



USA Swimming Membership Verification for CSI Sanctioned Meets

Meet hosts conducting USA/CT Swimming sanctioned meets are obligated to verify the membership of athletes, coaches, officials, and meet directors participating in the meet and/or serving in an official capacity.

Athlete Membership Verification

- Connecticut Swimming athlete verification may be checked by host club using **Connecticut FAST**. Log into Connecticut **FAST** and select Meet Verification File. Upload the exported *.sd3 membership file from your meet software. The query will return a list of unregistered CT athletes or athletes with incorrect USA IDs.
 - Run this membership file immediately after the entry is received and the notify club of unregistered athletes immediately.
 - Make corrections to USA ID numbers if necessary.
 - Make corrections to LSC or Club name. Notify unregistered clubs.
- Out-of-State athletes must be verified by the CSI office or the LSC of the visiting club. Meet hosts should email a *.sd3 membership file to ctswim.mccurdy@gmail.com when out of state teams are participating. Please send this file immediately after all out-of-state entries are received.
- Unregistered athletes may not compete in sanctioned meets. There are no exceptions. Please stay in close communication with clubs and CSI Office about unregistered athletes. Failure to verify membership and/or permitting an unregistered athlete to swim may result in a monetary fine.
- [Registration Policy for Athletes Competing in CSI Sanctioned Meets](#) Effective January 1, 2013. Approved by CSI Board of Directors on December 5, 2012.

Coach Membership Verification

- Every individual acting in a coaching capacity at a meet must be asked to show a current USA Swimming Coach card. Please note the expiration date on the card (this varies with every coach) and verify that the card is a coach card. Non-athlete cards are not acceptable.
- CSI posts on its website and emails each host a roster of current Connecticut Swimming coaches. Bring this roster to your meet. Use it to verify CT coaches that do not present a digital card.
- If a coach cannot produce a current card and is not on the coach roster, the coach may not be on deck.
- Out of state coaches must present a current USA Swimming coach card at the meet.
- Failure to verify coaches and/or permitting a coach on deck to coach may result in a monetary fine.
- [Registration Policy for Meet Host Clubs Conducting CSI Sanctioned Meets](#) Effective January 1, 2013. Approved by CSI Board of Directors on December 5, 2012.

Official Verification

- Generally, the Meet Referee will check membership cards for officials, unless other arrangements have been made between the Referee and Meet Director.

Meet Director

- All Meet Directors must be registered as non-athlete members of USA Swimming on or before the day the meet announcement is approved by CSI Program Operations. Failure to do so may result in a monetary fine.
- [Registration Policy for Meet Host Clubs Conducting CSI Sanctioned Meets](#) Effective January 1, 2013. Approved by CSI Board of Directors on December 5, 2012.