

## Registration/Membership Committee Meeting Minutes

March 9-10, 2018

Tampa, Florida

Attendees: Scott Bliss, Mark Brown, Robert Broyles, Joseph Gazzarato, Carol Healey, Tom Healey, Evan Johnston, Carole Lee, Jim Patterson, Erin Schwab, Helen Kelley, Cathy Durance, Denise Thomas

Excused absence: Josie Uerling

Call to order – Friday, March 9 at 4:10 p.m.

Approve minutes of September 2017 minutes: Minor changes as follows:

Note that Carol Healey participated via speaker phone

Jessica Zaper's last name miss spelled

Scott Bliss completed all of the meet recons for the JR National Meets

Minutes as amended were approved

John Burbidge presented the API Demo via Adobe Connect – no questions from group

- Club uses the Club Portal administrative login
- Select vendor
- Add vendor
- Once vendor is added, John provides information to change from pending to approved
- Meetings with all 6 vendors have been completed
  - APIs have been reviewed and the vendors will move forward in updating their software
  - Vendors will present at convention
  - Carol Healey had requested that the vendors keep the LSC registration chairs informed of training sessions with the club registrars so that they can be included
  - John will keep the committee informed of the testing schedule
  - Joe asked about how the clubs will be educated and can clubs opt out
  - Scott indicated that will be an agreement from the vendors
  - There will be more APIs coming; times, etc.
  - Team Unify may offer different rates for different things; do they have to provide a free solution?
  - Question to John: Can access be tracked by who accesses the portal?

Safe Sport Update (Cathy Durance/Robert Broyles) – emailed several handouts to committee, which they can distribute/publish as needed. Tom indicated he was informed that some calls to Headquarters were not returned regarding USA Swimming's safe sport practices. The APT courses via the LEARN platform were not getting matched properly to member's records as the platform was having some issues that were being resolved.

## Sub-committee Reports

Communication: Jim Patterson had some family emergencies, so he was unable to generate the quarterly newsletter. This will be brought in-house, and Denise will create it with help in getting content from the group.

Education: Carol Healey will put together information/instructions on merges and transfers. The group will review/revise the SWIM Tips manual that is located on the LSC Private Webpage.

Transfers: Question: Are signatures required on transfer forms? Who is required to sign? What is the policy/procedure? Will check the registration manual and board policies. Check rule 203.5.

Operations: Mark Brown/Erin Schwab – re-prioritized the requests of enhancements. Mark and Erin will again review the list and remove any that are outdated and no longer apply. Any enhancements that have anything to do with Printing Cards from SWIMs, no longer apply.

All issues that affect the Holding Tank need to be resolved immediately.

Will request to give SWIMS Staging Access to Erin so that she can test various things.

## Workshops

### 2018 Convention

- Present information on Jr. Coach and Flex Membership
- Have registrar learning sessions – open forum
- Round tables:
  - Each round table will discuss an issue that the registrars/membership chairs have. It will be an open discussion among the participants at each table.
- Holding Tank issues w/vendors API – currently experiencing a lot of duplicate records due to the information provided by the parent to the club registrar, and the club registrar to the LSC registration chair. Going forward with the vendor's API in place should eliminate a lot of the duplications.
- Vendors will plan on training the clubs around August 1, with the roll-out on September 1.
- Registration/Membership Committee will meet Wednesday of Convention week for 2 hours
- Education Sessions will be on Thursday of Convention week for 2 hours

### 2019 Zone Workshops

- Assist LSC Registrars
  - Will have a better idea in September/October if something is needed

## 2019 Forms and Deck Pass Membership Cards

### Jr. Coach Membership

- Carol Healey revised the Non-athlete form to include Jr. Coach – LSCs can modify as needed
- Fees – are the fees waived if they are an athlete member and a Jr. Coach member? This will be presented to the Board at the May meeting

### Flex Membership

- Carol Healey created the Flex athlete form (see attached) – LSCs can modify as needed
- Clarify if there is a policy to restrict transfers from one LSC to another
- Add FLEX to Deck Pass card – not necessary for Seasonal
- Something to consider for Deck Entries: On their Deck Pass card – can FLEX be show in Red if the member has already swum their two meets and yellow if they have only swum one meet?

### 2019 Non-athlete Registration Application

- Add the Safe Sport statement regarding federal reporting mandates to the non-athlete registration application

### Membership Cards

- Find out which LSC's still print cards
- Can the non-athlete card manager in SWIMs be turned on or off?
- No need to add FLEX to membership card manager unless it is an easy fix; can do it at a later time
- On printed cards, how can you see if they already swam in two meets?

### Rulebook Distribution – Cathy Durance

- Do we eliminate hard copies and go digital only?
- The mini-rulebook works 80% percent of the time, with the regular size rulebook need at other times.
- Do we have an opt in or opt out at the time of renewal – this would have to be done in SWIMs and it would not be worth the time
- Don't send a rulebook to Non-athlete others – this would require an enhancement in SWIMs
- Possibly only send to Non-athlete official members and not coach members
- Club's would receive 5 copies that they can distribute at their own discretion
- Add this to newsletter

Adjourned – Friday, March 9 at 6:07 p.m.

Reconvened – Saturday, March 10 at 9:08 a.m.

