IRVINE SWIM LEAGUE

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REGISTRATION PROCEDURES FOR TEAM REGISTRARS

Season starts 6/4/18
All swimmers must be registered and CLEARED before practicing with your team on 6/4

GLOSSARY

RETURNING SWIMMERS	Anyone on your team in **the** previous season
NEW SWIMMERS	Anyone not on your team previously
	Anyone who took of a year or more from your team
	Siblings of returning swimmers
PROOF OF AGE (PoA)	Birth Certificate or Passport
RESIDENCY VERIFICATION (RV)	List below in 1b.
REGISTRATION MANAGEMENT	The area where you go to approve swimmers who are Waiting for approval
SWIM OFFICE	Your Team's Website
ACCOUNT ADMIN/MEMBER ADMIN	This is the tab where each of your Accounts (FAMILIES) will show up and each of your Members (SWIMMERS) will show up. Found under Team Admin on your Swim Office site

1. Swimmers and Swimmer/Coaches
    a. Returning Swimmers or Swimmer/Coaches (those individuals who were on your team last season) - Once they've completed team registration with you, Team Registrar:

    • Obtain a copy each of the two proofs of Irvine Residency. Send copies to League Registrar by May 30.
    • Maintain Proof of Residency until Championship date of same season.
    • Proof of Residency is PER FAMILY

    b. New Swimmers – (new to the ISL (including younger or older siblings), on another ISL team in the previous season but are new to your team, OR were on your team in the past but are returning after one or more season's absence) – Once they've completed the team registration with you, please submit the following items to the ISL registrar:

    • A registration cover sheet
    • A legible COPY of proof of age documents (birth certificate, passport, driver's license, or DMV identification card)
    • A copy of each of the two proofs of Irvine residence submissions.

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- o Note, if you have swimmers who attend an IUSD school but live outside of Irvine (ie Children attending Woodbridge's Stonecreek, who live in Tustin), please attach a copy/screen shot/photo of the report card showing: Name, school, year, birthdate.
- o Note, if you have swimmers who are zoned to IUSD but go to an alternative school or are home schooled, please send normal residency verification documents with your street address
- o See ISL Rules regarding Residency below*

2. Fees
   a. ISL registration fees for swimmers and swimmer/coaches are $45
   b. ISL registration fees for non-swimming coaches are $20 (team will be invoiced during season)

3. Adding/Dropping Swimmers
   a. Know your team's refund policy. Communicate the team and the league's refund policy to families at the time of registration.

   b. The ISL's registration policy is as follows: If a swimmer wishes to drop before 6/1 they will receive a $45.00 refund. If they wish to drop from the league on 6/1 or later, no refund will be provided to them. This policy should be clearly stated during the team's online registration process.

4. Age Verification & Irvine Residency Verification for New Swimmers
   a.   All new swimmers must show their team registrar original documents verifying **proof of age** and must provide the league with a copy of the document. Only one copy is needed. Acceptable documents verifying proof of age include: **birth certificates, passports, and drivers' licenses.**

   b. Parents of new swimmers must show their team registrar 2 different original documents verifying **Irvine residency** and provide the league with copies of these documents. Acceptable documents verifying Irvine residency include:

- Current Electric bill (both parts, top & bottom, in English
- Current Southern California Gas bill (both parts, top & bottom, in English
- Current Cable bill (both parts, top & bottom, in English
- Current Official Property Tax Forms or Income Tax Correspondence (The address to which these documents were mailed must match the address that is being used to establish residency)
- Current Water/ (both parts, top & bottom, in English
- Current Waste Management Bill (both parts, top & bottom, in English
- Current Payroll Stub (both name and address must appear on payroll stub)

- Current Social Services documents
- If parent is a renter and does not pay utilities because it is included in the rent, we will need a letter from the lessor and/or a copy of the rental agreement stating that utilities are included.
- In the case of purchasing a home under construction, a New Communities K-12 Enrollment Address Verification form may be obtained at the sales office and will be accepted as temporary residency verification.

c. Bundle these copies of new swimmer age verification (PoA) and residency verification (RV) documents with an ISL New Swimmer cover sheet and deliver preferably via email/electronic communication to the ISL Registrar. ****Note: if the new swimmer is a sibling of a returning family, please send the RV with the new swimmer paperwork NOT with returning family RV paperwork.**

5. Submitting Paperwork to the League Registrar (3 ways):
    a. DROP BOX LINK (will be provided to each registrar)
        i. New Swimmers – NS.Last Name.PoA or NS.Last NameRV
        ii. Returning Swimmers – RS.Last Name.RV
        iii. Please note, first initial is needed for common last names such as Kim, Lee or Nguyen
    b. Scan or Scan App
        i. Must load multiple pages and be able to encrypt (password protect)
        ii. Request Password from League Registrar
    c. Drop Off to drop box at 92 Millbrook (please email registrar@irvineswimleague.org with estimated time/day of drop off so we look for it)

