

Registration / Membership Committee Meeting Notes

August 14, 2024

Participants: Angela Monty, Moriah Tyrrell, Laurie Benton, Oded Ravid, Tracy Meece, Susan McDonald, Vanessa Brewer, Harold Christiansen, and Denise Thomas

Quick recap

The team discussed the introduction of a new junior official membership category, aimed at increasing the pool of officials and providing additional competition opportunities for athletes. They also addressed various technical issues related to their work, including registration and certification processes, and improvements to tutorials. Lastly, they planned for the upcoming USA Swimming workshop and annual business meeting and addressed concerns about club membership changes and access to club records.

Next steps

- Denise to check with IT group about restoring registrars' ability to add courses and merge records in SWIMS.
- Denise to follow up on the status of Team Unify integration for bulk renewals.
- Angela to coordinate with Mariah on planning the open forum meeting for next week.
- Denise to investigate how to properly separate personal and LSC email addresses for officials with dual roles.

Summary

Summer Season Review and Junior Membership Introduction

Angela led a busy meeting discussing the end of the summer championship season, the upcoming annual business meeting, and the introduction of a new junior official membership. Tracy and Laurie approved the meeting minutes from the previous week, and Marco, the co-chair of the working group for the new membership category, was invited to provide an overview. Denise was tasked with sharing the presentation, which was provided by Zack.

New Officials Category and Logistical Concerns

This initiative aims to increase the pool of officials, facilitate more meets, and provide additional competition opportunities for athletes. The new category is optional for local swimming committees to adopt, with implementation set for September 2024. Angela and Denise sought input from the group to identify any potential logistical concerns before moving forward with this change. The group clarified that officials would need to register and complete a safe sport for youth athletes training, with the requirements showing up in their records. Angela also raised a concern about the registrars' inability to add courses for new coaches, a capability they used to have. Denise confirmed that she had always thought registrars could add courses.

Technical Issues and Course Improvements

Denise, Moriah, and Angela discussed various technical issues related to their work. Moriah reported a resolved glitch related to email certification and update dates, while Laurie mentioned a similar issue with merging records. Denise committed to investigating these issues further, as well as Angela's concern about users having trouble finding courses. Denise also noted improvements in the Apt and Coaches Advantage tutorials but identified a problem with re-enrolling learners who completed the full course. Moriah expressed her appreciation for the recent update allowing learners to see which refresher courses they have taken.

USA Swimming Workshop and Annual Meeting

The team discussed the upcoming USA Swimming workshop and annual business meeting, with Denise emphasizing the importance of ensuring house of delegates' registration and Eric's progress on the schedule for 90-minute sessions. Angela brought up the need to address questions about club membership changes and the transition of Hillary to a new role's impact on new club registration. The team also agreed on individuals to run recon lists for the 2024 Toyota US Open and the Greensboro meet.

File Processing, Club Records, and Staff Roles

Angela explained the process of running a file to check registration and athlete protection training completion for upcoming meets. Denise raised a concern about who has access to club records and whether all coaches would be given this access, as suggested by some. Moriah mentioned that there were discussions about giving all coaches access to club records, but it was unclear if this would be implemented. Angela also pointed out an issue with staff roles pulling incorrect emergency contact information in the LSC management. Denise agreed to investigate this issue with the marketing cloud and communications.

Continuing Meeting Date and Workshop

Angela proposed to continue the Wednesday meeting date for the fall season, which was agreed upon by the group. The next meeting was scheduled for September 11th. Denise confirmed that this date would allow time for a workshop in September. After the meeting, Moriah and Denise planned to discuss some issues related to LSD, which Laurie had questions about but decided to wait for Denise's response.

Seasonal Athletes and Club Confusion

Laurie and Denise discussed the handling of seasonal athletes and the availability of individual and seasonal options. Laurie was advised that she could set the dates for the seasonal options and that the buy one, get one free offer applies if it is a premium athlete registering as a coach or vice versa, within the same registration period. Moriah mentioned an issue with a coach in New England swimming who had created a new club without following the proper procedure, leading to confusion about which club's information to display on the website. Denise advised Moriah to remove the link to the non-existent club and to email the coach to clarify the situation.