

Membership / Registration Committee Meeting Notes  
January 27, 2021  
2:00 p.m. (MT)

Attendees: Mary Turner, Pam Lowenthal, Barb Frith, Colleen Buchanan, Carole Lee, Erin Schwab, Annie Kramer, Piper Burton, Denise Thomas

Absent: Mark Brown

1. Call to order: 2:02 p.m. (MT)
2. Approve agenda – approved with these items included to be discussed under New Business:
  - Non-athlete Outreach
  - Transfer Rule
  - CPR / In-water Safety Training Extension
3. Approve minutes from meeting on September 15, 2020 – approved
4. Communication (Denise Thomas) – work on next LSC Registration Newsletter (include current list of LSC Registrars)  
Education (Pam Lowenthal) – would like to receive notifications when issues appear and/or something has changed as it relates to membership / registration.  
Enhancements (Erin Schwab / Mark Brown) – revisit the current list, and check with IT to determine what is still relevant and prioritize the list to determine when updates can be made.
5. Registration Manual – Transfer Rule updates/revisions
  - Transfer Rule section will be its own section.
  - Closed competitions – determine better definition; clearer understanding
    - As part of the Glossary in the Rulebook, any changes will need to be submitted as legislation to be reviewed / approved at the 2021 Convention.
  - Links in manual are what are left to be finished
  - New Club Application Procedure – The Criteria for New Club LSC Assignment in the Club section of the Registration Manual states that the Local Administration Vice Chair of USA Swimming will make the final decision when there is disagreement between LSCs as to the LSC in which a new club should be located. This is no longer a position within USA Swimming and it is not clear who will make this determination. Mary will check with Rules and Regs for input and will report back to the committee.
6. LSC Private Webpage
  - LSC registrar group will be located on Microsoft Teams
  - Start adding documents to the Team's group for LSC registrars to access
  - Decide on other documents / information to be added
  - Add Link to Directory once it has been updated
  - Establish some housekeeping rules and appoint a gate keeper
7. Online Membership Registration – a meeting will be scheduled for the OMR taskforce
8. Flex
  - a) Has it been a beneficial option for the LSCs this past year?
    - Helped clubs stay a float
    - Helped attract new members and retain past members
    - There hasn't been a huge change of Premium members renewing as Flex
    - Upgrades were taking place quicker and more often due to participation in sanctioned inter-squad meets
    - Will Flex changes still be implemented for the 2022 registration period
      - Would like to request maintaining current procedures until at least 2023
    - Possibly explore limiting the number of times you can register as Flex vs. restricting it by age

- YMCA / USA-S dual registered members definitely used Flex to their advantage. A possible consideration is to include approved meets in the 2 meet limit. Currently only sanctioned meets are included.
  - Still issues with not being able to change Upgrade date
9. Meet Assignments – nothing at this point
  10. Membership / Registration Committee purpose / mission – revision approved (see final version below)
  11. New Business
    - b) Zone Workshops – will Registration / Membership be included?
      - Possibly do a LSC Registrar Townhall Meeting – will need to determine a date
    - c) USA-S / YMCA Dual Members
      - Conflicting information on number of USA Swimming clubs listing affiliation with YMCA vs. the number that the YMCA has
        - Educate LSC registrars / clubs on determining if it is a YMCA club
        - Varies per LSC and how the Y's run their meets
    - d) Non-athlete Outreach Membership Category
      - Only for non-athlete Officials / Other
      - Need clarification if this has to be approved by the board and/or HOD
      - This needs to be well thought out, and properly communicated / promoted to members
      - Start at the grassroots – LSCs can provide this opportunity for their members who qualify.
    - e) Transfer Rule – 120-day rule
      - 120 days was determined based on the length of a usual season
      - Discussed change the length of time from 120-days to 30-days
      - There still needs to be something in place to serve as a deterrent from being able to hop from club to club
      - Maybe change to 60 days in order to best manage transfers – nothing less
      - Basing transfers on age of athletes and/or level of swimmer was considered but it was felt that the rule should treat everyone equally as it currently does.
      - Consensus of members was that 120 days should remain the length of time that an athlete must remain unattached when moving to a different club.
      - It was mentioned that exempting closed competitions from the 120 day requirement does provide an unfair advantage for dually registered athletes.
    - f) CPR / Safety Training provisional extensions are currently being determined
      - Operational Risk is currently updating the list of approved organizations / courses
      - Include Operation Risk Sub-Committee on the LSC Registrar call to get everyone on the same page and create consistency
  12. Announcements - ????
  13. Next meeting – to be determined
  14. Adjournment – 4:18 p.m. (MT)

#### PROPOSED 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 registration priorities with IT staff for implementation into current and future SWIMS enhancements.
4. As first-hand users of SWIMS provide feedback as well as serve in an advisory and collaborative relationship with other USA Swimming entities.