

REGISTRATION/MEMBERSHIP COMMITTEE MEETING  
September 11, 2003

San Diego, California

The Registration/Membership Committee meeting was called to order at 3:00pm with the following people in attendance:

|                         |                                 |
|-------------------------|---------------------------------|
| Pam Cook, Chair         | Elaine Sortor                   |
| Helen Kelly, Vice Chair | Michelle Gorecki, athlete       |
| Cherita Gentilucci      | Louise Limerick                 |
| Pam Lowenthal           | Darleen Panter                  |
| Matt Hooper, athlete    | Mary Jo Swalley, Local Admin VP |
| Valerie Manfull         | Cathy Durance, staff liaison    |

#### MINUTES OF PREVIOUS MEETING

Motion made/seconded/approved to accept the minutes of the previous meeting held April 27-28, 2003 in Chicago, Illinois.

#### COMMITTEE GOALS

The committee reviewed their 2003 goals and wrote goals for 2004. Motion made/seconded/ approved to accept the 2004 goals:

1. Empower and educate the LSC registrars in the database redesign project through newsletters, testing, and training opportunities.
2. Support the LSC registrars in the operational function of registration/membership through newsletters and phone contact from the committee in order to get LSC feedback.
3. Evaluate the SWIMS registration program.
4. To update the registration policy and procedure manual for review at the April 2004 committee meeting, with publication and distribution at the 2004 USAS convention.

Committee members and staff were given the task of reviewing specific chapters in the Registration Manual –

|           |                     |         |
|-----------|---------------------|---------|
| Chapter 1 | General Information | Matt    |
| 2         | Year-Round Athletes | Valeria |
| 3         | Seasonal Athletes   | Louise  |
| 4         | Foreign Athletes    | Helen   |
| 5         | Year-Round Clubs    | Pam L.  |
| 6         | Seasonal Clubs      | Elaine  |
| 7         | Non-Athletes        | Darleen |
| 8         | Meet Registration   | Cherita |
| 9         | Insurance           | Pam C.  |
| 10        | Byte by Byte/SWIMS  | Cathy   |

#### SWIMS EVALUATION TASK FORCE

The Task Force had a conference call following the first training session in San Antonio and it was reported that the training session went great and there were no improvements/additions that should be made to the succeeding training sessions.

#### TRANSITION TASK FORCE

A task force of Pam Lowenthal and Cherita Gentilucci were given the assignment to present guidelines for offering assistance to LSCs whose registrars resign or are replaced. Two documents were presented to the committee – an LSC Registration/Membership Job Description (Attachment A) and a list of assistance available to LSCs (Attachment B).

#### SWIMS ENHANCEMENT LIST

The committee received a copy of the current enhancement list. *NOTE: Since this meeting, the enhancement list has been moved to a new software program called Track-It. Each week, Member Services staff submits five items from the list to the MIS Department for possible inclusion in the next SWIMS update.*

The committee will continue to review and prioritize the list at future business meetings.

#### MEMBERSHIP VERIFICATION AT NATIONAL MEETS

The committee reviewed the procedure for membership verification at national meets and made a few changes to the procedures as a result of the on-line meet entry process. Motion made/seconded/approved to accept the updated procedures. (Attachment C)

#### MEET RECON – OUT-OF-LSC ATHLETES

Who is responsible when one LSC is unable to verify the membership status of out-of-LSC athletes entered into a meet? The committee agreed that it is the responsibility of the hosting LSC to attempt to verify membership by contacting the registrar in the appropriate LSC. If there is no response from that LSC, the hosting LSC shall notify the meet host that these are unregistered athletes and they will not be allowed to swim in the meet unless the meet hosts registers them at the meet.

#### CONFIDENTIALITY AND NONDISCLOSURE AGREEMENT

The committee reviewed the Confidentiality and Nondisclosure Agreement written by USA Swimming legal counsel to be signed by anyone who is given access to the SWIMS registration database. Motion made/seconded/approved to adopt the agreement (Attachment D).

#### DEFINITION OF A NEW CLUB

If a new club changes leadership within the first year, the new head coach will be required to meet the criteria set forth for a new club. At its next meeting, the committee will discuss how SWIMS should be programmed to track these requirements.

#### BACKGROUND CHECKS

Ron Van Pool has named a task force to study the issues and implications of required background checks for non-athlete members. Both Pam Cook and Mary Jo Swalley are members of the task force.

#### SWIMS MAINTENANCE

The MIS staff at USA Swimming needs to perform weekly maintenance and upgrades to SWIMS. The staff is recommending that the system be brought down at a regularly scheduled time each week so that LSC users will know what to expect.

Motion made/seconded/approved that SWIMS be unavailable for maintenance and upgrades every Wednesday, from 3:00pm to 5:00pm Mountain Time.

**WOMEN IN SWIMMING AWARD**

A special congratulations to committee member Louise Limerick, who was the recipient of the 2003 Women In Swimming Award!

Respectfully submitted,

Cathy Durance  
Staff Liaison