

Registration/Membership Committee Meeting Minutes
September 26, 2018
Jacksonville, Florida

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

Call to order – Wednesday, September 26 at 2:04 p.m.

Approve minutes of March 2018 minutes: Approved

Sub-committee Reports

Communication: Jim Patterson – Denise Thomas is generating the newsletter. Please provide content input to Denise.

Education: Carol Healey and Evan Johnston – SWIMS updates/enhancements are provided in the quarterly newsletter. The SWIMS manual and the Registration manual are in the process of being updated and will be available by the end of the year. Evan suggests that the committee reach out to assist new registrars or registrars that have questions.

Operations: Mark Brown/Erin Schwab – SWIMS enhancement list is ongoing and is re-prioritized as needed. With the new registration types (Flex and Jr. Coach) the list of enhancements continues to grow.

Workshops

- a. Convention
 - i. Team Unify Vendor Demo – Thursday 9/27 – see flyer – John Burbidge with TU will be demonstrating this.
 - ii. Registration Workshop – Friday 9/28 – see flyer – 4 topics are set, but other hot topics will be discussed.
- b. 2019 Zone Workshops – will be considered mini-conventions.
 - Southern/Western: May 9-10-11 in Denver
 - Eastern/Central: May 17-18-19 in ChicagoLSC's will have the opportunity to send 9 of the LSC board:
 - General Chairs
 - Admin Vice Chairs
 - Safe Sport Chairs
 - Safety Education/Operational Risk Chairs
 - Officials
 - D&I Chairs
 - Registrars
 - Times Officers
 - LSC Staff

Review 2018 Legislation

a. LSC Redistricting Procedures – club location clarification (see proposed wording below)

*where no other Member Club geographically (as determined by the club's primary training facility) intervenes between the changing club... Removed "or mailing address", so it will be based on the zip codes of the facilities.

b. Flex is also a year-round membership; we need new terminology for a "regular" Year-round membership. Currently it is Premium vs. year-round. Will need to consider changing year-round to premium in SWIMS.

c. Gender Category – transgender task-force determined that an athlete must declare their gender when entering a meet. If they enter a meet under a different gender than what is in SWIMS, it doesn't mean you should change it in SWIMS. Don't automatically assume it was a mistake. You can take birth certificates to verify date of birth, not gender.

New Requirements for Coaches

a. USADA Anti-Doping Education (semi, should read by-annual requirement) – will not be initiated until September 2019, to roll out in 2020.

b. Concussions – Mary Jo Swalley – to compliance is required across the country. You must know what is required in your jurisdiction. Know your state's requirements. SWIMS will have to capture the date the concussion training course was taken, as well as an expiration date if applicable (some states only require one and done). Majority states are also requiring other non-athletes besides coaches, which includes officials or generally anyone on the field of play. Currently, each LSC registrar uses one of their LSC custom fields "Concussion Training" to keep track of it. SWIMS will be enhanced with a check box and a field to input date of when course was done and a field of when it expires (if applicable). Currently, if taking the training through the CDC, it is not possible to obtain your certificate, once you have completed the course. They do not track it. The course taken through the National High School Federation is trackable.

Comment from Jim: Coaches and others from other LSCs, who are attending a meet in an LSC that requires concussion training, will need to confirm that they completed the concussion training. This is generally captured by the coach signing a form at the meet. Additionally, be sure you submit your Report of Occurrence when there is reported concussion, including when it happens at training, to prevent a possible lawsuit.

Ideally it will be tracked in SWIMS and will appear on Deck Pass.

c. Sudden Cardiac Arrest - All coaches and clubs should check to see if their state law requires coaches, parents and athletes to read/sign a form that confirms they understand the signs and symptoms of Sudden Cardiac Arrest. Most states are looking at modeling their SCA legislation after the concussion laws that currently have passed in all 50 states.

Old Business

a. Update on Member Data Validation Project (Denise Thomas & Scott Bliss) – Pam: come to the vendor demo on Thursday. A couple of clubs are piloting the program.

b. New Memberships Update

- Junior Coach Membership - SWIMS has been updated to display Jr. Coach members which is automatically done by registering a non-athlete member who is 16 or 17 years of age.

- Flex Membership – Team Unify has launched their software update. Active is in the process of making updates, but not projecting to be done until sometime in October. No idea on MDVS. Pam will take names of LSCs that don't offer it, and Team Unify will turn it off.

Carol – Since Active doesn't have Flex, it doesn't identify Flex members, so you need to go back to club and ask who they are. Then you can change them to Flex in the holding tank.

First name issue of Tommy and SWIMs had Thomas, and no error code.

Middle name issue of title case. Be sure to note if they put n/a or none as middle name. It will change the member ID.

Send issues to Denise so that she can alert IT.

New Business

a. 120-Day Rule – Mark and Erin, each LSC is interpreting this differently. So how is your LSC managing this. A topic to discuss at round-tables. Need to all be on the same page. Closed vs. Open

b. Dual Membership – second fee waived, if you have an athlete who is also a coach member, should the 2nd fee be waived. What if they have two different member records in SWIMS. What if you have a coach who coaches in two different LSCs. Currently Jr. Coaches must pay both fees. Jr. Coaches must be under direct supervision of a current certified non-athlete coach member. SWIMS is not able to accommodate tracking the second fee refunds. The waiver of the second fee will need to be tracked by each LSC, which they will submit a list to USA Swimming, and the total of reimbursement will be given back to each LSC either monthly or quarterly.

c. Club Registration Application - add a Club Registrar Field – will add to club application.

d. SWIMS Manual Update – in the process of updating and should be complete by the end of the year

e. Registration Manual Update – in the process of updating and should be complete by the end of the year

f. Safety Training Update – the online course will not change. IT is working on displaying second expiration date that will show on reports and on Deck Pass.

Next Meeting (to be set in November after new committee appointments) – Cathy/Denise will notify the committee.

The committee would like to thank Robert Broyles who has served as the Vice Chair of the Administration Committees for last 4 years as part of Membership / Registration Committee.

Adjourned – Wednesday, September 26 at 3:00 p.m.