

REGISTRATION/MEMBERSHIP COMMITTEE MEETING
NOTES
September 14, 2021

1. Call to Order at 2:00 p.m. (MT)

2. Approved Agenda

3. Approved minutes from the April 2021 Meeting

4. Sub-committee Reports

a. Denise – Communication: will continue to create and send LSC Registration Newsletters quarterly. Next one will be done in December

b. Pam – Education: nothing new right now. Once the Online Membership Registration (OMR) is ready for testing, training will be available for all LSC registrars

c. Mark / Erin – Technical: nothing new. Anything that currently exists on the enhancement list is on hold as IT is spending their time on creating OMR.

5. Online Membership Registration Update – Patrick Murphy – the framework is on schedule and OMR will be ready to test Spring 2022. It will be ready to use in the 2023 membership year, starting September 1. Training will be provided leading up to the launch.

6. Review of New Club Requirements – Hilary Perez – discussed the new club checklist, with the biggest change made to the qualifications/requirements of the head coach.

7. Update on Flex Upgrades – Denise – discussed the recent changes in SWIMS for managing Flex upgrades.

- The LSC registrars now have the ability to input a specific date for the upgrade date.
- Upgrades will be prevented if trying to upgrade after September 1 for the same registration year.

8. National Meet Assignments – will assign the remainder of meets taking place this year. Once the Membership / Registration Committee has selected new committee members, the meets taking place the first 6 months of 2022 will be assigned.

- U.S. Open (12/1-4) in Greensboro) – Barb Frith
- Winter Jr. Nationals (12/8 – 11)
 - Greensboro – Mary Turner
 - Austin – Pam Lowenthal

9. Review Membership / Registration Committee purpose / mission:

CURRENT 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.

10. Demonstration of Microsoft TEAMS – Jane Grosser – quick look at TEAMS and how it is used. All of the LSC registrars are part of the Membership / Registration TEAMS group. Files and documents applicable to registrars are available in the TEAMS group.

11. Meeting Dates – The Membership / Registration Committee will host meetings the 3rd Tuesday of every other month, starting November 16, 2021 at 2 p.m. (MT)

12. Announcements –

- APT & CAT Issues –
 - The issue with APT certificates has been fixed. Certificates are now available and show the correct dates.
 - When the CAT is completed, the same message as the APT is entered in the Last Modified Date in the coach's record: "(date) by AthProtectionTrainingWebService."
- Club Affiliation on Club Registration Form – If a club is only renting lane space at a facility, it is not necessarily affiliated with that organization (ex. YMCA, college/university, etc.). Affiliation means the club is sponsored by or represents that organization.

13. Adjournment – 4 p.m. (MT)