

HAWAIIAN SWIMMING
REGISTRATION GUIDELINE DOCUMENT
2011 - 2012

August 31, 2011

Dear Club Registrars,

Requirements for registration of club, athlete members, and non-athlete members for the 2011 swim season begin September 1, 2011. This year registration must be completed electronically using the HYTEK™ software which all Hawaiian Swimming club teams are required to use. Please note that club registration must be submitted and current in the SWIMS database before athlete and non-athlete registrations to the specific club can be processed. To ensure club and athlete registration to be current by January 1, 2012 all registration requests must be postmarked by December 26, 2011 and received no later than December 30, 2011.

The following are requirements and information for club, athlete and non-athlete registration. The registration forms are available on the Hawaiian Swimming website under documents.

(See: www.hawaiianswimming.org).

Enclosed with this Registration Guideline Document are the following items. Copies of the registration forms should be duplicated for your club and members requiring registration. It is suggested that you retain a blank copy of each form for your files.

- Registration Guidelines
- Club Application Forms
- 2012 Athlete and Non-Athlete Forms
- 2012 Seasonal Forms
- 2012 Hawaiian Swimming Club Roster Forms (available on Hawaiian Swimming website)

If you have any questions, contact Gwenn Tomiyoshi at (808 936-0717) or Email: jackel@hawaiiantel.net.

Club Application

2012 Club Registration Fee (9/1/11-12/31/2012)

\$100.00

- Submit a completed Club Application form with Club check to cover the registration Fee.
- Submit completed non-athlete (officials and coaches) registration forms and athlete registration forms.
- NOTE: At least one non-athlete (for head coach) must be current and renewed by December 26, 2011. It is recommended that the club safety officer be a current USA Swimming non-athlete member.
- Club packets including new USA rule book and insurance certifications will be sent from the National Office in Colorado Springs directly to the club in January 2012 or can be obtained on the USA Swimming website.
 - ✓ Insurance Certificates - <https://certificatesnow.confirmnet.com>
 - ✓ USA rule book - <http://www.usaswimming.org/USASWeb/DesktopDefault.aspx> (select "Volunteers," select "Officials," and select "Rules and Regulations," and the current copy of the Rule Book)

RE: New Addition to Club Registration Process)

Effective with the 2012 membership year, club applications will not be approved unless someone from the club checks and signs the club application form verifying that the club will conduct pre-employment background screens on any job candidates.

This is not the same as the criminal background check required for non-athlete members. Clubs will have several different options for screening their new hires and information about these options will be sent to clubs this summer.

Beginning with the 2012 membership year, USA Swimming is asking that all club applications be sent to the Hawaiian Swimming Registrar twice a year – once in January (club applications that came in September – January) and again in August (club applications that came in February – August). Clubs that fail to conduct pre-employment screening will jeopardize their club membership and insurance in the event of a lawsuit resulting from the actions of an employee hired after 9/1/2011, so USA Swimming will keep copies of the club application forms on file.

It is the collective effort of all our members that will make the athlete protection program successful and allow us to continue to share the healthy, positive experience of swimming.

Cathy Durance

Member Services Coordinator

Athlete Application

Year-round (9/1/11-12/31/2012) \$63.00

Seasonal (May 1, 2012 through August 31, 2012) \$33.00

Single Meet - Open Water \$15.00

(only good for one USA sanctioned open water swim)

Outreach - \$7.00

- Update swimmer information. 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 and return with payment.
- In Team Manager, follow directions on handout for Team Manager (see Appendix B)
- Email TM export file to Registration Coordinator as an attachment.
- Send through regular mail: printout of Team Manager exported file, birth certificates, transfers, payment and Hawaiian Swimming Roster (noting check number and amount being submitted).
- **The registration** will not be processed until the Membership/Registration Coordinator receives a club payment and printout of the electronic file, and a copy of the Hawaiian Swimming Roster form.
- **Birth certificate/driver's license and other** – must be submitted for new USA Swimming application only
- **Athlete Transfer (120-DAY Rule)**
 - ✓ An athlete wishing to affiliate with your club who formerly swam for another USA Swimming club must submit a transfer form (even if the athlete swam for the club years ago).
 - ✓ A 120-day period must be observed from when the swimmer last swam in competition representing their old club and when the swimmer can represent their new club in

competition. During the 120-day period, the swimmer may compete as UN (unattached) and cannot swim relays.

