

	<b>POLICY &amp; PROCEDURE</b>	<b>POLICY NUMBER:</b> 201A
	<b>Subject:</b>  <b>ADMINISTRATION – REGISTRATION</b>	<b>EFFECTIVE DATE:</b> 5-18-2016  Revised: 8-3-2017

**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:** Group Member Representatives of Affiliated group members, unless entitled to a vote under another provision of the Bylaws, shall have voice but no vote in meetings of the House All voting members must be members 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.
  - a. **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.
  - b. **Paper Registration Fees:** Submission of any athlete registration on paper requires an additional charge. Paper Registration Fees are published in the AZSI Annual Statement of Fees. Clubs with 100 or more registered athletes at the end of the previous registration year are required to pay an amount twice that of clubs with 99 or few registered athletes.
  - c. **Refunds:** Refunds for registration/membership by registration batch and/or groups of non-athletes submitted by clubs are subject to 25% refund processing fee limited to three refunds per registration year.

### 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 A1– 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. Single-Meet 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. A swimmer may register as an unattached athlete member of AZSI and not be affiliated with any USA Swimming club nor reside within the LSC.

### **7. Expedited Registration of Athletes**

- a. 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.

### **a. General - Non Athlete Registration/Membership**

- b. 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.

**c. 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.

**d. Photo Id Badges:** As part of Arizona Swimming's commitment to athlete protection photo identification badges are issued to all non-athlete members.

**e. Timing:** Non athlete's membership cards will be processed within 10 days of the receipt of complete information. Complete information includes registration information, payment and receipt of acceptable photograph for the identification badge.

**f. Refunds:** Refunds for registration/membership by registration batch and/or groups of non-athletes submitted by clubs are subject to 25% refund processing fee limited to three refunds per registration year.

## 2. Coaches & Assistant Coaches

- a. Initial Coach registration require a completed Non-athlete registration form, evidence of completion all USA Swimming coach requirements including but not limited to Coaches Educational Training, Safety Training for Swim Coaches, CPR, together with evidence of completion of background screening and Athlete Protection Training as required by USA Swimming.
- b. Coach Non-Athlete members are responsible for maintaining the current status of all currently required certifications. Coaches are responsible for verifying training programs are acceptable for meeting USA Swimming requirements.

## 2. 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 background screening and online athlete protection course as provided and/or required by USA Swimming.. In addition, official must have complete and passed any required certification, 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 membership requirements and officials certification. 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
  - a. Coaches must sign in and if requested present proof of current membership.
  - b. Officials must sign in and if requested present proof of current membership.
  - c. 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 through a currently registered member club, 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 paying the transfer fee. AZSI Transfer form must be submitted with the registration application and/or registration batch. 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.

a. **120 Day Rule.** For a swimmer to represent a USA Swimming club in a competitive event, one hundred twenty (120)\_days must have elapsed before the swimmer is permitted to represent any other USA Swimming club in USA Swimming open or closed competition. The 120-day count shall begin on the day following the last date the athlete represented a USA Swimming club in open competition.

### **3. FOREIGN ATHLETES**

a. Contact Arizona Swimming for current information and required forms to be submitted when registering foreign athletes.

## **H. Lifetime Membership Award**

### **1. Eligibility Rules, Regulations and Selection Process**

a. Maximum of one such award may be presented annually

b. To be eligible the recipient must be a long-time member of Arizonan Swimming(minimum of 10 years)

c. During recipient's tenure s/he must have held or currently hold a position in at least one of the following areas of leadership within Arizona Swimming: Board of Director member;Committee Chair/Coordinator or member; Board of Review member.

d. Award nomination will be solicited each spring to identify potential candidates.

- e. Board of Directors will decide on award receipt by virtue of 2/3 vote.

## UPDATES

<b>Date</b>	<b>By Whom</b>	<b>Abstract of Change</b>	<b>Section</b>	<b>Control #</b>
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
11/18/2015	HOD	Paper registration fee	C1B	16-007
11/18/2015	HOD	Out of LSC Registration	C8	16-008
5/19/2016	BOD	Lifetime Membership	H	16-021
7/25/2017	OFC	Update 120 rule & scriveners	G.a.4/B.3	16-042
8/3/2017	OFC	Updated per HOD –refunds	C1c, D1f	16-052