

	POLICY & PROCEDURE	POLICY NUMBER: 201A
	Subject: ADMINISTRATION – REGISTRATION	EFFECTIVE DATE: 09/01/11 Approved: 11/17/11

Arizona Swimming (“AzSI”) By-Laws provide for various classes of membership, Group Members consisting of Clubs and Organization members, Athlete Members, and Non-Athlete Members, consisting of coaches, officials and other members. Each class of membership required compliance with rules and regulations of USA Swimming and AzSI for membership.

By becoming a member of AzSI you also become a member of USA Swimming. To its members USA Swimming provides certain insurances both the member clubs and individual members. Questions regarding insurance should be directed to USA Swimming and their various agents.

Fees and charges related to membership are available on the Annual Statement of Fees. The list may be found in the document library of AzSI web page.

A. REGISTRATION OF CLUB MEMBERS (Group Members)

- 1. New Club** applications to join AzSI as a Club require substantial information for prospective clubs, including but not limited to, budgets, confirmation of availability of water, and safety plans. Subsequent to approval of application by USA Swimming, the new club must be approved for membership by the Board of Directors before gaining representation in the Arizona Swimming House of Delegates or being allowed to compete as a club. Club Registration fees are due at that time. Registration cannot be processed without payment.
- 2. Club Renewal:** Club Renewals are processed through the Arizona Swimming On-Line Portal.
Once changes have been made to existing club information, payment is to be made through the online portal. Registration cannot be processed without payment.
Clubs renewing must be approved for membership by the AzSI Board of Directors.
- 3.** All clubs joining or renewing membership must have registered athletes and at least one registered and certified coach member before the club membership will be accepted.
- 4. Year Round or Seasonal Club Memberships** Arizona Swimming offers club memberships for full calendar years and certain Seasonal spring and summer memberships.

5. **Voting.** Generally year round Clubs are entitled to two votes at the Arizona Swimming House of Delegates. The voting members must be members of USA / Az Swimming.

B. REGISTRATION OF ORGANIZATIONS

1. Application for Organization renewal should be completed and fee paid before January 1st of each year. New Organizations must be accepted for membership by the Board of Directors before gaining representation in the Arizona Swimming House of Delegates.
2. **Organization Membership:** Arizona Swimming offers organization memberships for the full calendar year.
3. **Voting:** Generally Organization are entitled to one vote at the Arizona Swimming House of Delegates. The voting member must be a member of USA / Az Swimming.

C. REGISTRATION OF ATHLETE MEMBERS

1. **New Athlete Members** Generally new athlete registrations are done electronically through the member club. A copy of the athlete's birth certificate and the appropriate registration fee are to be sent electronically to AzSI through the athlete's club Registrar. Registration is not effective until all documentation is received and processed by AzSI, including payment.
Renewal of Athlete Memberships: Subsequent renewal of registrations will be handled electronically through the athlete's Club Registrar. Registration is not effective until all documentation is received and processed by AzSI, including payment.
2. **Year Round Athlete**
 - a. Annual Athlete Membership entitles the athlete to practice with a USA Swimming Member Club and to participate in any USA Swimming competition for which they have qualified. USA Swimming Secondary Accident Insurance covering sanctioned competition and practice is included in the membership fee.
 - b. See Policy 201 A – Athlete Outreach for discussion of reduced membership fees for underprivileged youth.
3. **Seasonal Athlete**
 - a. Athletes participate only seasonally, may join for the first season of September 1 through December 31 or the second session from April 4 through August 31 or for both seasons. This Seasonal Membership entitles the athlete to practice with a USA Swimming Member Club and enter USA Swimming competition BELOW the level of Zone Championships for which they have qualified.

4. Open Water Athlete

- a. Athletes may join for a period of 3 days for the purpose of an Open Water competition. This membership entitles a member to participate in an Open Water competition at any time during the three day period in which the membership is valid.

5. Unattached athletes:

- a. Athletes who do not wish to associate with a team are welcome to join. Forms for such are available on the AzSI web site. There is an additional fee for using paper forms to join.

6. Expedited Registration of Athletes

An additional handling fee of one half of the then current registration fee will be added to the registration fee when registered between entry due date for meet and start of competition. Current fees are detailed in the Annual Statement of Fees

D. REGISTRATION OF NON-ATHLETE MEMBERSHIP

1. All coaches', Clubs, voting members of the House of Delegates, all Officials including those in training and certain officers and directors of Clubs and /or Organizations must be current members of USA Swimming / Arizona Swimming.

General - Non Athlete Registration/Membership

New Registrations: Initial registrations require completed Non-athlete registration form, satisfactory completion of various tests, background screens etc and payment of the appropriate registration fee to AzSI office.

Renewals Registrations: Renewals of Non athlete registrations, including payment, are processed through the AzSI On Line Portal. Non-athlete registration becomes effective the date the office receives the completed membership form and appropriate fees **assuming** all other requirements have been met.

Photo Id Badges. Effective with registration year 2012 Arizona Swimming will begin to issue photo id badges for all not athletes members. Effective with the 2013 registration year, such photo id's, including a photograph, will be required for all non-athlete members.