- ✓ If you have a swimmer joining your club who used to swim for another USA club, mark the swimmer as a RENEWAL and send a hard copy of the transfer form with payment and birth certificates through regular mail. The transfer form is available on the web under DOCUMENTS.

Non-Athlete Registration (Official)

Single Year-round (9/1/11-12/31/2012)	\$63.00
Year-round (9/1/11-12/31/2012)	\$110.00 Family
Life	\$1010.00

Non-Athlete Registration (Coach)

Single Year-round (9/1/11-12/31/2012)	\$63.00
Year-round (9/1/11-12/31/2012)	\$110.00 Family
Life	\$1010.00

The coach form should be completed and submitted timely. New coaches must include a copy of their CPR, First Aid and STFSC certificates. Coaches renewing their membership must include a copy of any certifications that have expired since their last card received and the registration renewal. To successfully register a coach for 2012, the coach cannot have any certifications that expired in 2011.

- STFSC: Coaches will may take the online STFSC test and do an in-pool session or take the full STFSC from the American Red Cross
The online test for STFSC is linked to www.usaswimming.org:
 - ✓ Click on the “Coaches” tab at the top of the page
 - ✓ Click on “Education/Safety Requirements: on the left side of the next screen
 - ✓ Click on “Safety Training for Swim Coaches Test” on the left side of the next screen – you will find the test and additional information about how to complete the STFSC requirement on this page.
- Lifeguard certification completed before Sept. 1, 2011 and STFSC will be good for 3 years until 2014.
- Coaches Background Screen – Coaches are responsible to retain a current background check to retain a valid coach card with USA Swimming. The link to the background check procedures is displayed below. Coaches must have completed a background screen that is current before they can be registered as a coach for the current registration year. USA Swimming background screens are good for two year
<http://www.usaswimming.org/USASWeb/DesktopDefault.aspx?TabId=957&Alias=Rainbow&Lang=en>
- Additional information for coaches is available by viewing the USA Swimming website (www.usaswimming.org) and click on COACH red tab at top of page.
- Life guarding certification is no longer an alternative for STFSC. Coaches may update their STFSC in one of the following ways. ***Please note that some pools may require additional certifications such as Lifeguard certification to use their facilities.***
 - ✓ Take the full STFSC course
 - ✓ Take the online STFSC test (see link above to STFSC on the USA Swimming website)
- Only coaches with a completed and current Coach card will be allowed to the designated areas on the pool deck at swim practice and coaching at competitions. When updates to for the coaches are received a new Coach card will be issued to the coach card with the updated expiration dates of the new certifications.

- Coaches **CANNOT** be on the pool deck if they are not current USA Swimming coach. Coaches must always display their Coach card. When a certification expires, the coach will lose their coaching status immediately unless proof of an update has been received.
- Coaches **CANNOT** be registered at meets. **If coach's have their updated certifications, they should provide a copy to the Clerk of Course.**

Suggested Timeline for Team Registration:

- September - New swimmers registering with your club (membership expires 12/31/12)
- Sept - Dec. – Renewal swimmers (2011 year-round memberships expire 12/31/12)
- May - August – Seasonal New swimmers (registration good only from May 1st through August 31st).

