



Membership / Registration Committee Meeting Notes
December 11, 2024
1:00 p.m. (MDT)

In attendance: Angela Monty, Vanessa Brewer, Moriah Terrell, Loren Fischbach, Susan McDonald, Laurie Benton, Karyn McCannon, Eric Stimson, and Denise Thomas

Approve Agenda - Yes

Approve Meeting Notes from October 16, 2024 - Yes

SWIMS 3.0 Updates/Releases – Eric

Release Notes – Some things will be pushed to January. A big focus on times, sending things to the error tank, changing the grids, ex. Provide some dropdowns to fix the error. Changes to relay, so you do not have to delete and reload the times. Changes must repopulate everything related to changes, Data Hub, etc.

Eric can load some of the old records and Tim Husson is helping with this. New and making changes to reports. OMR revamp is on the road map, and it will be coming quickly. Ideas – add family member, so some help context will be there. Change of flow, so it is more evident on what to do and what is next. Suggestion – go back one step, and rename register new member, and have it done everything, add new role, etc. Simplify the process, with one button click.

Angela question – how often is ACH clearing. It depends on the bank. You see the amount deducted from their bank, but that does not mean it has been processed. The registration date is based on when it clears, not when they were registered/renewed. There is no way to tell how many members per club have been bulked renewed at any time because of the processing time.

Are there any issues with the auto notifications – Eric will check

Eric – how are your workflow volumes at the LSC level. Everyone responded that they are very manageable at this time.

Pacing report – are we on target or above or beyond

Susan – change in membership for times being uploaded for Observed meets. Times will be uploaded for a current member in good standing.

Eric - Times for approved/sanctioned are the same, then observed and NCAA approved times for the purpose of meet entry only.

Offer ACH for club renewal – we will look at it.

Coach Owner Transition for Registered Clubs – Group

Coach owned, the coach transitions out and are there any notifications, alert messages, anything that should be followed up. Do your LSCs do anytime of tracking of this? Currently it is taking place behind the scenes.

The college team changing to coach owned and how does this work. It has not come up yet, but it will need to be addressed. What things are allowed for a club to change. Need step by step details on what needs to happen. Contact Team Services so that it can be reviewed. What are the things that we cannot control?

Club admins can change Affiliation, Legal Entities but nothing else. The head coach of a club is not in good standing, how does this affect their club insurance? COIs are still issued, but there is potential of a liability of coverage. Can a notification be done when a head coach, club administrator or president change on a club?

Owner and owner type, tax listing, club admin changes, no club admin notifications to LSC registration admins. A staff member transfers off the club, need some type of notification. Some bad data still because of the migration from SWIMS 2.0.

Over 18,000 transfer/requirement notifications. Club codes will have to be left at 4 characters, even long last names and meet names screws up things in Meet Manager.

Moriah – similar question, can we change the club code and name? As long as it is not expired. It is up to the LSC. Any challenges that may have to be escalated to USA Swimming. What should be the experience of a new head coach coming in – how is this managed?

Non-athlete membership types, Admin, Other and Coach/Provisional Coach

*What does this mean? What are the expectations? How is this monitored and checked? Who should be watching for this? Communication process to alert USA Swimming staff of a potential new club? How LSC's can assist in monitoring and alerting USA Swimming staff regarding these changes?

Need to be consistent in our message. What kind of guidelines are out there? Admin has only access to computers and reports. Anyone who required membership prior to the new role of Admin, should be Other. The only real difference is the membership fee.



We only need one, no matter what it is called. Administrator was created because club boards were required to register. It should just be Other at the regular membership fee; this will need to be a legislation proposal. Cannot require CPT as an LSC.

Any changes must go to Joel, then Ellery and then the board. Try it for 2026.

Designation of Disability when registering, it helps inclusivity. Susan Mechler wants to a mechanism to include this. Tharon Drake had a discussion with Eric – IPC classification is different than what USA Swimming had. There are P1, P2 and P3 were discussed, but never implemented in new SWIMS 3.0. SWIMS continues to store it from the old system. This is a legal issue.

Official's Certifications

Official non-members will be required to pay for courses unless they are registered. This will be implemented the first full week of January and must be registered as an Apprentice or Official.

Course/Requirement Certificates – some certificates will populate for a member if there is a complete date, but it does not necessarily mean that the dates appear on the member's record, and the requirement may show not completed.

Facility Updates on Club Records/Find-A-team – Remind club admins to update their facility information on their club record. The facilities that are listed will appear under Find-A-team.

Clubs not in good standing – LSC registrars are asked to monitor this and contact the clubs that are not in good standing.

Club leadership 101 – need to require this again for new club roles, where clubs who did it years ago, the new club administrators/coaches need to be taking it. How often is this course updated?

National Meets Pre-Meet Recon Assignments

- 2025 TYR Pro Swim Series – Westmont, March 5-8 (Susan)
- 2025 TYR Pro Swim Series – Sacramento, April 2-8 (Laurie)
- 2025 TYR Pro Swim Series – Fort Lauderdale, April 30-May 3 (Vanessa)
- 2025 National Championships, June 3-7 (Angela)

Next Meeting – Wednesday, January 15