

	POLICY & PROCEDURE	POLICY NUMBER: 201A
	Subject: ADMINISTRATION – REGISTRATION / MEMBERSHIP	REVISED DATE: 10/18/2022

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 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 at 719-866-4578.

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

A. REGISTRATION OF CLUB MEMBERS (Group Members)

a. Year Round or Seasonal Club Memberships

Arizona Swimming offers club memberships for full registration years or seasonal membership.

Seasonal Club Membership is available from April 4 through August 31. Seasonal clubs may not compete at or above the Zone Championship level.

b. New Club applications to join AZSI as a Club requires substantial information for prospective clubs, including but not limited to, budgets, confirmation of availability of water, and safety plans. LSC Club Registration fees are due at the time the completed New Club Application Packet is submitted to the AZSI office. Registration cannot be processed without payment. Subsequent to review of application by AZSI, the New Club must submit the completed application to USA Swimming through the online SWIMS database for review and final approval, including the USA Swimming registration fee. 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.

c. Club Renewal: LSC Club Renewals payments are processed through either the Arizona Swimming On-Line Portal or by check mailed to the AZSI office. Registration is submitted to USA Swimming through the online SWIMS database and is not processed until all requirements are met as outlined by USA Swimming, including payment. .

As a final step to renewal, clubs are presented to the AZSI Board of Directors for membership approval.

B. REGISTRATION OF ORGANIZATIONS

- a.** Application for an Organization 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.
- b. Organization Membership:** Arizona Swimming offers organization membership for the full registration year. An Organization is a Group Member which supports the sport of swimming including the objectives and programs of AZSI and USA Swimming.

C. REGISTRATION OF ATHLETE MEMBERS

- a.** There is one charge for membership. One membership fee will provide membership for year-round athlete and non-athlete member type.
 - i. Athlete Members:** Athlete Registrations are done entirely online through the USA Swimming Online Member Registration (OMR) platform. Athletes must work directly with their club to obtain the clubs unique registration link to complete the registration process, including payment.
- b. Premium Athlete**
 - i.** Premium 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. Individuals applying for membership on or after September 1 will receive membership valid through December 31 of the following year.
- c. Seasonal Athlete**
 - i.** Seasonal Athlete Membership is available from April 4 through August 31. Seasonal Membership entitles the athlete to practice with a USA Swimming Member Club and enter USA Swimming competition BELOW the level of Zone Championship for which they have qualified.

d. Flex Athlete

- i. Flex is an introduction to year round membership available to **12 and Under athletes**. Like Premium membership, Flex membership Individuals applying for membership on or after September 1 will receive membership valid through December 31 of the following year. Athletes may participate in two USA Swimming sanctioned meet per membership year for meets **BELOW** the LSC Championship level.

e. Single-Meet Open Water Athlete

- i. 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.

f. Outreach Athlete

- i. USA Swimming offers a program to assist and encourage disadvantaged athletes who are unable to afford the USA/AZSI Premium Membership Fee. The program, entitled USA Swimming Outreach Program, affords those Qualified Athletes the opportunity to become a member of USA Swimming, and thus participate in the USA/AZSI programs, for a greatly reduced annual fee.
- ii. AZSI has elected to participate in this Outreach Program by waiving its portion of the annual athlete membership fee for such disadvantaged athlete.
- iii. Qualified Athletes may become Year Round Premium Athlete members of USA Swimming under the Outreach Program by submitting one of the following:
 - 1. Proof of eligibility for and participation in Federal Food Stamp program, or
 - 2. Proof of eligibility for and participation in Reduced / Free school lunch program for the current school year, or
 - 3. Proof of eligibility for and participation in the Arizona Health Care Cost Containment System (AHCCCS).
 - a. The Club shall make the preliminary athletes qualification determination under the Outreach Program.
 - b. Upon receipt of the information, AZSI shall then make the final determination of the eligibility of an athlete(s) to be a Qualified Athlete under the Outreach Program. AZSI may ask for clarification of information and/or additional information as it deems necessary.
 - c. Information provided to AZSI in this eligibility process will be held in confidence and in

accordance with our Privacy Policy.

g. Unattached Athletes:

- i.** 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.

h. Expedited Registration of Athletes

- i.** When athletes are registered between entry due date for meet and start of competition, an additional handling fee for emergency registration will apply. Emergency registrations are only available for use with a Premium or Seasonal membership. Current fees are detailed in the Annual Statement of Fees (Emergency Registration Fee). Qualifying Outreach athletes will be waived of the emergency registration fee with qualifying paperwork submitted at the time of registration.

