

REGISTRATION / MEMBERSHIP MEETING

APRIL 20, 2021

2:00 – 3:18 p.m. (MT)

NOTES

Call to order 2:02 p.m. (MT)

Agenda approved and minutes from January's meeting approved.

1. Teams usage and access – Denise
 - a. LSC registration / membership chairs were invited to join the Registration / Membership group in Teams
 - b. Documents and information specific for use by LSC registrars will be located under this group
 - c. Chats and messages can be utilized from this group to everyone individually or to the entire group
 - d. Notifications will be sent when documents **or** information has been added
2. Outreach Survey – Link to survey will be emailed to all LSC General Chairs, Membership Chairs and Registration Chairs
3. LSC Board Updates Form – the link to this form will be located on the Teams group and on the LSC Governance page on USA Swimming's website
4. Status of Online Registration – Patrick Murphy
 - a. Online registration is approximately 90% complete
 - b. Club functionality is approximately 80% complete
 - c. Both will be ready September 1, 2022 for the 2023 registration year
 - d. Testing will start the spring of 2022
 - e. A few questions were asked:
 1. Will the member be considered registered just by paying the USA Swimming fee and not the LSC fee?
TBD
 2. How will Outreach and transfers be managed? TBD
 3. How will transfer fees be handled? **USA Swimming is building an automated process where members can request a club transfer. LSCs will handle fees on their own.**
 4. Will the member have to pay the USA Swimming fee and LSC fee separately? Seems it would be difficult to track. **TBD**
 5. If a team doesn't use Team Unify, how will they be able to register their members? **Each team will have an Online Registration link that can be sent to prospective members/families.**
 6. Who will be paying the credit card transaction fees? **USA Swimming will handle USA Swimming transaction fees.**
 7. Will the LSC registrar complete the transfer by adding the last attach date, or will this be automated? **This will be automated... see above**
 8. If payment will be done separately, what happens if the LSC fee doesn't get paid? Does the registration still get processed? **TBD**
 9. If LSCs need to build their own separate billing system, they will need much advanced notice to get it done.
 10. Please keep LSC leadership in the loop on all registration changes as it may require changes to their P&P.
 11. How will birth certificates be managed if an LSC requires them? **We can require Birth Certificates during Registration.,**

As work continues and training materials are developed, questions and concerns will be addressed.

5. 2022 Applications – currently being reviewed by Abby Howard – will be available early May and will be located on Teams
6. 2022 Membership Fees - \$2 increase on Premium and Non-athlete memberships
7. Transfer Waiver Policy – any questions/concerns – no questions and or concerns
8. Satellite Clubs – How does your LSC manage these?
 - a. Basically a club member who has multiple locations and each location has their own head coach and other positions, they are added as Satellites under the main club member.
 - b. Each Satellite club can send in separate registrations, but everyone is still registered under the main club member
 - c. Some LSC's charge the regular club member fee or whatever amount they determine
 - d. If Satellite clubs have different board members, are they required to be registered, and if yes, how can that be enforced?
 - e. What are the benefits of Satellite clubs? – gives more members the opportunity to function under one main club member
 - f. There are clubs that use many practice facilities, that are not considered Satellite clubs. Satellite clubs are clubs that split duties such as registration/payment, or they have their own board from a previous merger.
 - g. Should we define what a Satellite club is and how they should be managed? Maybe a task force should be created?
 - h. The LSC should not be responsible for deciding if a club needs Satellite clubs added. It is a decision that should be made by the club.
9. CPR / In-water Safety Training - new extension? More information to follow.
10. Registration Manual – status – It has been finalized and will be made available on Teams.
 - a. Will update the Foreign Form links first before making it available to LSC registrars
11. Upcoming Meeting Dates – reoccurring meeting every 3rd Tuesday of every other month at 2 p.m. (MT)