Dear Club Registrars,
Requirements for registration of club, athlete members, and non-athlete members for the 2015 swim season begin September 1, 2014. This year registration of athlete and non-athlete members must be completed electronically using the HYTEK TM or Team Unify 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, 2015 all registration requests must be postmarked by December 24, 2014 and received no later than December 31, 2014.

The following are requirements and information for club application. The information on athlete and non-athlete registration can be found in the full Registration Guideline Document at:
https://www.teamunify.com/hslsc/UserFiles/File/Documents/Reg/HAWAIIAN%20SWIMMING%20Reg_%20Packet_2014_2015%20rev.pdf

The registration forms are available on the Hawaiian Swimming website under documents. (See: www.hawaiianswimming.org).

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

Club Applications

2015 Club Registration Fee (9/1/14 -12/31/2015) $100.00

- Submit a completed USA Swimming Club Application form and the 2015 Hawaiian Swimming Club Membership Application, with Club check to cover the registration fee of $100.00. Please submit your completed forms to Gwenn Tomiyoshi at jackel@hawaiiantel.net. Payment must by Club check must be sent to :

  Gwenn Tomiyoshi, Registration/Membership Coordinator
  Hawaiian Swimming
  171 G Ainaola Dr.
  Hilo, Hawaii 96720
  (808) 959-0608

- 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 31, 2014. 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 2015 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 2015 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 2015 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 9/1/2014, so USA Swimming will keep copies of the club application forms on file.** The twice a year requirement applies to the Registration Membership Registrar. Clubs renewals are submitted only once a year.

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.