

# All Adirondack Swimming Teams

## USA Swimming Athlete Registration Instructions

### Current Team Manager or Team Unify Software is Required

**ALL Athletes who have Never Been Registered in Adirondack or Were Last Registered in Adirondack Before 2005, MUST provide a copy of their Legal ID (Birth Certificate) to confirm proper registration data. If no Birth Certificate is available, Naturalization Papers, Baptismal Certificate or Passport will be accepted.**

**Hospital Certificates are NOT Legal Documents and are NOT accepted.**

Do NOT have each individual athlete issue a check to Adirondack. Teams must collect all fees that the team requires and then issue one (1) TEAM check for each Batch of registrations submitted, payable to Adirondack Swimming, Inc. Individual Parent Checks will not be accepted and these registrations will be returned unprocessed.

\*\*\*Athlete Registration takes place when the Adirondack Registrar Has possession of the all required items, properly completed and ready for processing and all fees due. Do not hold registrations as this will affect your insurance during practice and will cause athletes to be rejected from meets and fined. If an athlete requires a transfer, their registration cannot be processed until the transfer is received.

\*\*\*Incomplete applications will be returned, unprocessed.

\*\*\* Check your Coach Requirements, if any certification is expired, be sure to include a copy of the updated cert.

\*\*\* Incomplete Club applications will be returned, unprocessed. READ the Form Carefully...

\*\*\* If a team check for full payment is not included, the registrations will not be processed.

TEAM REGISTRARS, it is important that you send your batches of registrations on a regular basis, even if you only have a few. Do not hold on to them as this may cause someone to be removed from a meet due to non-registration. USA Swimming is very serious about the verification of unregistered athletes. Athletes are NOT Registered until the Adirondack Registrar is in possession of your completed batch with full payment.

Adirondack Swimming will verify ALL meets for current registrations and correctness of data using the SWIMS Data. Non-registration or non-matching information will disqualify swimmers from meets. Unregistered athletes who are entered to meets will be fined \$25.

**DO NOT SEND REGISTRATION MATERIALS  
IN A MANNER WHICH REQUIRES A SIGNATURE OF RECEIPT**

**THE LSC REGISTRAR WILL NOT PROCESS ANY REGISTRATIONS**

**WITH MISSING REQUIRED PAPERWORK**

OR

**WITH IMPROPERLY COMPLETED PAPERWORK**

OR

**WITH MISSING OR INCOMPLETE PAYMENT**

**ATTENTION! Once a Registration is made to the USA Swimming Database (SWIMS)  
NO REFUNDS WILL BE ISSUED!**

**There are No Exceptions to the No Refund Policy under any Circumstance!**

# Common Registration Questions and Problems

## When Are Members Actually Registered?

No one is registered until the LSC Registrar has possession of all the required information, which has been properly completed. Batch File (email attachment), Batch Report (email PDF copy) which has been printed After The Export, Any Non-Athlete Registration forms (properly filled out with coach registrations also having copies of current certifications, if required), Any Club Registration forms, Any Athlete Transfer forms, a Batch Summary form, **\*Birth Certificate copies**, if applicable and FULL PAYMENT for ALL Included registrations on a Team Check. The AD Registrar has been instructed that no Registration be processed unless full payment has been received. If you send a batch of 60 athletes and include payment for 50, the entire batch will not be processed until the balance is paid.

**\*Legal ID requirements in AD ... The AD LSC Registrar will process New Athlete Registrations (new to USA-S and/or new to AD) without legal ID, however, these swimmers, with unconfirmed birthdates, will not be allowed to compete in any age specific events until such Legal ID is provided. They may compete in OPEN/SENIOR events ONLY.**

## Who Needs to be Registered?

**LSC Board Members, All Athletes, All Coaches, All Officials and Meet Directors MUST be Registered.**

It is HIGHLY RECOMMENDED that ALL of Your Club's BOARD MEMBERS be Registered. In the event of a lawsuit directed at your Club. Unregistered Board Members are ON THEIR OWN for ALL LEGAL EXPENSES.

USA Swimming WILL NOT INSURE Unregistered Board Members and Adirondack will supply No Representation.

