

**REGISTRATION MEMBERSHIP WORKSHOP
OPEN FORUM/ROUND TABLES
SEPTEMBER 14, 2006**

MEET RECON

LSC registrar should emphasize to clubs, at the beginning of each registration year, to update Team Manager to the most current version.

ELECTRONIC REGISTRATION

Seasonal athletes cannot swim above LSC level;

Discussion of how to handle unregistered swimmers at meets - must register, cannot swim, etc. LSCs have penalties for club if a post-recon discovers an unregistered swimmer in meet;

Require, when sanctioning a meet, that Meet Host use updated version of Meet Manager;

An enhancement item: SWIMS would go to Times area of SWIMS to get last attachment date for transfer;

Individual seasonal swimmer can be transferred in Edit mode, but not in Transfer mode.

LSC PERMANENT OFFICE

Described the Strategic Planning and Leadership workshop conducted by Sue Anderson for Middle Atlantic.

How do you differentiate between the duties of committees and the duties of the office?

Functioning committees usually take care of their needs, office offers support (printing, storage, purchasing equipment and supplies, etc.)

How is your officials chair chosen?

Some are elected, some appointed from the committee members (by the GC or elected by the committee.

Are your officials paid?

Some are; some aren't. May be monetary or not. Some receive stipend, mileage, room, food or some combination of the above.

Are employees members of the BOD (specifically Registration chair)?

No

Is the Registration Chair necessarily the employee who handles the registration tasks?

Yes or no. Pros and cons. If the employee is the Reg Chair, the registration functions are all under the control of one person. However, the best decision may not be the easiest decision (take the easy way out, rather than do what should be done according to rules.)

Involvement in Board of Review

Just pass documented information along. Do not offer unsolicited information.

How do you respond to recruiting violation questions?

“Give me documentation in writing and I will forward the information to the Board of Review.”

What is a permanent office?

The face of the LSC, the voice on the phone, the first person to call.

What does it cost to maintain a permanent office outside the home?

Fixed expenses – rent, utilities, phone, computer lines, any leased equipment, personnel

Variable / ongoing expenses - furniture, equipment (computers, copiers,) office supplies, services (payroll, mailing)

How do you pay for your office?

Budget and prioritize.

What are the duties of the permanent office staff?

Varies widely according to the needs of the LSC.

Do you have a contract?

Some do, some don't.

Do you have benefits and if so, what are they?

Some do, some don't. Most are paid in some fashion. Some have insurance (medical, dental), retirement, vacation

What do you store (paper) and how long do you keep it?

Registration papers – 1-3 years

Meet results – 1-3 years

Financial documents – 7 or more years

Do you write and/or sign checks?

Many indicated that they both write and sign the checks. Some have divisions of responsibility designed to maintain financial checks and balances.

Where is your office located?

Homes, schools, strip buildings, downtown, out of town, office complexes, fitness centers. The LSC is not a walk-in business and most are located for a modicum of convenience to the employee.

How is the background screen process being rolled out?

Carefully.

COACH REQUIREMENTS

Acceptable Certification Submission from American Red Cross:

- Email from course instructor with:
 - Name of Participant
 - Course Title
 - Course Number
 - Instructor's Number
- Copies of Course Records with Cover Sheet

Reasoning is to have the above options in lieu of participant having to wait for cards to be issued.

First Year Coach Ed Requirement:

What is acceptable? Question arose over the fact that LSC Registrars are still accepting ASCA letters to fulfill this requirement. Clarification in the newsletter would help to remind all what is acceptable, and that verification of letters from ASCA may have to be routed through USA Swimming staff to validate.

Background Screening:

John Burbridge joined in this discussion to assist in all answers.

- When a coach has completed the background screen and passed, and the results are propagated into SWIMS will a card automatically be generated in the card queue?
 - *It is our thought that this is in place but not sure if anyone tested it as it was not in the test scripts.*
- What will differentiate the 2007 coach card for the later roll out LSC members to show background screen needed when they will already have in their possession a current card?
 - *The idea is to have a second card stock available that would be white/black printing (to be more cost effective) that would be issued on receipt of the background screening result. A notice would be sent on to the recipient of the card to destroy the blue coaching card as it is no longer valid. The first roll out LSC members would not need this process as their coaching cards would reflect the background screening expiration date and be linked to the printed valid date on the coaching card.*
- Will the background screen area in the coach membership screen be “turned on” for all LSCs when the first roll out starts and will it have functionality?
 - *It will be “turned on” for each LSC when the background screen is required in that LSC; it will not appear until that time.*
- Do we have to contact each coach?
 - *At this time a generic letter is being developed by the pilot LSC users to send to clubs and coaches and will be made available for all to use, in addition Pat Hogan will be writing a letter to all from USA Swimming that*

will be sent to the LSC for mailing. It would be the recommendation to send the generic letter edited for use by the LSC(if they so wish), the USA Swimming letter, the coach narrative and the list of accepted coach safety credentials. The generic LSC letter would state the five week period dates and require the registrar to send out a complete LSC non –athlete report showing of all coaches back to the club after the five week rollout time has ended to alert the club of what coaches have not fulfilled the requirement in a standard report format, and no individual follow up be done with each coach.