

REGISTRATION/MEMBERSHIP COMMITTEE MEETING  
NOTES  
September 15, 2020

1. Call to order - 2 p.m. MT
2. Approve Agenda - seconded / approved
3. Approve minutes of August Meeting (August 13, 2020) – seconded / approved
4. Sub-Committee Reports
  - a. Communication (*Denise Thomas*) - will continue to send updates to LSC registrars via email and through the Registrar Newsletter
  - b. Education (*Pam Lowenthal*) – no new updates
  - c. Technical (*Mark Brown, Erin Schwab*) – prioritized list and removed outdated work orders. Denise will work with IT to get enhancement requests programmed in SWIMS.
5. Online Membership Registration Status:
  - Standalone application outside of SWIMS, that will interface with SWIMS
  - Catalyte (formerly known as Stratera) has been contracted to build the framework and construction of the application
  - SWIMS will go through a series of transformations that will connect to the online membership registration application
  - During the transition, there will be multi-applications operating in SWIMS
  - OMR application will be ready in early December 2020
  - Online Task Force to view application and provide feedback
  - Small group of testing to start around April 2021
6. LSC Private Webpage – during the transition to the new website, the LSC Private webpage was not transferred. This will be rebuilt with relevant information/documents to assist LSC registrars.
7. Registration Manual Status – currently being revised by committee members. Once a final draft has been created, it will be sent to all LSC registrars, and it will be available on the LSC Private webpage. A couple of questions regarding Open Water 3-day Individual Membership:

- Why does the Open Water 3-day membership only apply for Open Water? The concept was to increase participation in OW meets, by allowing U.S. Master Swimmers, triathletes, etc. to participate in our meets.
- Will there be consideration made to create a registration file type for OW to create batch files? This will be discussed with IT and with the third-party vendors

8. SWIM Tips – revisions – this document/manual will be updated to reflect all the current changes made in SWIMS and will be available on the LSC Private webpage in the next few months

9. Bylaw Amendments – SWIMS programming changes? Program requests will be submitted to USA Swimming IT group to accommodate the changes to the bylaw amendments; all club board members must be current members in good standing with USA Swimming and, for those coach owned clubs, more than one coach member must be identified as a current coach member in good standing. For now, it will be the responsibility of the LSC registrar to verify that the club is complying.

Questions: How is it enforced in the interim?

How does it impact insurance coverage?

10. Flex Status / Updates – no changes to Flex until 2022

11. Foreign Forms – electronically – will be updated and provided to all the LSC registrars

13. Old Business – Membership / Registration Committee purpose/mission (see below) – will continue to work on a final draft

- Middle name issue in holding tank –

Currently the system works as follows in the holding tank:

1. If the reg file has either a middle initial or is blank for middle name and SWIMS has a middle name, the HT shows an error.
2. The record must be opened and saved to clear the error.
3. A holding tank approve cannot overwrite a middle name with either a blank value or an initial.

Would like to request it to work as follows:

1. Suppress the error if the Middle name in the Reg file is just middle initial and the middle initial in the file is the same letter as the first name as the middle name in SWIMS.
2. Suppress the error if the reg file has a blank value for middle name and SWIMS has a value.
3. Keep the error if the reg file has a middle name (more than just an initial) that is different than the value in SWIMS.
4. Keep the error if the reg file has a middle initial that is not the same as the first letter of the middle name in SWIMS.
5. Keep the rule that a middle name in SWIMS cannot be blanked out by a blank middle name or an initial in the Reg File.

#### 14. Announcements

- a. Virtual Convention 2020 - status check – all members have registered. No new information available.
- b. Next Meeting – will be announced sometime after the committee has been updated with reappointments and/or new appointments based on those that are terming out.

#### 15. Adjournment

##### 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.

Revision: Communicate registration priorities with IT staff for implementation into current and future SWIMS programming.

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

Revision: As first-hand users of SWIMS, provide feedback as well as serve in an advisory and collaborative relationship with other USA Swimming entities.