



CLUB REGISTRARS

REQUIREMENTS FOR ELECTRONIC ATHLETE REGISTRATIONS:

1. In Team Manager print out registration forms for each of your old swimmers. These should be handed out at a parent meeting or sent out for parents to make corrections.
2. In using Team Manager review the e-lesson on the Hy-Tek website for athlete registrations, and follow them for renewals and new athletes.
3. Email the TM Export file to the Illinois Swimming office as an attachment.
4. Send through regular mail the printout of Team Manager exported file, any completed Illinois Swimming Athlete Transfer Forms (please do not do transfers electronically in your file), and payment.
5. The registration batch that was sent electronically WILL NOT be processed until the check and printout are received. Your check MUST be accompanied by the printout, this is critical in matching up accounting and electronic files.

If you are using an on line service to process your registrations steps 2-5 still pertain to you in regards of submitting your registrations, transfers and payment to the Illinois Swimming office.

ATHLETE TRANSFER (120 - DAY RULE)

- A 120-day period must be observed when a swimmer last swam in open competition representing their old club, and when the swimmer can represent their new club in competition. During the 120-day period, the swimmer must compete as unattached (UN) and cannot swim relays.
- If you have a swimmer joining your club who used to swim for another USA Swimming club or FINA Federation you MUST submit a transfer form. The Athlete Transfer form is available on our website under FORMS.
- The only swimmers exempt from this rule are NCAA swimmers who have finished their academic year and have returned to train with a USA Swimming club, ONLY for these swimmers is the 120-day rule is waived.

COACH MEMBERSHIP

Coaches must be current in all safety certifications and their background screen. Coaches renewing for the first year must also have completed and passed the First Year Education Requirement prior to sending in for their renewal.

The current list of accepted courses is located under Coaches and then under Safety and Education Requirements on the USA Swimming website, not all courses are accepted as satisfying CPR, First Aid and Safety Training for Swim Coaches. This list is updated throughout the year so always check to make sure the class your coaches are taking is on the list and accepted by USA Swimming.

PROCEDURE

No coach registration may be submitted electronically. All registration forms for coaches must be accompanied by copies of their current certifications and payment and mailed into the Illinois Swimming office.

Important things to remember:

1. Coaches CANNOT be on the pool deck during practice and competitions if they are not current USA Swimming coaches. The coach card will display in large print the first certification date to expire. When a certification date expires, the coach will lose their coaching status immediately. These dates may also be checked through your Club Portal under the Non-Athlete Report, however it will not specify what credential has expired, for that answer you must refer back to the coach and inspect their coaching card. All safety requirement expiration dates, including Background Screen, are listed on the top of their coaching membership card issued to them. All updates to safety credentials must be received in the office so an updated card may be issued to the coach. In lieu of waiting for the card to be received for the specific course, you may request and submit the Course Record from the instructor.
2. Only registered coaches may act in the capacity of coaching during practices and competition. Illinois Swimming checks all coaching status for all open competition meets and sends updated lists to the Meet Director with instructions.

NON-ATHLETE MEMBERSHIP

The following positions must have current non-athlete memberships.

- Safety Coordinator
- Meet Director
- Illinois Swimming Delegate

Many clubs require other positions to also have current non-athlete memberships so please check with your club to see who they require to be registered.

These membership must be mailed in with form and payment, there is no electronic way to process these memberships.

OFFICIALS

The Illinois Swimming Officials Committee will distribute instructions and renewal instructions to all Illinois Swimming Officials. All Officials must current non-athlete memberships.