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Greetings

From: Angela Monty, Chair. Registration / Membership Committee

Spring 2024 is upon us! Long course season is here. Thank you to everyone who has been attending the SWIMS 3.0 webinars. Your feedback and information have been invaluable. The Registration/Membership National Committee Members are working with USA Swimming Staff to continue fostering the growth in communication and providing important informational opportunities through biweekly emails and monthly digital meetings. One of the recent updates you should be seeing is the automated transfer emails coming through. We welcome your questions, suggestions, feedback, and wish-list items as we continue planning and shaping the SWIMS 3.0 and Online Membership Registration process for the 2025 registration year.

Like the sport of swimming, greatness is not built in a day, but instead through a strong foundation of planning, goal setting, communication, and hard work. We are excited for the U.S. Olympic Team Trials - Swimming in Indianapolis this June. Go Team USA.

Help and Support Are Available

Each Zone has a USA Swimming Registration Chair who can assist in the training of and dissemination of information to the LSC Registration / Membership Chairs. It is important to know who your Zone Chair is as they will help guide, support and share information with you.

2023-24 USA Swimming Zone Registration Chairs

Eastern: Mary Turner (VA), myturner525@gmail.com

Central: Erin Schwab (OH), office@swimohio.com

Southern: Vanessa Brewer (FL), vanessa.brewer@floridaswimming.org

Western: Laurie Benton (PC), laurie@pacswim.org

A complete list of LSC Registration Chairs can be found [here](#). Updates to this page can be sent to estimson@usaswimming.org. A USA Swimming staff resource list can be found [here](#).

Most USA Swimming committee meetings are open to the public to attend. If you are interested in attending a specific committee meeting, visit [USA Swimming's events page](#).

New Club Application Process & Enhancements

Application Process

As a reminder, all new club applications are now submitted online through individual member's USA Swimming account. To continue filtering clubs through the LSC Registration Chairs as the first point of contact, interested club members will be directed to reach out to the LSC Registrar. This will allow the LSC to work with the individual regarding required memberships and walking the club through the new club application requirements. Please feel free to refer to the [Start a New Club webpage](#) for more

information and a copy of the [checklist](#).

If the Registrar has deemed the club ok to go through the application process, the registration chair should reach out to Noah Wilson (nwilson@usaswimming.org) requesting that the application be made available. In this request, please provide the contact's Full Name and Member ID.

After the application has been submitted by the club, the LSC Registration Chair can view and download the application under Admin > Workflows. Once approved by the LSC Registrar, it will be sent to the queue of Noah Wilson and Team Services. Once approved at NHQ, this will trigger SWIMS to automatically create the club's membership record and roles to the club's listed staff members will auto-assign.

Notes to consider when working with the club:

- Before an application can be released, the club leader applying to the club must be a current USA Swimming Member in Good Standing.
- New Club requirements have remained the same during this transition.
- Before an application can be submitted, all club staff and leaders must be current members in Good Standing. The application should not be approved if a member is not in Good Standing.
- If a required staff role has been left blank, the application will be prevented from submitting.
- If you have a club who is changing structure, please reach out directly to Noah Wilson to discuss the next steps. How the club should move forward will be determined case-by-case.
- Clubs who are returning after a 1–2-year lapse in membership may simply renew their club's membership. This can be done by assigning the individual the 'Club Administrator' staff role – please ensure this individual is a member in Good Standing prior to assigning the role. Clubs are required to abide by Bylaw 2.6.11.
- Clubs who are returning after a 2+ year lapse in membership are required to go through the new club application process. Please reach out to Noah Wilson to discuss the next steps.

New Club Application Enhancement:

With the recent enhancements, all LSC Registration Chairs can now download a copy of their recently received new club applications! [Click here](#) for information on downloading new club applications.

Prior to approving, all LSCs should review the application to ensure that all requirements have been met. Please work with your clubs regarding any missing documents, memberships or required information. When you approve a new club application, the application will be removed from your workflows and sent to the workflows of Noah Wilson and Team Services, at USA Swimming. Once received there, the standard approval process will take place and the membership record will only be created upon approval by NHQ. [Click here](#) for information on how to review and download a copy of your applications.

**Note: When you do receive a club application, a message will appear in the 'Messages' section of your Member Dashboard. We recommend checking the queue at least once a day.*

Trials Group Tickets

Bring your team or LSC to Olympic Trials and unlock the lowest ticket price by working with our Group Sales Manager. Not only will you watch the nation's fastest swimmers at the largest swim meet in history, but your group will also have opportunities to compete, train, attend camps, and more while in Indy.

With single-session tickets on sale, your team has ultimate flexibility when planning your trip. [Click here](#) or contact [Jim Perry](#) to learn more about tickets, pool activities, housing, and local transportation!

