

## 2019 Registration / Membership Committee Meeting

September 11, 2019

Attendees: Carol Healey, Chair  
Mark Brown, Technical Vice Chair  
Pam Lowenthal, Education/Training Vice Chair  
Carole Lee  
Tom Healey  
Jim Patterson  
Erin Schwab  
Josie Uerling  
Andrew Rottinghaus  
Denise Thomas  
Cathy Durance  
Barb Frith (absent)

1. Call to Order - 1:00 p.m.
2. Approve Agenda – Motion approved and seconded
3. Approve Minutes of Previous Meeting (February 2019) – ask committee for input for Newsletter  
Motion to approve and seconded – all in favor yes.
4. Sub-Committee Reports
  - a. Communication (*Denise Thomas*) – ask LSC registrars for input
  - b. Education (*Pam Lowenthal*) – working with times committee on validation system to better data on times. Zone workshop will not include Reg/Mem – they meet every other year.
  - c. Technical (*Mark Brown, Erin Schwab*) – SWIMS enhancements and their current status. With the current mandate to employ CAT, APT and addition member’s email address, all the enhancement requests have been put on the backburner. MDVS 2.0 – John Burbidge needs more details.
5. Workshops
  - a. Convention
    - i. Registration Committee Meeting / Workshop – Wednesday, 9/11: 2:00 – 3:50 p.m.
    - ii. Team Unify and Active Vendor Demos – Friday, 9/13: 2:00 – 3:50 p.m. – have Active give more details on their programming.
  - b. 2020 Zone Workshop  
All Zones: May 1-3 in Chicago  
Chairs: General Chairs, Admin. Vice Chairs, LSC Staff, Safe Sport, Diversity, Equity and Inclusion, and Officials - do LSC’s change their bylaws to DEI? Yes, it’s a housing keeping item. Is there a plan to add a meeting for LSC registrars to meet at the Zone workshops? Yes, depending on the demand and who maybe already attending in a different role within their LSC.
6. SWIMS Updates / Miscellaneous

- a. USADA Coach's Advantage Tutorial (CAT) Requirement – CAT will be required officially on January 15, 2020. If not complete by this date, member record will be flagged, and the member will not be able to access their ID card on their Deck Pass account.
- b. Concussion Protocol Training (CPT) for Officials and Coaches – will be officially required on January 15, 2020. If not complete by this date, member record will be flagged, and the member will not be able to access their ID card on their Deck Pass account. If a state requires their own CPT course other than Center for Disease Control (CDC) or the National High School Federation (NHSF), the member will be required to complete that as well if coaching/officiating in that state and present it when registering at the site. If certain states require it on an annual basis, SWIMS will need programming to capture the expiration date. Currently we only show completion date.
- c. MAAPP – Minor Athlete Abuse Protection Training (all non-athletes and athletes 18+) – MAAPP was changed where the three (3) courses that were previously required are now under one course; Athlete Protection Training: Core Course. Athletes who are 30 days out from turning 18, will receive an email notification indicating that this requirement must be completed. A 30-day grace period is given once the member turns 18.
- d. Additional Email Address Field – The previously existing Email field was changed to Family Email, and a new Member's Email address field was added. Currently, both email fields will populate the same email address unless new information was received when the member renewed. Once programming for all reports has been completed in SWIMS, the email fields for non-athletes will automatically update where the family email address will be blank, and the member's email address will remain.
- e. Preferred Name – are there any restrictions/guidelines, impact on entries - what right does the LSC have to change these? Parents/Guardians, clubs and LSCs should be aware that preferred names show up on meet entries and results.
- f. Seasonal Membership – member is not allowed to two Seasonal members in the same registration period. If the member is registered as Seasonal, and their seasonal membership lapse, they must change to Premium. SWIMS will be programmed where a member can Upgrade from Seasonal to Premium.
- g. Transgender Procedures (MJ) - LSC registrars need to notify HQ, and the process is followed. Once the process is followed, the change will be made at HQ, and the LSC will be notified.

## 7. Review 2019 Legislation

- a. USA Swimming Club Membership Fee Increase – renew \$250, new \$500, hardship case if approved, LSC will reduce their fee and USA Swimming will reduce their fee – HOD voted no
- b. R2 – 120-day rule – Open vs. Closed and the School Rule

### CLOSED COMPETITION

- Competition exclusively among members of a single club
- Competition or series of competitions within an independent organization open only to members of that organization, such as:
  - YMCA competition
  - Summer league competition
  - Conference competition
- Closed competition does not include representing a group within USA Swimming such as LSC, Zone, Region, or Section, nor does it include dual meets, invitationals or other meets where only certain clubs are invited to participate

OPEN COMPETITION — competition that is not otherwise defined as a closed competition in which any qualified club, organization or individual may enter.

OPEN EVENT – an event in which any qualified individual may compete, regardless of age.

203.3 For a swimmer to represent a USA Swimming club in a competitive event, one hundred twenty (120) consecutive days must have elapsed before the swimmer is permitted to represent any other USA Swimming club in USA Swimming open or closed competition. The 120-day count shall begin on the day following the last date the athlete represented a USA Swimming club in open competition.

8. How to manage future issues and discussions
  - a. Quarterly Conference Calls – 1<sup>st</sup> to be scheduled in December, then 1<sup>st</sup> of April.
  - b. Calls as needed
  - c. In-person meeting (request funding for a meeting)
  
9. Meet Assignments: review the procedure
  - Nov 6-9 TYR Pro Swim Series – Greensboro, NC - Erin
  - Dec 4-7 Toyota U.S. Open - Atlanta, GA - Carole
  - Dec 11-14 Speedo Winter Junior Championships (East) - Atlanta, GA - Mary
  - Dec 11-14 Speedo Winter Junior Championships (West) - Federal Way, WA - Pam
  - Jan 16-19 TYR Pro Swim Series – Knoxville, TN - Mark
  - March 4-7 TYR Pro Swim Series – Des Moines, IA - Barb
  - April 16-19 TYR Pro Swim Series – Mission Viejo, CA - Mark
  - May 6-9 TYR Pro Swim Series – Indianapolis, IN - Pam
  
10. Old Business
  - a. Update on Member Data Validation Project (*Denise Thomas*) – Hy-tek (Active) has updated their software where clubs can submit batch file directly to the LSC file manager. They have not updated their software to compare/validate member's information with SWIMS.
  - b. Junior Coach Membership (*Denise Thomas*) – *remind non-athlete coach members and clubs that all the items required to be a Jr. Coach are the same as non-athlete coach members except for the background check which is required once the Jr. Coach member turns 18. Additionally, remind them that they must always be in direct supervision of the non-athlete coach member.*
  - c. Flex Membership (*Denise Thomas*) – *nothing new except the enhancement request for LSC registrars to be able to change the upgrade date*
  
11. New Business – what's the Membership/Registration purpose/mission. Pam/Jim – will take time to think about this and will be discussed at the next business meeting. It will be re-evaluated, and a call will be scheduled to discuss with the Membership/Registration Committee.

Currently, the mission reads:

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/pending SWIMS enhancements.

4. Promote and maintain collaborative relationships and communication with other USA Swimming committees.

a. Important – new information should come directly from USA Swimming; take the ownership off the LSC registrars

12. Next Meeting/Conference Call - to be set in November after new committee appointments

13. Adjournment