USING HYTEK TEAM MANAGER TO REGISTER CLUB, and ATHLETES MEMBERS

Instructions to electronic register club, and athlete using HYTEK Team Manager is attached to this document

1. Setting Up Your Database (skip if you already have an existing database)

1. Open Team Manager
2. Click on FILE – NEW
3. Give a File Name for your database – i.e. Walleyes (for Lake Erie Walleyes)
4. In Preferences, click to have only the following with a check mark:
 - a. Check gender designation
 - b. For Default Team Registration – Choose USS
 - c. For Default Team Type – Choose AGE for Age Group
 - d. For Default Citizenship – choose USA
 - e. For Meet Age-Up Date, click first day of meet
 - f. For System Age-Up Date, click on current date
 - g. Click OK

2. Entering Your Team (skip if you have an existing database)

1. In Team Manager, click on TEAMS, click on ADD
2. In Team Code, enter your team name
3. Complete the information in Mailing Information for the coach – enter as much information as you have
4. Click on X in **second row** of top right corner to go back to main menu screen.

3. Printing 2012 Forms for Old Swimmers

1. Click on ATHLETE from Main Menu
2. Double-Click on an athlete to bring up Athlete Information window
3. Click on REGISTRATION button
4. Click on Print Form icon
5. You must do this for each athlete

4. Entering New Athletes

1. In Team Manager Main Menu screen, click on ATHLETES, click ADD
2. Enter the following information for each athlete:
 - a. Last Name, First Name, Middle Initial (enter in lower and upper case as appropriate – i.e. Susan M Doe) Enter this info as it appears on the birth certificate, driver's license, etc.
 - b. Enter birth date
 - c. Enter gender
 - d. Click on Team to specify which team
 - e. Click on BUILD ID button – this is necessary to create an USA ID
 - f. Click on REGISTRATION button – this is necessary to create the record in the export file for electronic registration
 - i. Specify what season: N for year round, 3 for individual seasonal
 - ii. Default year is current registration year

- iii. Click on OK to close the Athlete Registration window
3. Click OK to close the Athlete Information window
4. Follow steps 2-3 for each athlete that you will enter in your database.
5. When all athletes have been entered, click on X in top right corner of Athlete window to return to Team Manager Main Menu Screen.

5. Re-Registering Swimmers (assumes an existing database)

1. Click on ATHLETES on Main Menu
2. Click on swimmer's name to re-register which brings up Athlete Information window
 - a. Check athlete info to be sure it's still correct
 - b. Click on REGISTRATION button- this is necessary to create the record in the export file for electronic registration
 - i. Specify what season: N for year round,
 - ii. Default year is current registration year
 - iii. Click on OK to close the Athlete Registration window
 - c. Click OK to close the Athlete Information window
3. Repeat step 2 for each swimmer to re-register.
4. When done, click on X in upper right corner of window to close window.

6. To Create and Send Registration File to Registration Coordinator

1. Click on FILE – EXPORT - REGISTRATION
2. On EXPORT REGISTRATIONS screen, click on:
 - a. Include New Registrations
 - b. Include Renewals
 - c. Include Changes
 - d. Include Deletes
 - e. Click OK
3. The exported registration file will be saved in a directory/folder that you specify and will be numbered according to how many files you have currently exported. (After you export a file, there is nothing to export, until you start renewing, adding or changing your athletes in the database.
 - a. Suggestion: Somewhere on your hard drive (perhaps My Documents, create a folder called “Exported Registrations” and then save all exported registration files to this folder
4. Create a printed copy of the export file (see below) and make a copy for your records
5. Email the Registration Coordinator the exported file as an attachment
6. Send through regular mail, the following items:
 - a. Printed copy of exported file
 - b. One check to cover the transactions on the exported file
 - c. Any birth certificates/drives licenses, etc. for new swimmers
 - d. Transfer forms for changed athletes

The exported file will not be processed until the hardcopy, check and Hawaiian Swimming Roster arrive through regular mail. The exported file sits in a holding tank waiting processing. *After you email the file and registration Admin. Report, drop the hard copy, check and roster in the mail the same day.*

7. To Make A Printed Copy Of The Exported Registration File

1. Click on REPORTS – ADMINISTRATIVE – REGISTRATION

2. Click on: New Registrations, Renewals, Changes, Deletes – it will produce a separate page for each of these items
3. Enter Batch # of last exported batch – this number appears on screen
4. Click on correct year and click OK
5. Click on printer icon after viewing report on screen.
6. Make A Copy Of The Report For Your Records