



Membership / Registration Committee Meeting
November 16, 2021
2:00 p, m, (MT)

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
 - Members pay the club
 - Club pays the LSC
 - 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
 - USA Swimming times
 - FINA times
 - High School times
 - International times
 - 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
 - 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 oversight 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



9. Upcoming Meeting Dates – January 18, 2022

- 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.