

Registration / Membership Committee
May 8, 2024, Meeting Notes

Quick recap

The team discussed changes to club registration, seasonal membership, and the implementation of a new policy concerning club fees. They also deliberated on simplifying the organization's registration process, issues related to athlete protection training and background checks, and improvements to their systems including a new payment reporting system and a more interactive public website. Lastly, they addressed communication issues related to the Team Unify system, engaged with unresponsive clubs, and planned for potential distractions during the Olympic trials.

Next steps

- Patrick will finalize the 3rd party registration stuff with Team Unify and ensure it is ready for communication to clubs prior to Olympic Trials.
- Eric will coordinate with Team Unify to ensure the new registration process is clearly communicated to clubs, emphasizing the importance of turning off links for early registrations and only registering during the designated period.

Summary

Club Registration and Seasonal Membership Changes

The team discussed changes to club registration and seasonal membership, with Eric suggesting allowing registration under current rules until the board meets in September. Susan clarified that this would not affect their seasonal membership offerings. The team agreed to proceed with proposed changes, understanding that they would apply to new clubs or athletes after September 1st. Lastly, Susan and Eric proposed ways to prevent potential errors in registering new clubs and athletes, suggesting a delay in the registration process for returning clubs.

Addressing Club Fees Policy Implementation

Eric and Angela addressed the delay in implementing a new policy concerning club fees, agreeing it should be established and approved by September 1st, despite it not disrupting current operations. They discussed the challenges of managing non-athlete club fees and potential solutions, including a new registration flow and a warning system. The revised policy was to be presented to the HOD for approval in July, with Angela tasked to draft the wording.

Proposed Amendment to 2.6.11

2.6 PRIVILEGES AND RESPONSIBILITIES OF MEMBERSHIP

- .1-.10 No changes
- .11 All clubs must have either (i) at least one member Coach and a board of directors or other governing board; or (ii) at least two member Coaches in good standing; or (iii) at least one member Coach in good standing and affiliation with an institution recognized by USA Swimming

(note: facility use of such institutions for meets and/or practices is not sufficient to meet that requirement); or (iv) at least one member Coach and Safe Sport Coordinator, who shares no familial relation with and is not also the Club Owner or Head Coach, both of whom are in good standing and whose club ownership is classified as privately owned.

Article 2 Corporate Bylaws

2.4 INDIVIDUAL MEMBERSHIP

[.1 - .3 omitted]

.4 Flex members who transition to the Premium athlete membership category within the same calendar membership year, will be able to credit the Flex athlete membership cost to the Premium athlete membership cost by paying the difference between the cost of the Flex membership and the Premium membership.

.5 Seasonal members who transition to the Premium athlete membership category prior to expiration, and within the same membership year, will be able to credit the Seasonal athlete membership cost to the Premium athlete membership cost by paying the difference between the cost of the Seasonal membership and the Premium membership.

.5.6 Non-athlete membership consists of two classes: individual and life. Individual non-athlete members are designated as Coaches, Junior Coaches, Officials, Junior Officials, Administrators or Other.

.6.7 Each class of membership (except life membership, seasonal membership and single-meet open water membership) is for a calendar year period. Individuals applying for calendar year membership on or after September 1 will receive membership valid through December 31 of the following year.

.7.8 An LSC shall not impose requirements for Individual Membership in addition to those set forth in these Bylaws, except an LSC may require that persons other than Life Members who register as unattached members must reside within the LSC's geographical boundaries. An LSC may require proof of birth date prior to competition in age-classified events.

Simplifying Organization Registration Process Solutions

Susan, Eric, and NE- deliberated on simplifying their organization's registration process. Eric proposed two potential solutions to streamline the registration process for different roles: merging the "administrator" and "other" roles into one and lifting the requirement for a separate "administrator" registration. The team acknowledged that while the requirements for background checks and athlete protection training are the same across all roles, the perception and application of these roles can vary.

Discussing Club Membership, Training, and Fees

Eric proposed several topics for discussion including issues related to club membership, athlete protection training, and background checks. The group discussed the excessive costs of background checks in some states, and Eric mentioned ongoing efforts to address this issue in New York State. Eric also outlined several policy changes that needed to go into effect after September 1st, including changes to seasonal needs, new club's proposals, and LSC fee structures. The team also deliberated on the categorization and charging of non-athlete fees for different roles within the organization, considering a standardized fee for the 2026 season and the need for improved validation on non-athlete fees. Eric and

Patrick preferred a single offering for the entire year for individual season registration, giving more control to the Lscs and simplifying the process.

Upcoming System Updates and Improvements

Eric and Patrick discussed upcoming changes and improvements to their systems. Patrick shared that a significant update to the payment reporting system, aiming to simplify LSE transaction reports and internal accounting reports, was due to be released the following week. He also highlighted enhancements to the LMS, including improved user experience and filtering capabilities. Furthermore, he revealed the development of a new, more interactive public website built on the same infrastructure as Swim, set to launch before the Olympic trials. This website aims to simplify the top-time search function and potentially feature an LSC-specific search function in the future.

Corey's Report Improvements and Launch

Patrick discussed the challenges and improvements related to the report that Corey builds and the upcoming launch of a new, more efficient, and interactive system. He highlighted the need for a communication plan to manage the transition, which might cause a week or two of downtime. Patrick also shared the team's efforts to finalize the 3rd party registration process with Team Unify, aiming to give clubs more control over the registration process. He clarified that this new system would not replace existing options like bulk renewals and Omr, but would provide an additional, more streamlined option for registration.

Bulk Renewal Process and Communication

Moriah questioned whether the bulk renewal process would be relevant for teams not using Team Unify. Patrick confirmed that the initial development was athlete-centric, but the process could also be applicable to non-athlete teams. The team discussed the ongoing development of the bulk renewal process, including messaging and stakeholder communication. Susan raised a concern about communication to clubs regarding the registration process for returning swimmers, to which Patrick clarified that the focus should be on club-controlled registration. The team also indicated that further enhancements and a potential redesign of the OME system are planned for the fall.

Addressing Team Unify Communication Issues

Susan, Eric, and Patrick discussed issues related to the communication and registration process for the Team Unify system and U.S.A. Swimming. Susan highlighted the confusion caused by overlapping communication from various sources, and Eric acknowledged this issue, noting that they had improved in this area over the past year. Patrick revealed plans to set up a new report period, and Eric advised that registration links should be turned off for new users to prevent premature registration. The team also discussed the importance of communicating with clubs about these changes to avoid confusion.

Team Engagement, Olympic Trials, and Safe Sport Updates

Eric urged the team to engage more with unresponsive clubs and to prepare for potential distractions during the Olympic trials due to increased workload. Angela and Denise scheduled the next meeting for June 5th at 1pm Mountain Time. Angela reported that herself and Hilary's proposed changes to the safe sport committee were positively received due to their focus on athlete safety and opportunities for new teams. Hilary's transition to a new role was announced, with Noah taking over her previous

responsibilities. The conversation ended with the anticipation of further progress on the safety legislation.