**Take Special Note: If any Non-Athlete's Certifications, Criminal Background Check, APT or other required items expires, that individual is Immediately considered Inactive and is provided NO Insurance Coverage.**

## Registration Periods...Who is New?... Who is Renew?

The USA-S Registration, Standard, Full Year Renewal Period is the calendar year (Jan 1 to Dec 31). However, USA Swimming ceases taking registrations for the current year on August 31<sup>st</sup>. Beginning September 1<sup>st</sup>, any member registering will be registered from September 1<sup>st</sup> until December 31<sup>st</sup> of the following year.

Example;

Register between September 1, 2014 and August 31, 2015, your registration expires December 31, 2015.

LSC's are allowed to declare up to two (2), 150 day "Seasons" for Seasonal Athlete Registrations.

**AD uses a Season 1, which we choose to cover the period of April 1<sup>st</sup> to August 28<sup>th</sup>.** AD does not use a Season 2.

Note, Seasonal Athletes are Not Allowed to Participate in Any Meets Above the LSC Level (cannot go to Zones, Sectionals, Juniors, etc.).

**There is NO UPGRADE REGISTRATION FROM SEASON 1 to YEAR ROUND ... if a swimmer is registered Season 1 and later needs to be Year Round, the FULL Year Round Registration Fee Must be Paid.**

**NEW** is for anyone who has NEVER BEEN USA SWIMMING REGISTERED IN ANY CAPACITY.

**RENEW** is Anyone registering who has been registered to USA Swimming in Any Capacity, in the past. If someone is joining your team, be sure to ask if they have ever swam on a USA-S club before.

**If you are registering a Non-Athlete who once was a registered Athlete Member, he/she is also RENEW.**

## Registration Rejections...Why didn't SWIMS register my athlete?

When a batch is uploaded to SWIMS, any renewal, change or delete registration that does not exactly match a record in SWIMS is rejected and tagged in the AD Registrars Holding Tank. Also, New registrations are rejected if an exact match IS found in SWIMS. Corrections must be done manually and a Holding Tank Report will be emailed to the Team Registrar. If the data on the Holding Tank report you sent is correct, the AD Registrar will update SWIMS, if SWIMS is correct, you must update your Team Management Software Database. No other action is required. Be certain that SWIMS has accepted registrations before making any changes from your Team Management Software Registration (CHANGE option). It is not possible to make a change to someone who has not been registered in the first place.

## **Refunds...John quit the team 3 weeks after he joined and wants a refund...**

**Once the AD Registrar has registered an athlete, non-athlete or club in SWIMS, Adirondack Is Billed for these Registrations and NO REFUNDS OR CREDITS FOR REGISTRATION FEES WILL BE ISSUED.**

**It is up to the individual club as to the refund policy of any other fees collected. Be certain that your refund policy is plainly stated in your paperwork.**

## **Legal Names and Dates of Birth...Why can't I use "Liz" instead of Elizabeth?**

The USA-S registration REQUIRES the use of Legal Names, including the Middle Initial and Dates of Birth. This is the name and date of birth that appear on the athlete's Legal ID. If the athlete has a nickname that they prefer, the Preferred Name field is used for that purpose and should be used Only for a name Different from the Legal Name. In any case, the Legal First Name, Middle Initial (*unless the athlete Legally has no middle name*), the Last Name and the Birth Date are REQUIRED. Legal Names and Birth dates are used in creating a member's USA-S ID.

Beginning with the 2005 registration season, Adirondack Voted to REQUIRE a copy of every athlete's Legal ID. Birth Certificate, Naturalization Papers, Baptismal Certificate or Passport is required with registration form. Once an athlete's Legal ID is verified by the LSC Registrar, subsequent copies when renewing for future years are generally not necessary. If an issue arises in future years, the athlete's parents may be asked to provide another copy of the Legal ID

## **Team Changes...What do I do and why?**

When registering an athlete to your team, who has swam for another team, Register them to YOUR TEAM as a RENEWAL for the batch export. This allows the automated team transfer process in SWIMS to work properly. When SWIMS sees a team transfer, the athlete registration will be rejected and put in the AD Registrars Holding Tank. Upon the receipt of a Team Transfer Form, the AD Registrar will enter the information required for team transfers. Upon entering the date of last competition for the last team, SWIMS will calculate the 120 day waiting period and if necessary, automatically flip the athlete to UN or unattached. If the athlete has not fulfilled their waiting period, the AD Registrar will notify you to change the athlete to UN. On the 121<sup>st</sup> day, SWIMS will then automatically flip the athlete back to the new team and send a confirmation of this action to the AD Registrar.