Registration / Membership Committee

(Includes members from the previous Times Recognition Committee)

Angela Monty, Chair, Wisconsin Swimming
Vanessa Brewer, Florida Swimming
Laurie Benton, Pacific Swimming
Moriah Tyrell, New England Swimming
Tracy Meece, Minnesota Swimming
Susan MacDonald, Maryland Swimming
Karyn McCannon, Potomac Valley Swimming
Loren Fischbach, Gulf Swimming
Oded Ravid, Georgia Swimming
Samantha Haley, Athlete Representative, Connecticut Swimming
Hadley Wartner, Athlete Representative, Minnesota Swimming
Harold Christiansen, Athlete Representative, Gulf Swimming
Megan Schill, Athlete Representative, North Dakota Swimming
Samantha Gilbert, Athlete Representative, Potomac Valley Swimming

Provisional Coach Membership

A few reminders:

- This membership is only available for new coaches or coaches who have been off deck for more than a year.
- All coaches under this membership must be supervised by a coach member in good standing at a 1:1 ratio.
- The link to the requirements: [here](#)

Note: If registered as a Provisional coach and should be registered as coach, or vice-versa, a refund will be necessary to reregister as the correct membership type.

Seasonal Membership

Starting on September 1, 2024, there will only be one option called Seasonal Membership for the 2025 membership year, which will be valid for 150 days from the date of registration. Members are only allowed one seasonal membership in the same membership year.

Members can upgrade at anytime during the same membership year, prior to September 1 of that year.

Transfers

Notifications for transfers are now programmed and the LSC administrator and the club's head coach (former club) receive the notifications.

Life Members

Here is the link to request a Life Membership: [LIFE](#).

This requires credit card information from the LSC or the individual looking to become a Life member. Life members will be announced at the USA Swimming Annual Business Meeting in September.

2025 Membership Offerings

The process for managing the LSC membership offerings is the same process as the 2024 membership year. USA Swimming fees all remain the same as follows:

Individual Memberships

- Premium Athlete - \$70
- Flex - \$20 USAS and up to \$10 LSC
- Outreach - \$5 USAS and up to \$2 LSC
- Seasonal - \$40
- Single Meet - \$10
- All Non-athlete memberships - \$70 (Coach, Provisional Coach, Jr. Coach and Other)
- Non-athlete Administrator - \$30 (it is highly recommended not to add LSC fee)
- Apprentice Official - \$0 (USAS and LSC)
- Life Member - \$1,000

Club Memberships

- Year-round - \$70
- Organizational - \$70
- Seasonal - \$40

Foreign Forms

For quick reference, please keep the following forms on hand:

- [Foreign Invitation to Athletes and Teams](#)
 - This form must be completed and submitted anytime foreign athletes and/or teams, including non-athletes are invited to compete in the U.S. This includes all “open border” countries, Canada, Puerto Rico, U.S. Virgin Islands, etc.
- [Notification of USA Swimming Membership](#)
 - This form can be completed and submitted by the LSC registration chair or the foreign member who is joining USA Swimming.
- [Release USA Swimming Member to Join Foreign Federation](#)
 - This form is to be completed and submitted by the LSC registration chair or the member who is requesting to be released.
- [Foreign Travel Permit](#)
 - This form is to be completed and submitted by the LSC registration chair or the member requesting permission to travel abroad. Times from foreign meets will be uploaded to SWIMS if the individual was member at the time of the swims.
- [Foreign Athlete 30-day Try-Out Permission Form](#)
 - This form is to be completed and submitted by the LSC registration chair or foreign member requesting permission to train in the U.S., either with a USA Swimming club or college/university team.

Disability Waiver

When a coach is not able to complete CPR/AED and/or In-water Safety Training, the coach can apply for a waiver. The instructor facilitating the course(s) usually confirms the length of the waiver, so the LSC registrar isn't the one making that determination. This allows the registrars to be the neutral gate keepers. Generally, the instructors are pretty clear: If it is a temporary disability (such as a broken arm, etc.), they would likely give up to one year. If it is a long-term or permanent disability, they clarify that, and it would be the normal two-year validity. Please be cautious about automatically applying one year to all waivers because that can be perceived as discrimination.

The Disability Waiver form can be found [here](#).

Miscellaneous Items

Read through the below items:

- The [resource list](#) has been updated. This helps direct who you should contact at USA Swimming for various things.
- Enhancements to SWIMS:
 - If there are enhancements you think would benefit members and/or SWIMS users, please send to Angela Monty (admin@wisconsinswimming.org).
- Link to the 2024 USA Swimming Rulebook: [2024 Rulebook](#)

Links to the [2022](#) and [2023](#) Demographics Reports

Additional Resources

- [Bulk Guide](#)
- [Athlete Self Renewal guide](#)
- [Non-Athlete Self Renewal](#)
- If you need to report a concern of sexual misconduct, please contact your local law enforcement agency and the U.S. Center for SafeSport. You can make a report to the U.S. Center for SafeSport at www.uscenterforsafesport.org/report-a-concern/.
- All other Safe Sport concerns can be reported through USA Swimming's online reporting form at www.usaswimming.org/report or by contacting USA Swimming's Safe Sport staff at safesport@usaswimming.org.
- For additional assistance please email the following:
 - Background check email BackgroundCheck@usaswimming.org
 - APT questions: please submit a ticket from your SWIMS account.



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1 Olympic Plaza Colorado Springs, CO, 80909