6. ISL swimmers who also compete with USA Swimming affiliated teams (year-round swimmers)

    a. If a swimmer was on your team in last season and is also involved with a USA Swimming registered team, then there is NO ACTION NEEDED.
    b. If a swimmer is new to your team, is also involved with a USA Swimming registered team, and is in the 5/6, 7/8 year old age group, then there is NO ACTION NEEDED.
    c. If a swimmer (9 years and older) was **not** on your team in the previous season* and is involved with a USA Swimming registered team, they must detach from their USA Swimming team for the duration of the ISL season or upon registration with your team, which ever is later, UNLESS the swimmer was on your ISL team in a prior year and has NOT swam for another ISL team while away from your team. Provide any new swimmers' parents with a copy of the USA Swimming **detachment form on the ISL Website under Forms>Team Tools>Registrar.**

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d. ISL Rules regarding new swimmers and club swimming detachment: *A swimmer who has been on the same ISL team during the immediately preceding season, prior to the current season, may be allowed to earn points in competition for a club swim team. *In addition, any swimmer who has swam for an ISL team in any prior year and has not since swam for another ISL team, may be allowed to earn points in competition for a club program. All other swimmers belonging to year round "club" programs must be formally "detached" from day 1 of current season through the Championship Meet or at the time of their registration through the Championship Meet, whichever is later. Proof of detach must be provided upon request by an ISL designee. These swimmers may not earn points in competition for another team or club. They are encouraged to actively participate in workouts and meets of their ISL team from day 1 of current season through the Championship Meet. In the event an ISL team dissolves, those swimmers who were exempt from detaching on the dissolved team still retain that exemption if they join another ISL team.*

   i. *If an ISL registered swimmer is found to have not detached when required to do so for the entire detachment period that swimmer will not compete, earn points, place or set records at the ISL Championships meet for the current season. If the failure to detach is discovered after the Championship meet, points, places and records for that Championship meet will be adjusted.*

   ii. *Notwithstanding the previous statement, swimmers in the 5/6 and 7/8 age groups shall not be required to detach from their year-round "club" swim program.*

7. SWIM OFFICE AND REGISTRATION MANAGEMENT – Things to know:
   a. Please note that there is NO correlation between your Registration Management and your team's Swim Office Account Admin/Member Admin page (so you may have 140 swimmers in this tab, hypothetically, due to registering swimmers and dealing with adds and drops. To see an accurate count of your teams members (swimmers), go to Team Admin> Account/Member Admin
   b. If you refund a swimmer after approving, you have to make them inactive (using the Cancelled/Suspended tab) in Account Admin/Member Admin
      i. Note, that if you are making an entire family inactive, you must do it in the Account tab and it will apply to all swimmers (MEMBERS) in that family
      ii. Note, if you are making a swimmer in a family with more then one swimmer, you must make just the swimmer inactive in that swimmers tab (MEMBER tab)
   c. RECONCILING ACCOUNT ADMIN/MEMBER ADMIN
      i. You should have ONLY the allowed number of swimmers in this tab (130 unless approved for more by ISL Director)

        ii.   Coaches who are NOT swimmers should only have active Accounts (they should not be active Members)

Things to remember:

- ✓ Each time a team registrar drops off or scans new swimmer documentation to the ISL Registrar, **a cover sheet must be attached.**
- ✓ Each time a swimmer is dropped from a roster, s/he must be added to the cover sheet.
- ✓ ISL team practices may start on 6/4 but registration continues with adds/drops through 6/30. The ISL Registrar will accept new swimmer documentation forms until 11:59pm on June 30 of the current season.
- ✓ Registrar will turn on the "ISL Cleared" note on your teams' administration site when the paperwork for a new swimmer is cleared with the League.

Irvine Swim League Rule 1.A Eligibility

*Irvine Swim League membership is limited to children living in the City of Irvine aged 5-18 as of June 1 of the current swim season, living in the City of Irvine, attending (or registered to attend as of fall of that year) an Irvine Unified School District school or living at an address zoned for IUSD school. Residency verification will be required of all swimmers upon request by the ISL designee (aka Registrar). Non-resident swimmers may be approved on an individual basis by a majority vote of the Executive Board provided that no resident swimmers are being displaced due to residency exceptions. This approval is valid for one season and non- resident swimmers must re-apply for exemption annually.

A swimmer is not eligible to enter the water to practice or compete with your team until that the swimmer has completed the team's online registration process and has been noted as "ISL Cleared" in your team site Registration pages by the League Registrar.