D. REGISTRATION OF NON-ATHLETE MEMBERSHIP

- a.** There is one charge for membership. One membership fee will provide membership for year-round athlete and non-athlete member type.

b. General - Non Athlete Registration/Membership

c. COACHES, JR COACHES & ASSISTANT COACHES:

- i. New Coaches:** Registrations are done entirely online through the USA Swimming Online Member Registration (OMR) platform. Members must work directly with their club to obtain the clubs unique registration link to complete the registration process, including payment. Prior to registration becoming effective, Coaches must complete and provide evidence of completion of all USA Swimming coach requirements as outlined on the Coaches tab on the USA Swimming website.
- ii. Renewal of Coaches** Renewal of coaches registration, are done entirely online through the USA Swimming Online Member Registration (OMR) platform. Athletes must work directly with their club to obtain the clubs unique registration link and complete the registration process, including payment.
- iii.** Coach Non-Athlete members are responsible for maintaining the current status of all currently required membership and coach certifications. Coaches may verify if training programs are acceptable by verifying the Coach Requirements Checklist on the Coaches tab on the USA Swimming website.
- iv.** Jr. Coach members must be at least 16 years of age and are required to complete all requirements as Coach Non-Athlete

members with the exception of the background screen of which will be required to be completed at the time of their 18th birthday.

d. OFFICIALS:

- i.** All officials must be non-athletes members of USA/Arizona Swimming.
- ii. New Officials:** Registrations are done entirely online through the USA Swimming Online Member Registration (OMR) platform. Athletes must work directly with their club to obtain the clubs unique registration link to complete the registration process, including payment. Officials must complete all USA Swimming non-athlete membership requirements as outlined on the Officials tab on the USA Swimming website. In addition, officials must complete certification requirements as outlined on the minimum certifications requirements on the Officials tab on the AZSI website
- iii. Renewal of Officials:** Registrations are done entirely online through the USA Swimming Online Member Registration (OMR) platform. Athletes must work directly with their club to obtain the clubs unique registration link and complete the registration process, including payment
- iv.** All officials are responsible for maintaining the current status of all currently required membership and officials certifications

E. AFFILIATION

- a.** 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.
- b. Transfers of currently registered athletes.**
 - i.** If an athlete wishes to transfer affiliation from one club to another:
 - 1. One Arizona Club to Another:** Notify Arizona Swimming of intention to transfer by completing the electronic 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. No transfer form is required for this type of request as the transfer is processed automatically when the athlete completes their renewal through the OMR platform.

a. 60 Day Rule. For a swimmer to represent a USA Swimming club in a competitive event, sixty (60)_days must have elapsed before the swimmer is permitted to represent any other USA Swimming club in USA Swimming open or closed competition. The 60-day count shall begin on the day following the last date the athlete represented a USA Swimming club in open competition.

F. FOREIGN ATHLETES

a. Contact Arizona Swimming for current information and required forms to be submitted when registering foreign athletes. When registering foreign athletes required forms must be submitted with the registration batch.

G. LIFETIME MEMBERSHIP AWARD

a. Eligibility Rules, Regulations and Selection Process

- i.** Maximum of one such award may be presented annually
- ii.** To be eligible the recipient must be a long-time member of Arizona Swimming (minimum of 10 years)
- iii.** 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.
- iv.** Award nomination may be solicited each spring to identify potential candidates.
- v.** Board of Directors will decide on award recipient by virtue of 2/3 vote.

UPDATES

<u>Date</u>	<u>By Whom</u>	<u>Abstract</u>	<u>Section</u>	<u>Control #</u>
3-18-2020	AZSI Office	Updated per new By laws	various	20-001
5-20-2020	BOD	per Stment of Fees 3-18-2020	various	20-002
1-11-2022	AZSI Office	Removal of ID badges	various	22-004
9-01-2022	BOD	updated per USA-S Changes	various	22-20
10-18-2022	BOD	Updated per new procedure	various	22-21