Timing. Non athlete's membership cards will be processed within 10 days of the receipt of complete information, including payment for that type of registration.

2. Coaches & Assistant Coaches

Initial Coach registration require a completed Non-athlete registration form, evidence of completion all USA Swimming required Safety Training, copies,

CPR, First Aid and Safety Training For Swim Coaches together with evidence of completion of background screening and completion of Athlete Protection on line course. Safety training, CPR and First Aid cards together with the appropriate registration fee must be sent to the AzSI office. Background screening and Athlete Protection on line courses are updated automatically.

Coach Non-Athlete members are responsible for maintaining the current status of all currently required certifications. Coaches who participate in various training programs are responsible to provide the certification to AzSI for continued registration. Coaches are responsible to check with USA Swimming that the training programs and providers meet USA Swimming requirements to assure that the training program are valid for USA Swimming registration.

3. OFFICIALS:

All officials must be non athletes members of USA/Arizona Swimming.

New Officials New officials must complete registration form and send it together with registration fee to the office. Prior to registration becoming effective, officials must complete criminal background screening and online athlete protection course. In addition, official must have complete and passed various officials tests, attended various clinics etc and received approval of the AzSI Officials Chair prior to becoming certified official.

Renewal of Officials . Renewal of officials registration, together with payment, is through the AzSI On-line Portal.

All officials must maintain their officials certification among other things. See Policy 201 K – Officials for further information.

E. MEMBERSHIP CARD REPLACEMENT

1. Replacement of lost USA Swimming Athlete Membership Cards and Non-Athlete Membership Cards may be requested from AzSI office. Replacement cards can take up to 10 days to process.

F. COMPLIANCE

1. Athletes may be required to present his/her USA Swimming card (or a copy) to the Clerk of Course at Check-in at any competition.
2. Non-Athletes
 - 1) Coaches must sign in and present proof of current membership at the Clerk of Course prior to the start of each session. If requested, Arizona Coaches must present their AzSI Picture Id's to the Clerk of Course.
 - 2) Officials must sign in and present proof of current membership with the Meet Referee prior to the start of each session. If requested, Arizona Officials must present their AzSI Picture Id's to the Meet Referee.

- 3) Coaches/Officials must visibly exhibit their current picture id badges, registration at all times during competitions.
3. Failure to present proof of registration to the Meet Referee or Clerk of Course at a meet will either result in the athlete or non-athlete not being allowed to participate in the meet. At the discretion of the Referee, those individuals who cannot provide proof of current registration may be removed from venue.

G. AFFILIATION

1. Athletes may register as a member of any club which is a currently registered club member, or the athlete may register and compete UNATTACHED in meets which they are eligible. An athlete may declare UNATTACHED status at any time.
2. **Transfers of currently registered athletes.**
 - a. If an athlete wishes to transfer affiliation from one club to another, he/she must:
 - 1) **One Arizona Club to Another:** Notify Arizona Swimming of intention to transfer by completing the online Athlete Transfer form on the AzSI web site and paying the applicable fee. This electronic transfer requires acknowledgement by parent or guardian regarding compliance with certain USA Swimming rules. Sufficient information must be provided in all cases to properly calculate the date of attachment to the new club. Information required includes but is not limited to, date and name of last competition attached to old club
 - 2) **From Another LSC.** Notify AzSI of desire to transfer from a Club outside of this LSC by completing the form available in AzSI Document Library for Out of State Transfers. The form should be sent to AzSI office. There is no charge for transfers into Arizona from another LSC. Sufficient information must be provided in all cases to properly calculate the date of attachment to the new club. Information required includes but is not limited to, date and name of last competition attached to old club
 - 3) **Transfer at time of Annual Registration.** Athletes who transfer to another club at time of their annual registration may do so without out paying the transfer fee. Sufficient information must be provided in all cases to properly calculate the date of attachment to the new club. Information required includes but is not limited to, date and name of last competition attached to old club.
 - 4) **Excepted as noted below, athletes must compete unattached** UNATTACHED for 120 DAYS subsequent to their last competition. The 120 day waiting period begins the first day *after* the last date of competition representing the former club. The athlete will be able to attach to the new club on the 121st day.
 - 5) Any athlete who competes as an attached athlete for another Club during this 120 day unattached period shall be required to compete unattached

for an *additional* 120 day period, or through the next National Championships (whichever is shorter) from the date the infraction occurred. Such additional 120 day period shall start after the completion of the initial 120 day unattached period.

- 6) **Exception to 120 day rule.** An athlete registered with a USA Swimming non-school (high school or university) club who wishes to compete for a secondary school, college, or university may do so until the completion of the school swimming season. Upon completion of such school swimming season, the athlete shall be immediately eligible to represent the USA Swimming non-school club of his/her choice.

3. Foreign Athletes

- a. Contact USA Swimming for information on Rules/Regulations governing USA Swimming participation in competition where foreign athletes are present at sanctioned competitions.

UPDATES

Date	By Whom	Abstract of Change	Section	Control #
09/01/10	National	Officials Background screening	various	
09/01/11	National	Athlete protection course – all	various	
07/18/12	B of D	Scriveners changes; change so athletes don't have to be non athlete member	A.4	12-001