 file to the Registration Chair
- Do NOT allow any deck entries into your meet without first checking the athlete's eligibility. This can now be done via the USA Swimming SWIMS 3.0 app (same place as you would see coaches and officials certification).

- 3) TRANSFERS – Paper transfer forms are no longer required. All transfer fees are now \$15.00 regardless of whether they come from inside or outside the LSC. I will e-mail you invoices for transfers once they are approved by the receiving club. Transfer fees ARE NOT paid directly to USA Swimming but must be paid to Southeastern Swimming via ACH or check. Parents will initiate transfer request from their dashboard in the USA Swimming SWIMS 3.0 database

- 4) Please do not send registered mail that has to be signed for delivery.

- 5) USA Swimming -

a) FLEX – \$30 FOR THE YEAR, TWO MEETS ONLY. If they have swum two meets, they must be UPGRADED to PREMIUM membership. THIS MUST BE DONE before the meet starts. Flex is only available to swimmers ages 12 and younger.

b) Junior Coaches Membership for coaches age 16 and 17. There is only a \$12.00 charge if they are already a registered Premium Athlete. Junior Coaches do not need to complete Background Checks, but must obtain all other certifications required of any coach.

c) The Administrator registration will be \$30.00. Generally speaking, this category is usually for Board Members or Club employees who do not have direct interaction with the athletes, control over finances, control over the website, or are not serving as the team's meet director. If you have a question on whether a non athlete member should register as Other or Administrator, please reach out to me at the SES Office.

d) Reminder that each team may select which registration types are offered to members of their team. You may set these up in your SWIMS 3.0 database under Registration→Manage Offerings

- 6) Payments to Southeastern Swimming will only be made for the \$100.00 part of Team Registration, any hosted swim meet sanction fees and surcharges, and any transfer fees. These payments may be made via ACH or check as in years past. Invoices for club registration and transfer fees will be sent to clubs by SES Office.
 - 7) Your background check, Athlete protection and all your education courses are automatically updated in the database. NO need to send them to me. All completed courses should be updated within two days of completion. Certifications for CPR, Concussion Protocol, and Safety Training for Swim Coaches should still be sent to me via e-mail to be uploaded.
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SANCTIONING MEETS

MEET MANAGEMENT PAGE ON THE WEB PAGE IS UPDATED WITH THE LATEST USA RULES AND REGULATION/REQUIREMENTS TO HOLD SANCTIONED AND APPROVED MEETS.

WE NO LONGER NEED TO INCLUDE ANY LANGUAGE FOR COVID-19 IN OUR MEET INVITATIONS

- 1) Please have meet information to me 1 month before the meet.
- 2) Meet information must follow the host team's meet bid and approved meet calendar.
- 3) Please follow the USA Rule Book - Article two---make sure all your listed people are currently registered and in good standing.
- 4) Please have your referee review your meet invitation before sending to me.
- 5) Whatever information you have in the invitation is what is sanctioned, you cannot change anything without getting it approved by the General Chair. The only thing you can change must be included in the invitation.
- 6) Make sure to add in language stating what (if any) medical services will be available at your meets.

APPROVE/OBSERVED MEETS

- 1) Please have the meet information and forms to Brian Haddad 10 days before the meet. – I have to send some of these to USA Swimming for their approval.
- 2) Please follow the USA Rule Book - Article two. make sure all your listed people are currently registered and in good standing. Make sure you send form, meet invite and check to SES Office
- 3) Please have your referee review your meet invitation before sending to SES Office.
- 4) We will post these meets on the web page under Approved/observed Meets.

GETTING YOUR CLUB REGISTERED FOR ACH PAYMENTS

The first step is to have every club register via the Southeastern LSC website

You should have received instruction as to how to sign up for ACH If your club would like to use this method of payment if you have already signed up.

The web page is below. Please note two things.

- 1)register your teams with TEAM UNIFY on SES web page front page:
- 2) please enter the BEST person for your contact - this person should be the person who will get invoices if you chose to use ACH.
- 3) Enter club code for last name, club name for first name – log in should be the person receiving invoices.

Here is the web page ---- <http://www.teamunify.com/MemRegStart.jsp?team=szsslsc>