### SWIMS changes for New Flex and Junior Coach Membership Types

- 1.5 Transfer – we discussed this and because nothing was put in the legislation, the committee will need to send the board a recommendation to not allow Flex memberships to transfer from one LSC to another.
- 1.6 Membership Card – SWIMS – the committee said no need to add Flex to card unless it is an easy fix. Otherwise, plan on doing it later.
- 1.7 Membership Card – Public Site – yes add Flex to their Deck Pass ID card. They don't feel it is necessary to add Seasonal
- 1.8.2 Reconciliation Change/Delete detail – upgrade to report is not necessary if it shows the change from/to flex
- 1.10 Reports/Exports > Card Manager – no need to have an option for Flex unless it is an easy fix.

- 1.11 Reports/Exports. Member Listing – Yes, we need to indicate Flex on the report similar to Seasonal
- 1.13.1 Complete – yes add upgrade indicator – Set ‘Reg Typ’ to include ‘Athlete – upgrade from Flex’
- 1.13.3 Abbreviated – yes add Flex indicator
- 1.16 Reports/Exports > LSC>Athlete Statistics – Regular should be called Annual and can you add outreach along with Flex. Can you have check boxes so that you can multiple choices? The report title would reflect your selection
- 1.17 Reports/Exports>LSC>Club Statistics – is it possible to be able select only certain types and not have them all showing. Plus add Outreach as a column.
- 1.19 Reports/Exports > LSC > LSC Transactions+ - add upgrade fees, add Flex news/renews after athlete, add athlete upgrade, remove Family1, Family2, Sustain and Sports Med. Add #upgrades
- 1.22 Reports/Exports > Meet Recon > Reconcile Registration File – need to be able to automatically recognize if the Flex member has swum 2 sanctioned meets so the two check boxes that are being recommended are not necessary (see below)

Show Flex Member athlete warning without checking number of meets swum:  Yes

Show Flex Member athlete warning when 2 or more sanctioned meets have been swum:  Yes

- Verify results – add a check box  LSC Championship Meet? (choose this in addition to the first box to catch the Flex members. If they check this box, it will automatically check the other box  Meet is zone level or higher?
- When the meet recon report is generated, you should get one of the following error messages if it applies: One, it will indicated Athlete has a Flex membership – IS NOT ELIGIBLE TO COMPETE – keep same language as the Seasonal error message or, Athlete has a Flex membership and has swum in 2 sanctioned meets – MUST UPGRADE TO YEAR-ROUND
- 2.4 Admin>Holding Tank>Approval>Edit – need to confirm if Flex memberships are transferrable. This will impact the Holding Tank if transaction type is New, Flex will not show in Registration Type list if the LSC does not allow this registration type

#### Jr. Coach

- 4.3 Member Search – add a check box below Apprentice Officials only
- 4.9 Membership Card – keep Valid To:
- Still need clarification on registration fees
- Club portal list that is generated from SWIMS, it should only show current non-athlete members that are affiliated with that club. Currently it shows everyone non-athlete that was ever affiliated with the club, even if they are not current members

In addition, is it possible to show all transfer history on transaction reports and not have it generate just who the member is currently with? Also, for the Club Portal rosters, show Flex as the membership type so that coaches know the status of their members.

#### 2018 Legislation

LSC Redistricting Procedures – club location clarification

- 604.1.3 – where no other Member Club geographically (as determined by the club’s primary training facility) intervenes between the changing club...

Flex is year-round membership. Need new terminology as follows:

- Annual (will be used to describe Year-round)
- Flex
- Outreach

#### Meet assignments

Review the procedures

- Jaime will contact the designated person
- Designated person will reconcile the meet entry for both athletes and non-athletes
- Any discrepancies will be noted, and Jaime will be informed
- Committee member will contact LSCs to be sure registration information is up-to-date. Example: If a coach is missing CPR, the committee member sends an email to that LSC to confirm that the new CPR cert hasn’t been received)

#### Meet Assignments

- TYR Pro Swim Series
  - Mesa – April 12-15 Carol Healey
  - Indianapolis – May 17-20 Scott Bliss
  - Santa Clara – June 7-10 Mark Brown
  - Columbus – July 6-8 Erin Schwab
- OWC – May 11-13 – Tempe Evan Johnston
- Future Meets
  - Rochester, MN Tom Healey
  - Cary, NC Carole Lee
  - Santa Clara, CA Carole Lee
  - Richmond, VA Carol Healey
- P66 Nationals, July 25-29, Irvine, CA Tom Healey
- Speed Jr. Nats, July 31 – Aug 4, Irvine, CA Evan Johnston

#### Old Business

Registration update to the Board Policy Manual – Cathy will revise and work with Paula D’Amico to prepare to present to the board

2018 Committee Goals – added text in red

#### MISSION STATEMENT:

To develop, administer, and communicate consistent policies and procedures among LSC Registration/Membership Coordinators.

#### COMMITTEE GOALS:

1. Empower, support and educate LSC registrars through direct communication and training opportunities.

2. Support LSC registrars in the operational function of registration/membership through communication with the committee and encourage LSC feedback.
3. Communicate and prioritize with IT staff on future SWIMS **and associated systems** enhancements.
4. Promote and maintain collaborative relationships and communication with other USA Swimming committees.

#### New Business

STSC Online Course Update – Cathy will be looking to bring this inhouse as part of the Learn platform

Transfer Form Policy – will submit a recommendation to the board to revise the current policy where it requires a transfer from to be used by all LSCs

Rule – a transfer request must be submitted

SWIMS – notifies the club's head coach of the transfer, even if it has been longer than a year, that the member was a member of their club

Enhancement in SWIMS – when transfers are report in SWIMS, SWIMS should send a notification to the club that the member is being transferred to and to the email associated with the athlete's member record

#### Next Meeting

Wednesday, September 26, time TBD

Respectfully submitted,

Denise Thomas  
Membership Manager