



LSC NEWSLETTER



Greetings from the Chair

December is a month that many of us find perfect to reflect upon as well as prepare for the upcoming year. Like other years, the changes we have faced in 2022 have brought forth some new obstacles. Since September 1, many LSC staff teams and board members have been working tirelessly to find their rhythm with the new SWIMS and Online Meet Registration (OMR) platforms. We understand the challenges that everyone has faced while going through this transition and would like to thank all 59 LSC Registration and Membership Chairs, staff and board members for your time, energy and willingness to work with other LSC's and USA Swimming. Your leadership, networking, assistance in streamlining processes, communication and transitioning members into the new registration platform have been valuable assets for our amazing

sport. We appreciate your patience and encourage you to continue to work together while sharing your ideas and feedback as we navigate the new system.

The Registration and Membership Committee would like to extend our sincerest gratitude to Mary Turner, Pam Lowenthal, Barb Frith, Ann Kramer, Thomas Wu and Eric Stimson for their years of service and leadership. We wish them well as they transition into new roles either as USA Swimming staff or committee members. We would also like to welcome Vanessa Brewer, Laurie Benton, Samantha Gilbert and Megan Schill to the committee.

A little about myself: USA Swimming has been an integral part of my life since I was 4 years old. I started competing at the age of four and continued into college. After graduation, I decided to pursue one of my life goals of becoming a swim coach. Growing up, our coach taught us that everything we learned from our swimming experience would prepare us for life lessons, and he was right! To this day, many of the athletes that swam for him still talk about how all of his lessons, both in and out of the pool, prepared us for life. After I hung up my suit and goggles, I picked up a stopwatch and was a head coach for 15 years. During my time coaching, I had the honor of witnessing thousands of athletes have their “a-ha” moments and learn life lessons through swimming. I also had the fortune of watching both of my children learn to swim, watching my daughter compete through college, serving on the Wisconsin Swimming Board of Directors as the DEI Chair, representing WSI at 8 United States Aquatic Sports Conventions and participating on the USA Swimming National DEI Committee from 2014-2017. In 2016, when my daughter graduated from high school, I transitioned off deck to spend more time with my son before his graduation. Still wanting to stay active in the sport, I accepted the WSI Zone Team Director position and, in 2017, I added the WSI Registration Chair duties to my job description. Since 2017, I have worked with the WSI Board to increase communication and grow our staff to meet the needs of our membership. In my spare time, I enjoy decorating my home for each holiday, boating with my family, gardening with my grandma, visiting my niece in Georgia, listening to music and hanging out with my husband, our children and fur-children.

I wish you and your families a terrific holiday season and look forward to meeting and collaborating with you all in the new year!

All the Best,
Angela

Featured Content

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- Quality of Coaching Framework
- New Membership Category
- Foreign Forms
- Disability Waiver
- Miscellaneous Items (USA Swimming closure dates, Resource list, etc.)

Zone Registration Chairs

Remember, each Zone has a USA Swimming Registration Chair who can assist in the training of and dissemination of information to the LSC Registration / Membership Chairs. It is important to know who your Zone Chair is as they will help guide, support and share information with you. Reach out if you need guidance!

2022-23 USA Swimming Zone Registration Chairs and their email addresses.

- Eastern: Mary Turner (VA) at myturner525@gmail.com
- Central: Erin Schwab (OH) at office@swimohio.com
Southern: Vanessa Brewer (FL) at vanessa.brewer@floridaswimming.org
- Western: Laurie Benton (PC) at laurie@pacswim.org

A complete list of LSC Registration Chairs can be found [here](#).

APT Details

For access to the four required APT courses, members should initially go to *All Courses* in the SWIMS database. It is possible that they won't be able to see it there, or they are presented with the wrong course. [A support ticket should be placed](#) with the

member's name and ID, and someone will take care of it.

As soon as they enroll in the course in SWIMS, the course moves to *My Courses*. This folder contains all the user's courses that they are enrolled in but have not finished.

One potential issue is having an individual taking a whole APT course and then get an orange screen as a 'completion.' Be sure to get a screenshot of this with as much of the screen showing as possible to help support your ticket. Dates and course names are sometimes cutoff, making it harder to get the full information in a screenshot. These should be submitted in a support ticket to get manually updated to their Swims account.

