

MAINE SWIMMING, INC.

2019-2020 REGISTRATION GUIDELINE DOCUMENT

August 17, 2019

Registration for 2019-2020 begins September 1, 2019.

- Registration items for 2019-2020 are found on the MESI website under “Registration”. This includes all forms for clubs, non-athletes, seasonal, FLEX, outreach, single-meet/open water and year round athletes. Online submittable forms can be found for unattached athletes, transfers and non-athletes.
- Deck Pass can be used for the most up to date information.
- Your Club Portal contains up-to-the minute registration information of your athletes, coaches, officials and other non-athletes. If you need information on how to access your Club Portal, please email the office at meswimoffice@gmail.com.
- Transfer forms are needed for all athletes transferring to your team from another club if they were registered with USA Swimming in 2018-2019. This includes swimmers coming from outside the LSC.
- Fees for 2019-2020:
 - Year Round Clubs - \$200.00 (before 12/1/19); \$270.00 (between 12/1/19 -12/31/19); \$300.00 (after 12/31/19)
 - Seasonal Clubs - \$140.00
 - Non-Athletes - \$73.00
 - Year Round Athletes - \$73.00
 - Seasonal Athletes - \$43.00
 - Outreach Athletes - \$5.00
 - FLEX athletes - \$20.00
 - Single Meet - Open Water Athletes - \$14.00
 - Lifetime Members - \$1005.00
 - Transfers - \$6.00

USA Membership Cards will not be offered this year. Members may use Deck Pass on their phone or print a card from their Deck Pass account for deck access.

- **Please send one check for the total amount you owe for your registration batch. PayPal is also accepted using the “Pay Now” button on the website. Athletes MAY NOT pay individually for their registration. The Athlete Paypal button is for teams paying by credit card or unattached athletes.**

If you have any questions regarding anything in this document or if you have problems getting your Club Portal password or accessing the Club Portal, contact Mary Ellen Tynan at 978-996-9655 or meswimoffice@gmail.com.

Maine Swimming, Inc.

2019-2020 REGISTRATION GUIDELINES

CLUB MEMBERSHIP

Fees:

2020 Club Fee - New club member	\$200.00	
2020 Club Renewal - Received by 11/30/19	\$200.00	
2020 Club Renewal - Received by 12/31/19	\$270.00	
2020 Club Renewal - After 12/31/19	\$300.00	
2020 Season 1 Club Membership -	\$ 140.00	(10/24/19-3/22/20)
2020 Season 2 Club Membership -	\$ 140.00	(4/4/20-8/31/20)

Procedures:

- Fill out both the USA-S club application form and MESI club addendum completely and return with check or pay online. Forms that are not completely filled out will be returned.
- A 2020 Head Coach non-athlete registration form must be submitted online. **To register a coach for 2020, the coach should not have any certifications that expire in 2019.**
- All teams must have at least one registered athlete.

ATHLETE MEMBERSHIP

Anticipated Fees:

Year-round (9/1/19-12/31/20)	\$73.00
*Season 1 (Will begin on 10/23/19 and ends on 3/22/20)	\$43.00
*Season 2 (Will begin on 4/4/20 and ends on 8/31/20)	\$43.00
*Single Open Water (Good for one meet and swimmer is UN)	\$14.00
**FLEX (9/1/19-12/31/20)	\$20.00
**FLEX is only good for two meets and cannot be LSC championships	
Outreach (9/1/19-12/31/20)	\$5.00

- Outreach membership offers qualified individuals the opportunity to become a USA Swimming year round athlete member at a reduced registration fee of \$5.00.
- An athlete is considered qualified if he/she is eligible for the Free/Reduced School Lunch, Food Stamps, Aid to Families with Dependent Children, Social Security Disability Insurance, Temporary Assistance to Needy Families, Supplemental Security Income, Women, Infant and Children's Program, Medicaid, Children's Health Insurance Plan, Section 8 Public Housing, Home Energy Assistance Program, MaineCare and other.
- If an athlete qualifies for the outreach program, you must fill out the application form and return it with the proof of eligibility to the MESI Membership/ Registration Chair. Eligibility verification must be sent annually

All athletes 18 & over MUST have current Athlete Protection Training on record.

