

CLUB REGISTRATION

Complete the club application form.

The 2009 fee is \$125.00

The club registration **MUST** also include the registration forms and payment for:

Head coach

Voting delegate and alternate (alternate is optional)

Club safety officer

NON-ATHLETE REGISTRATION

Complete a non-athlete form for each non-athlete. .

The 2009 non-athlete fee is \$52.00

Who must be registered?

Coaches

LSC voting delegates and alternate

Club safety officer

Officials

Meet directors

Coaches must include current certifications; a list of acceptable cards is included. Cards will be verified and returned. Please look at the list of acceptable cards. **Coaches Safety Training is now one of the required certs. Any second year coach who was new in 2008 or earlier will need to pass the USA Foundations of Coaching test on the USAswimming.org web site.** to register for 2009.

All coaches must have a current background screen.

Official's cards are sent directly to new officials so that they can take an online test. A duplicate for new officials and the original for renewing officials is verified by the official's chair and returned to the office for lamination. The completed cards are sent directly to the official listed on the card.

The 2009 non-athlete fee is \$52.00

Family Membership can be used by two non-athlete members with the same last name living at the same address; however only one rulebook will be provided. **An athlete member cannot combine with a non-athlete for a family membership**

The 2009 family membership fee is \$94.50. **Both** non athletes **MUST** register at the same time.

ATHLETE REGISTRATION

Non-athletes who are also active athletes must carry an athlete registration as well.

2008 Seasonal Athletes membership expires on August 26, 2008. Register these athletes immediately.

2008 Regular Athletes memberships expire on December 31, 2008. Please register these athletes as soon as possible.

The 2009 athlete fee is \$52.00 for athletes who are 9 years old or older

The 2008 athlete fee is \$45.00 for athletes who are 8 years old or younger **on the day their application is received**. The club registrar **MUST** indicate this price reduction on both the hard copy report and the summary sheet.

Outreach annual membership is available for a fee of \$5. See attachment for complete details.

It is imperative that if you use Team Manager for registration that you use that same computer for Meet entries. The information used to register athletes must match exactly the information used to enter those athletes in meets. Athletes that do not match exactly will not be recognized when meets results are downloaded into the USA database.

All clubs should do all athlete registrations via Team Manager or Business Manager for Windows or another acceptable program. Be sure your software is current in its updates.

There is a \$5 surcharge for each paper (non electronic) athlete registration.

If you are generating registration forms from TM, please be sure that you have downloaded the most current updates and that you check your registration preferences set up.

Most clubs use Team Manager as an entry tool and times record; it is a valuable registration tool as well.

TRANSFERS

An athlete registered for 2008 who applies for transfer after September 1, 2008 must register for 2009 (athlete application and fee).

An athlete registered for the current 2009 year must submit a transfer form to change clubs.

Athletes who were registered to a different USA club than listed on their

registration form will be renewed as Unattached until a completed form can be processed.

Please read the 120 day rule carefully!

Notify the Wisconsin Swimming office immediately if any changes occur in club officers. Labels for meet information, LSC minutes, changes in rules, etc. are generated from this office.