If an athlete changes teams in USA Swimming, he/she is subject to the 120 day waiting period. The date that the athlete **COMPETED IN THE LAST USA-S SANCTIONED MEET FOR THE OLD TEAM** is the starting point of the waiting period and is required on the transfer form. FYI, we have all AD meets on file and SWIMS will provide ANY other meet information which we can check to see which meet the athlete participated in last. During the waiting period, the athlete is "Unattached" (code UN) and may only compete in individual events. The athlete must be entered as UN and may not earn team points or swim in any relays. You must add the Team Code UN in the LSC of AD to your Team file.

Any athlete who changes teams MUST fill out the Application for Transfer located on the AD Web Site under Forms. The USA-S SWIMS Database will NOT allow an athlete to be renewed unless the LSC Registrar approves the team change.

Team Registrars...ASK NEW (new to your team) Athletes if they are coming from another team....

When a transfer is processed in SWIMS, an automated message is sent by USA Swimming to the contact on file of the athlete's old team indicating the athlete's intent to transfer. If the athlete has left the old team under bad terms (owing money), the old team has the right to take legal action against the athlete within 60 days of the notice of transfer. If this is done, (written proof is required), the athlete cannot attach to any team in USA Swimming until they have satisfied the legal issue. The athlete is Not Prevented from swimming, but must swim UN (unattached) until the judgment is satisfied. *If an athlete has left a team owing money and the team decides not to take legal action, USA Swimming will NOT prevent the athlete from attaching to a new club.*

Note: If an athlete decides they do not want to be affiliated with their current team, but has not decided on a new team, a transfer is necessary to change to UN (unattached). Without the transfer, their affiliation to the original team will not end.

## **Non-Athletes and Teams...How do I register them?**

Non-athlete and Team registration is performed using paper forms. Use Only the forms provided on the Adirondack Web Site under "FORMS" or on the "USA-S Registration" links. Forms are available in PDF format and each includes specific instructions. At this time, the AD registrar must enter these manually, there is no way provided to do these registrations on Team Management Software.

**Team Registrars, Check The Non-Athlete Forms BEFORE you send them to the AD Registrar. Name, Address, Home Phone, Date of Birth, Type of Registration and New or Renew are REQUIRED (work phone, fax, email, ethnicity, etc. are optional). Non-athlete Registration forms must also be personally signed by the applicant.**

**NEW Coaches must complete the Foundations of Coaching 101 exam BEFORE he/she can become an active coach. Coaches registering for their Second season must complete the Foundations of Coaching 201 and the Rules and Regulations exams, prior to registration. The FOC exams, Background Check and APT are all automated processes in SWIMS and the coaches records are updated automatically upon completion. Coaches MUST send copies of the required certifications, STSC and CPR, to the LSC Registrar. Complete Information is available on the "Coaches" link on our web site.**

**ALL NON-ATHLETES MUST HAVE A CURRENT CRIMINAL BACKGROUND CHECK (BGC) BEFORE THEY CAN BE VALID MEMBERS OF USA SWIMMING.**

**Background Checks can be completed before or after an individual is entered to SWIMS.**

**If an existing member's Background Check expires, he/she immediately becomes Invalid. If said individual does NOT renew their BGC within 30 days of expiration, they must use the "NEW" option again and pay the full fee instead of the renewal fee.**

**ALL NON-ATHLETES MUST HAVE ALSO COMPLETED THE ONLINE ATHLETE PROTECTION TRAINING (APT) TO BE VALID MEMBERS.**

**THIS TRAINING CANNOT BE INITIATED UNTIL THE PERSON HAS A SWIMS RECORD.**

**[If you use Team Manager, click HERE for some basic set up and use instructions.](#)**