Procedures:

1. Clubs are required to submit athlete registrations by e-mail or upload directly to SWIMS. The title of the e-mail should be "registration – your club.". Please do not send individual registration forms to the MESI Membership/Registration Chair unless they are for an Outreach Membership.
2. **LEGAL FIRST NAMES** and **FULL MIDDLE NAMES** are Mandatory!
3. High School Graduation Dates for all swimmers must be included with their electronic registration.
4. Parents/athletes must be given the opportunity to fill out Disability, Ethnicity and Citizenship information on the USA Swimming membership application. The coach or club registrar should not guess nor ignore these fields. If these fields are ignored, the registration will upload incorrect information.

ATHLETE TRANSFER (120-DAY Rule)

- An athlete wishing to affiliate with your club who formerly swam for another USA Swimming club must submit a release/transfer form.

- A 120-day period must be observed from the time when the swimmer last swam in competition representing their old club and when the swimmer can represent their new club in competition. During the 120-day period, the swimmer may compete as UN (unattached) and cannot swim in relays.
- If you have a swimmer joining your club who used to swim for another USA club, mark the swimmer as a RENEWAL and have the family submit a transfer form online and pay by check or paypal. The transfer form is available on the website under information and then Registration. When you receive the attach date of the transfer, Team Unify users should note this date in their athlete's account so the athlete will be automatically entered into meets correctly.
- College Athletes who are transferring back to the club team from their college teams do not have to go the 120 day rule.

FOREIGN ATHLETE

- Must fill out the Notification of Membership in USA Swimming form. This form is available on the ME Website. This form must be sent back to the ME Membership/Registration Chair.
- The foreign athlete must have documentation from their FINA Federation indicating the date of their last competition.

NON-ATHLETE MEMBERSHIP

Fees:

Individual	\$ 73.00
Life	\$1005.00

All coaches, officials, and voting delegates, Maine Swimming, Inc. Board of Directors, Meet Directors, Chaperones for USA-S Only event and USA-S only clubs' Board of Directors must have a non-athlete membership. Non-athlete memberships require a current background check through USA Swimming and successful completion of the Athlete Protection Training before they can be registered for the current registration year. In order to take the Athlete Protection Test, the non-athlete must be entered in SWIMS so the Athlete Protection Test can be completed. Both the completion of the Background Check and the Athlete Protection Test are automatically entered into SWIMS.

COACH MEMBERSHIP

Procedures:

All coach registrations should be submitted online. Background checks and Athlete Protection Training should be current or initiated at the USA Swimming website. Completed background check and Athlete Protection Training will be automatically recorded in SWIMS. A list of approved certifications can be found on ME Website under "Registration". NFHS Concussion Training is REQUIRED. Please send the certificate to the office.

1. Coaches **CANNOT** be on the pool deck if they are not currently USA Swimming coach members. The coach's card or Deck Pass will display the first certification date to expire. When a certification expires, the coach loses their coaching status immediately unless proof of an update has been received. When updates to certifications are provided, the coach's Deck Pass will update.
2. Coaches **CANNOT** be registered for 2020 if they have certifications expiring in 2019.
3. Coaches that were registered in 2019 for the first time with USA Swimming and completed Foundations of Coaching 101 **must complete Foundations of Coaching 201 and Rules and Regulations in order to be renewed for their second year of USA Swimming Coaching.**
Junior Coaches (ages 16-17) must have a non-athlete/coach membership. They must complete all of the requirements of a coach except the background screen. Once a junior coach turns 18, they have 30 days to clear a background screen to retain their membership.