

REGISTRATION/MEMBERSHIP COMMITTEE MEETING

April 15, 2005

The USA Swimming Registration/Membership Committee met on Friday, April 15, 2005 at 9:10am with the following committee members in attendance:

Pam Cook, Chair	Pam Lowenthal
Helen Kelly, Vice Chair	Valerie Manfull
Cherita Gentilucci	Darleen Panter
Tom Healey	Jim Patterson
Matt Hooper	Elaine Sortor

Also in attendance:

Mary Jo Swalley, Local Admin VP
Cathy Durance, Staff Liaison
Carol Burch, Member Services Director

Excused: Diana Hurst and Brittany Sacco

COMMITTEE GOALS

The committee reviewed their 2004 goals, which have all been met successfully. The committee agreed to focus on the following goals in 2005:

1. Empower and educate the LSC registrars in SWIMS registration program 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. Update registration verification position and responsibilities at national meets.
5. Develop an educational registration component for Swimposiums.

2006 APPLICATION FORMS

The committee reviewed the list of proposed changes to the 2006 application forms.

Changes include:

Adding a box for cell phone number on non-athlete applications;
Removing the USA Swimming address and phone numbers from the top of the coach card and putting the expiration date of the three safety certifications in that space;
Reducing the size of the non-athlete and coach cards to their original size;
Changing the questions regarding whether an athlete is a member of another FINA federation.

DISABILITY WAIVERS

USA Swimming received a request to allow coaches with disabilities to require the Disability Waiver only once, as opposed to each time one of their safety certifications

expire. The committee did not support this proposal. However, Cathy Durance will revise the procedure so that each LSC Membership Chair can issue the waiver at the LSC level instead of at the national level, which will expedite the process.

2007 ATHLETE MEMBERSHIP CARDS

MOTION made/seconded/approved to endorse new athlete membership cards beginning in the 2007 membership year (September 1, 2006). The new cards will be 3-per-sheet, heavier stock, butterfly design (to print front and back at the same time), with the picture of a nationally recognized athlete on the front of the card.

PROPOSED LEGISLATION

MOTION made/seconded/approved to submit the following legislation to the 2005 House of Delegates:

302.3 Application/Renewal

Delete entire paragraph and substitute the following:

Athlete membership applications and payment as set forth in 502.5 shall be submitted to the registration chair of the LSC who, upon approval, shall issue a membership card. The registration chair may designate deputy registrars to accept applications on behalf of the chair and forward for approval.

SWIMS ENHANCEMENT LIST FOR 2006

The committee reviewed all requests for SWIMS enhancements/changes to determine the level of funding needed for 2006.

SWIMS SECURITY LEVELS AND ACCESS ISSUES

A task force was appointed to look at SWIMS security levels and access to registration records.

MOTION made/seconded/approved to ask staff to expedite the installment of the SWIMS user acceptance policy drafted by Jim Devine and John Morse as soon as possible.

MOTION made/seconded/approved that every time a SWIMS password is changed, the user be required to accept the privacy policy again.

SWIMPOSIUM TRACK FOR CLUB ADMINISTRATION

There will be a Club Administration thread added to the Swimposium tracks this fall. It will cover topics such as:

Electronic Meet Entry, Reconciliation and Results

Flow of Data from Club Level to SWIMS Database

Procedures and Policies for Electronic Registration at the Club Level

Synchronizing the Club Database to the SWIMS Database

CONVENTION MEETINGS AND WORKSHOPS

The following registration meetings and workshops will be held at the 2005 USAS Convention in Greensboro:

Wednesday, September 14	Registration Workshop – SWIMS Plus	1:00pm
	Orientation for New LSC Registrars	4:00pm
Thursday, September 15	SWIMS Workshop - Registration & Times	10:00am
	Registration/Membership Committee Mtg	3:00pm
Friday, September 16	Registration Workshop – Open Forum	8:00am

TASK FORCE REPORTS

SWIMS Testing Task Force – lots of testing has taken place! The LSC registrars seem very pleased with the improvements that have been made in recent weeks.

LSC-to-LSC Reconciliation Process Task Force – Motion made/seconded/approved to adopt the following policy:

LSC to LSC Meet Recon Guidelines

1. Follow your normal pre-meet reconciliation procedure through SWIMS.
2. To identify which LSC to contact, always contact the LSC listed under the meet entry record.
3. For out-of-LSC meet recon exceptions, email a list of exceptions to the out-of-LSC Registration Chair.
4. LSC receivers of a meet recon need to respond with corrections in a timely manner to correspond with uploading of the meet results file.

Meet Recon Report Task Force Recommendations – tabled until September.

Web Page Contents Task Force – submitted recommendations of additional items that will be added to the LSC Registration Web Page in upcoming months.