Membership / Registration Committee Meeting Notes
February 11, 2025
1:00 p.m. (MDT)

1. Call to order – Attendance:
2. Approve Agenda – January 15, 2025 - Approved
3. Approve Meeting Notes from January 15, 2025 – Correct Tracy's last name - Approved
4. New Committee Members Onboarding – Eric/Angela (will connect with the athletes)
   - Mission/purpose of the committee
   - Expectations of time commitment and best methods of communication
   - Major goals of the committee this year
   - Exchanging most up-to-date contact information
   - Any relevant background on current projects/discussion topics for the committee
   - Any relevant governing documents (e.g., if your committee's charge lives in the Operating Policy Manual, please ensure they know where to find it)
5. SWIMS 3.0 Updates/Releases – Eric
   a. Internally staff is having difficulty identifying LSC Staff – LSCs are not consistent with roles
   b. What boxes are checked for LSC Staff roles/titles?
   c. Club side – Head coaches are not being identified
   d. Only allow one head coach per club – add head coach for a risk management purposes, but the true HC must be in compliance
      i. Blank emails are a problem
6. OMR Process – Eric – release in March 2025
   a. Showed new OMR updates to improve clarity
      i. Register New Member changing to Register Member
      ii. Will show pending transfers
      iii. Bold club name/code to make it clearer of which club you are renewing with
   b. New processes through club's registration link
      i. Can upgrade athlete's membership
   c. All family members will show whether they just expired or expired a while ago
      i. Will be able to hide family member so that they are not totally removed from account
      ii. Will be able to hide an expired membership type card
   d. What about Confused? Click Here
      i. Maybe change the button color
      ii. Change Confused to something else
7. Registration / membership manual
   a. What is the status of the manual?
   b. How/what is the best way to manage this?
   c. Keep what we have, and add links to updated information
   d. Make it more of outline driven
   e. It is in a holding pattern until OPM is finalized
   f. Make it more topical using existing links
   g. Change it from manual to an Online Resource Gude
8. Best Practices at the LSC level - Angela
   a. LSC's policies and procedures for running pre-meet recons

i. Need consistency among LSCs
        ii. Establish what is needed in providing recon information to identified groups
        iii. Send to meet host contacts – meet referee, meet entry, meet director
        iv. Send to team contact and ask for follow up
        v. Name errors based on number of characters and what the 3rd party vendors have
        vi. Have the committee draft a best practices to share with all LSC registrars
            1. Susan, Tracy, Moriah, and Angela
    b. Membership categories and how LSC's are using them (to discuss next meeting)
    c. LSC's marketing/policy for outreach membership – USA Swimming vs. LSC Programming
        i. LSC determines criteria for clubs to use
        ii. Who is doing the checking – clubs
        iii. Meet fee reimbursement
            1. LSC validates member's eligibility
            2. Paperwork from LSC is kept on file and keeps spreadsheets
        iv. Provide gear
        v. Clubs can determine discounted entry fees
        vi. LSC can check their Outreach transaction report and confirm the eligibility through the clubs
        vii. Create a working group – Tracy and Susan
    d. LSC's transitioning any of their roles by adding new responsibilities (to be discussed at next meeting)
9. LSC Private Site – Eric/Denise
10. National Meet Recon
    a. Open Water Championships – April 4-6, 2025, Sarasota, FL - Vanessa
11. Upcoming Meeting Dates – Tuesday, March 4 at 1 pm.
12. Announcements
13. Adjournment – 2:49 pm

Question posed by Moriah:

When do we say times do not count when the member was not registered at the time? What is our policy? LSCs have all different policies and are allowing these times. Times are being allowed that are not recorded in SWIMS.

There is a difference of times being used to qualify, whether they are in SWIMS or not and whether they were a member at the time.