Once the user finishes the course and the dates in SWIMS have been updated, either by manual process or by the updater, the course moves to Transcripts.

CANRA, a course for all adult non-athlete members registered in California, is in the Safe Sport tab and is called: *(CANRA) Mandatory Reporting: Understanding Your Responsibility*.

All other courses offered by the U.S. Center for Safe Sport are located in the Safe Sport tab. These courses include the ones required for SSRP (Safe Sport for Youth Athletes (13-17) and Parent's Guide to Misconduct in Sport). Questions on SSRP should continue to be sent to ssrp@usaswimming.org.

SWIMS and Online Membership Registration

SWIMS 3.0 Access

The following rules apply for anyone gaining access to SWIMS 3.0:

- LSC Registrars will manage those requesting access to SWIMS 3.0
- The individual looking to gain access must be a current USA Swimming member in good standing (valid APT and BGC)
- The individual must have a role on the LSC's board that warrants access
- The individual must agree to the user terms that will be posted in SWIMS 3.0 and read similarly to: Terms of Use Agreement

For video tutorials on both, please visit the [Online Member Registration Resource Hub](#) and the [SWIMS Resource Hub](#).

Upgrading From Flex to Premium

Reminder: After September 1 each year, a flex athlete must renew for the new membership year before being eligible to upgrade from Flex to Premium.

A parent can upgrade an athlete from Flex to Premium when they are logged into their account and the athlete has been added as Family Member. The parent will see "Upgrade" under the athlete's information and click the "Upgrade" option. They will proceed to check out and pay for the upgrade.

Quality of Coaching Framework

All returning coaches are required to complete the Quality Coaching Framework course on the Coaching Certification Platform. Based on your feedback, this requirement has been pushed to June 6, 2023. This is a one-time requirement that never expires, which can be taken at any time before the deadline.

Any new coach in 2023 must complete the QCF as part of the coaching requirements and certifications prior to coaching on deck. New coaches registered in 2023 must complete QCF before being cleared to be on deck—like CPR, APT, and BGC.

[Click here](#) to view a flow chart on the course, and [click here](#) for additional information on the program.

New Membership Category - Administrator

Reminders and Information:

- Individuals eligible to register under the new category are individuals that weren't required to register before
 - New category members are members who fall under the amendment to the corporate bylaws, i.e., club board members, non-coach employees, webmaster, treasurer, club registrar
 - Members under the traditional roles must register as a regular non-athlete and pay the regular member fee
- If a new category member changes status, (e.g., to an official, coach or other), they will be required to “upgrade” and pay the difference of the membership fees

Foreign Forms

Access to the foreign forms that may need to be submitted to Headquarters can be found in TEAMS along with other pertinent information. For a quick reference, you can keep the following links on-hand:

- Foreign Invitation to Athletes and Teams: [Foreign Invitation](#)
- Foreign Notification: [Notification of USA Swimming Membership](#)
- Release USA Swimming Member to Join Foreign Federation: [Release to Join Foreign Federation](#)
- Foreign Travel Permit: [Foreign Travel Permit](#)

Disability Waiver

There are instances where a coach member may not be able to fulfill the CPR and/or In-water Safety Training requirements due to a recent injury, accident, or physical disability. If this is the case, the coach member, with the help of the LSC registrar must complete the Disability Waiver, and the coach member is responsible for submitting the required documents. The LSC registrar will determine adequate expiration date(s). Please remember that a USA Swimming non-athlete coach member in good standing and a lifeguard must be always present while the coach in question is on deck.

[DISABILITY WAIVER](#)

Miscellaneous Items

- USA Swimming's office will be closed starting Noon, December 22 through January 2. Staff will return to office on January 3.
- 2021 Membership Demographics Report - [HERE](#)
- UPDATED Resource List (who to contact at USA Swimming for various items) - [HERE](#)
- Committee Meetings
 - Most USA Swimming committee meetings are open to the public to attend. If you are interested in attending a specific committee meeting, visit USA Swimming's event page: <https://www.usaswimming.org/events>



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