



Registrar Instruction

Season starts 5.28.19

All swimmers must be registered AND CLEARED before practicing with
your team on 5.28.19

ISL Registration and Registrar Procedures

Preseason:

- Re-engage your families
- Send Registration Info/Dates
- Set up your 2019 REGISTRATION
- Send out final Registration reminder to all active accounts from 2018 (for those in TU last year) and you can access previous year's members as well
- Inactivate families (see Reg. Doc on procedure)

OPEN REGISTRATION (Returning, Returning plus Sibling and New)

•*RETURNING SWIMMER REQUIREMENTS:*

- None

•*NEW SIBLINGS:*

- Residency Verification OR School Info/Doc.
- PROOF OF AGE (PoA)- birth certificate or passport
- Please submit BOTH of the above with NEW SWIMMER COVER SHEET
 - If registering a new sibling and a returning swimmer from the same family, no additional RV is necessary – 1 time per family *BE SURE REG. IS SET TO ACCEPT SIBLINGS during returning registration

•*NEW SWIMMERS:*

- Anyone not on your team in the previous season
- Anyone who took a year or more off from your team and is returning
- Need PoA and RV or school doc.

Team Registrar Instruction

Team Registrar submits to the LEAGUE REGISTRAR the following:

- Registrar Cover Sheet with a list of all **new swimmers**
- A legible copy of Proof of Age (PoA): birth certificate, passport, driver's license or DMV identification card for each swimmer
- A copy of 2 Proofs of Residency (RV) for each swimmer (see approved list)

Submitting Paperwork to League Registrar (3 ways):

1. Paperwork can be submitted via encrypted scan (download scan app that allows encryption/passwords. PW provided by registrar)
2. DROP BOX LINK (will be provided via email)
3. Drop off to drop box at:
92 Millbrook, Irvine 92618
Gate Code key key 1006 (push the key button 2 times then the numbers)



Fees

Fees:

- ISL Registration fees for swimmers and swimmer/coaches are \$50
- ISL Registration fee for non-swimming coaches \$20: Team will be invoiced – NO FORM REQUIRED

COLLECTING ISL FEE:

- Processing and transaction fees need to be transparent – cannot be hidden
- ISL Fee must be set up as its own fee using appropriate Chart of Account
- League will request payment from team for # of swimmers registered @ \$50/swimmer when team is full and/or after June 30 once all registration has closed.
- ISL Refund Policy:
 - The \$50 ISL fee is NON-REFUNDABLE after June 1 (except on a limited case by case basis, approved by the ISL director)
 - If someone drops on June 2, no refund is due, BUT the team will send additional \$50 to the league for all registrations from June 1-30 of the current season.

Adding or Dropping Swimmers

- Know your team's refund policy and clearly communicate this to your families
- The ISL's registration policy is as follows:
 - Drop before June 1 full refund of \$50 (no fees)
 - Drop on or after June 1: NO REFUND as stated during the league's online registration process
- All NEW Swimmers: adds/drops are communicated to the league registrar by using the Registrar cover sheet
 - Date registered is important
 - Date Dropped is important
 - All New Swimmers: ADD/DROPS must be accompanied by the COVER LETTER – no exceptions!

USA Swimming club swimmers

- 5/6 and 7/8 year olds are exempt from below guidelines
- If a swimmer was on your team last year and is affiliated with a year round USA Swimming program – NO ACTION REQUIRED
- If a swimmer was on your ISL team in a prior year and is affiliated with a USA Swimming program AND has NOT swam for another ISL team while away from your team – NO ACTION REQUIRED
- If a swimmer was **NOT** on your team in the previous season and is affiliated with a USA Swimming program, they must detach from their USA Swimming team for the duration of the ISL season or upon registration with your team, whichever is later
- Registrar must provide any new club swimmers' parents with the link to the USA Swimming **detachment form**:

<http://http://www.irvineswimleague.org/wp-content/uploads/2018/03/2018-Transfer-Form-Fillable-pdf-v2-1.pdf>

To see specific rule regarding detach, link to ISL Rule, Section I.B.

<http://http://www.irvineswimleague.org/wp-content/uploads/2018/12/ISL-RULES-2018.pdf>

