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Greetings

From: Angela Monty, Chair. Registration / Membership Committee

2023 has been a year of change and strides. There has been many updates and transitions to the SWIMS database, OMR and OTS. We have navigated some of the large challenges of 2022-2023 and

have now set our sights to full preparation for the 2024 trials.

Thank you for your leadership, networking, assistance in streamlining processes, communication and transitioning members with the updated registration processes. All of the registrars have been invaluable to the athletes and families of our amazing sport. We appreciate your patience and encourage you to continue to work together while sharing your ideas and feedback as we navigate the new updates to SWIMS.

A little about myself: USA Swimming has been an integral part of my life since I was 4 years old. I started competing at the age of 4 and continued into college. After graduation, I decided to pursue one of my life goals of becoming a swim coach. Growing up, our coach taught us that everything we learned from our swimming experience would prepare us for life lessons. To this day, many of the athletes who swam for him still talk about how all of his “in” and “out” of the pool lessons prepared us for life. After I hung up my suit and goggles, I picked up a stopwatch and was a head coach for 15 years. During my time coaching, I had the honor of witnessing thousands of athletes have their “a-ha” moments and learn life lessons through swimming. I also had the fortune of watching both of my children learn to swim, watching my daughter compete through college, serving on the Wisconsin Swimming Board of Directors’ as the DEI Chair, representing WSI at 8 USAS Conventions, and participating on the USA Swimming National DEI Committee from 2014-2017. In 2016, when my daughter graduated from high school, I transitioned off deck to spend more time with my son before his graduation. Still wanting to stay active in the sport, I accepted the WSI Zone Team Director and in 2017 I added the WSI Registration Chair duties to my job description. Since 2017, I have worked with the WSI Board to increase communication and grow our staff to meet the needs of our membership and have since accepted the Managing Director role for WSI. In my spare time I enjoy decorating my home for each holiday, boating with my family, gardening, visiting my niece in GA, listening to music and hanging with my husband, our children and fur-children.

I wish you and your families a terrific holiday season and look forward to meeting and working with you all in the new year!

All the Best,
Angela

From: Eric Stimson / Denise Thomas

Hi Registration Chairs,

We want to thank all the LSC registrars for their patience, flexibility and willingness to embrace all the changes/updates made as we close out the first full year of the new SWIMS. We certainly are in a much better place this time of year than last year, and it is all because of your hard work and support in the new system. We will continue to make advancements that will make the system even better for all users. Please do not hesitate to reach out to us and continue submitting support tickets if something needs to be resolved.

Happy Holidays!

Help and Support Are Available

Each Zone has a USA Swimming Registration Chair who can assist in the training of and dissemination of information to the LSC Registration / Membership Chairs. It is important to know who your Zone Chair is as they will help guide, support and share information with you.

2023-24 USA Swimming Zone Registration Chairs

Eastern: Mary Turner (VA), myturner525@gmail.com

Central: Erin Schwab (OH), office@swimohio.com

Southern: Vanessa Brewer (FL), vanessa.brewer@floridaswimming.org

Western: Laurie Benton (PC), laurie@pacswim.org

A complete list of LSC Registration Chairs can be found [here](#). Updates to this page can be sent to estimson@usaswimming.org. A USA Swimming staff resource list can be found [here](#).

Most USA Swimming committee meetings are open to the public to attend. If you are interested in attending a specific committee meeting, visit [USA Swimming's events page](#).

New Club Application Process & Enhancements

Application Process

As a reminder, all new club applications are now submitted online through individual member's USA Swimming account. To continue filtering clubs through the LSC Registration Chairs as the first point of contact, interested club members will be directed to reach out to the LSC Registrar. This will allow the LSC to work with the individual regarding required memberships and walking the club through the new club application requirements. Please feel free to refer to the [Start a New Club webpage](#) for more information and a copy of the [checklist](#).

If the Registrar has deemed the club ok to go through the application process, the registration chair should reach out to Hilary Perez (hperez@usaswimming.org) requesting that the application be made available. In this request, please provide the contact's Full Name and Member ID.

After the application has been submitted by the club, the LSC Registration Chair can view and download the application under Admin > Workflows. Once approved by the LSC Registrar, it will be sent to the queue of Hilary Perez and Team Services. Once approved at NHQ, this will trigger SWIMS to automatically create the club's membership record and roles to the club's listed staff members will auto-assign.

