1. Call to order – 2:05 p.m.
   • In attendance: Mary Turner, Pam Lowenthal, Mark Brown, Eric Stimson, Erin Schwab, Carole Lee, Barb Frith, Denise Thomas, Hilary Perez and Abby Howard
2. Approve Agenda - approved
3. Approve minutes of September 2021 Meeting - approved
4. Sub-Committee Reports
   a. Communication *(Denise Thomas)* – next newsletter to be distributed around December 15
   b. Education *(Pam Lowenthal)* – draft Online Registration Manual will be completed once training is complete
   c. Technical *(Mark Brown, Erin Schwab)* – current enhancement list to be reviewed by Patrick to confirm that enhancement items are being addressed as OMR is being created
5. Online Membership Registration Status – Patrick Murphy
   • Test accounts to be available by Thanksgiving for testing to start by Mary, Pam and Eric
   • Testing will be open to others sometime in January or February
   • Bring in times people as well to help with testing
   • OMR will not change the importance of LSC registrars. Certain aspects will change, but OMR will still require the attention of LSC registrars

What is the process in getting clubs/members registered?
   • Clubs will have a unique link to OMR on their website
   • Members will use this link to register
   • LSCs will still be required to set up their registration periods/types
   • Clubs will then be able to set up their registration types along with the third-party vendors
   • A third-party vendor will be used to secure information
   • Batch files will no longer be utilized
   • Members will be flagged as being paid or not paid
     o Members pay the club
     o Club pays the LSC
     o LSC pays USA Swimming (same process as what currently exists)
• Once a member is registered, whether paid or not paid, they are considered a current member of USA Swimming
• Outreach members will be managed by club – separate link will exist for this
• Cancellation policy – this will need to be determined
• Flex to Premium – member will manage this on their own

Times
• Times will be loaded into separate buckets – it is a one-way data transfer
  o USA Swimming times
  o FINA times
  o High School times
  o International times
  o NCAA times

Club transfers
• Members initiate the transfer
• Transfer appears in a queue
• LSC approves it
• When transfers occur during a renewal, it will be a one-step process.

Online Club Registration
• Each club will manage their club information, members, facilities, etc.

New Clubs
• Club will submit registration application along with applicable documents for review
• LSC reviews the information
• USA Swimming receives the information and proceeds in approving club registration

Non-athlete Online Membership Registration
• Registers directly online through link
• Non-athletes will upload documents/certifications directly through their member portal

6. Discuss new Registration Type – Liz Hahn
• Center for Safe Sport is responsible for dictating policy / training
  o The Center does perform yearly audits with Headquarters to verify that we have the correct policies in place
Most likely down the road, audits will also take place at the LSC level

- Employees / Board members of clubs must be registered as non-athletes
  - Registration is determined by if the individual has direct/frequent interaction with athletes, or
  - If the individual is responsible for making any decisions for athletes
  - Basically, if someone’s role includes the oversite of the day-to-day operation of a club, they are required to be non-athlete members
    - Possibly create a self-awareness questionnaire to determine if they need to be a non-athlete member
    - Create a flow chart

- Policy goes into effect starting January 1
- New registration type at the cost of $30
  - Will be available starting September 1, 2022, for the 2023 registration year
  - Currently must register at full price
- Meet Marshalls are now required to register as non-athletes
  - Does not include timers or meet administrators
- FAQ and other information regarding this new policy will be in December’s LSC Registrars newsletter

Future registration / membership considerations should be communicated to the committee so that it can collaborate and accomplish a reasonable end goal that includes everything that needs to be addressed

7. College Clubs – Mary

- Are all members of a “College Club” required to be members of USA Swimming?
  - College clubs are a separate entity and are governed by the NCAA
  - Can a so called “College Club” also be a non-school club outside the NCAA swimming season?
- Erin is going to create a Task Force to review the policies/practices that will define “What is a College Club”

8. National Meet Assignments – TYR Pro Swim Series, Knoxville, TN – Pam will be responsible for the pre-meet recon
   • Registration / Membership Committee at 1:00 p.m. (MT)
   • LSC Registrars at 2:00 p.m. (MT)

10. Announcements
    • Have the Zone coordinators reach out to new LSC registrars
    • Conduct a Registration / Membership 101

11. Adjournment – 3:45 p.m.