Notes to consider when working with the club:

- Before an application can be released, the club leader applying to the club must be a current USA Swimming Member in Good Standing.
- New Club requirements have remained the same during this transition.
- Before an application can be submitted, all club staff and leaders must be current members in Good Standing. The application should not be approved if a member is not in Good Standing.
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If a required staff role has been left blank, the application will be prevented from submitting.

- If you have a club who is changing structure, please reach out directly to Hilary Perez to discuss the next steps. How the club should move forward will be determined case-by-case.
- Clubs who are returning after a 1–2-year lapse in membership may simply renew their club’s membership. This can be done by assigning the individual the ‘Club Administrator’ staff role – please ensure this individual is a member in Good Standing prior to assigning the role. Clubs are required to abide by Bylaw 2.6.11.
- Clubs who are returning after a 2+ year lapse in membership are required to go through the new club application process. Please reach out to Hilary Perez to discuss the next steps.

New Club Application Enhancement:

With the recent enhancements, all LSC Registration Chairs can now download a copy of their recently received new club applications! [Click here](#) for information on downloading new club applications.

Prior to approving, all LSCs should review the application to ensure that all requirements have been met. Please work with your clubs regarding any missing documents, memberships or required information. When you approve a new club application, the application will be removed from your workflows and sent to the workflows of Hilary Perez and Team Services, at USA Swimming. Once received there, the standard approval process will take place and the membership record will only be created upon approval by NHQ. [Click here](#) for information on how to review and download a copy of your applications.

**Note: When you do receive a club application, a message will appear in the ‘Messages’ section of your Member Dashboard. We recommend checking the queue at least once a day.*

Registration / Membership Committee

Angela Monty, Chair, Wisconsin Swimming

Vanessa Brewer, Florida Swimming

Laurie Benton, Pacific Swimming

Moriah Tyrell, New England Swimming

Tracy Meece, Minnesota Swimming

Susan MacDonald, Maryland Swimming

Samantha Haley, Athlete Representative, Connecticut Swimming

Hadley Wartner, Athlete Representative, Minnesota Swimming

Provisional Coach Membership

A few reminders:

- This membership is only available for new coaches or coaches who have been off deck for more than a year.
- All coaches under this membership must be supervised by a coach member in good standing at

a 1:1 ratio.

- The link to the requirements: [here](#)

Note: If registered as a Provisional coach and should be registered as coach, or vice-versa, a refund will be necessary to reregister as the correct membership type.

Transfers

USA Swimming staff is working on a communication platform regarding transfers. It has to go through testing before it can be put in production, but it hasn't been forgotten and is still a focus.

Foreign Forms

For quick reference, please keep the following forms on hand:

- [Foreign Invitation to Athletes and Teams](#)
- [Notification of USA Swimming Membership](#)
- [Release USA Swimming Member to Join Foreign Federation](#)
- [Foreign Travel Permit](#)

Disability Waiver

When a coach is not able to complete CPR/AED and/or In-water Safety Training, the coach can apply for a waiver. The instructor facilitating the course(s) usually confirms the length of the waiver, so the LSC registrar isn't the one making that determination. This allows the registrars to be the neutral gate keepers. Generally, the instructors are pretty clear: If it is a temporary disability (such as a broken arm, etc.), they would likely give up to one year. If it is a long-term or permanent disability, they clarify that, and it would be the normal two-year validity. Please be cautious about automatically applying one year to all waivers because that can be perceived as discrimination.

The Disability Waiver form can be found [here](#).

Additional Resources

- [Bulk Guide](#)
- [Athlete Self Renewal guide](#)
- [Non-Athlete Self Renewal](#)
- If you need to report a concern of sexual misconduct, please contact your local law enforcement agency and the U.S. Center for SafeSport. You can make a report to the U.S. Center for SafeSport at www.uscenterforsafesport.org/report-a-concern/.
- All other Safe Sport concerns can be reported through USA Swimming's online reporting form

at www.usaswimming.org/report or by contacting USA Swimming's Safe Sport staff at safesport@usaswimming.org.

- For additional assistance please email the following:
 - Background check email BackgroundCheck@usaswimming.org
 - APT questions– please submit a ticket from your SWIMS account.



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