



Membership / Registration Committee Meeting Notes
March 4, 2025
1:00 p.m. (MT)

1. Call to order – 1:02 pm
2. Approve Agenda - Approved
3. Approve Meeting Notes – February 11, 2025 - Approved
4. SWIMS 3.0 Updates/Releases – Eric
 - a. Lot of National Team stuff
 - b. Upgrades to Groups
 - c. Looking to see if clubs/members can renew/register early
 - i. Recommends doing it through a third party
 1. Third parties have different payment policies which is why it is recommended
 - ii. If they register early, they are not officially a member until 9/1
 - iii. Group to think about this and give feedback
 - iv. Impacts on accounting, transaction reports
 - v. The process needs rules and all LSCs must be on the same page
 - vi. The transaction needs to reflect the correct date
5. OMR Process – Eric
 - a. OMR releases coming up
 - b. Eric will provide screenshots to the group
 - c. Some changes have already been made
 - i. Select button moved to right
 - d. The process will remain the same
 - e. Easier to add roles without having to go through the club's registration link
 - f. Need to put a policy in place and change the bylaws
 - g. Clubs will have to set their dates for individual season, which they can do more than once
6. Seasonal Membership Types – Angela/Eric
 - a. Committee needs to decide how seasonal will work going forward
 - b. It is recommended that the Individual Season is offered
7. LSC Non-athlete Fees – Eric
 - a. Has the committee had an feedback on having LSCs only have one fee for all non-athlete membership types except for Administrator
 - b. Must have something by May 15 if something is going to be proposed
 - c. LSC charge differently for the different types based on how the LSC manage this
 - d. Susan will go through the list and sort it and get help from the committee to discuss with each LSC
 - i. Administrator – who is eligible for this

1. Eric discussed this category with Michele and Derek
 2. Anyone in the past who had to register as Other, should remain as Other
 3. There is no differential in bylaws or rulebook that addresses this
 4. Administrators should only be for club board members, and everyone else register as Other
 5. Anyone with Admin access to SWIMS should be registered as Other, excluding Club admins
 6. Will need the committee's buy in to move this forward
 7. Can we delete Administrator – LSC Club Development and LSC Development will need to be included in the discussion
 8. This is impossible to validate, this is a club issue
 9. This isn't only based on Safe Sport, where something else can be done without club boards registering as Administrators
 10. What are the differences on how a board relates to the different club owned typed
 11. If Administrator is removed, it may be looked at a money grab from USAS
 12. Can we change the name, and it will be clear as to who this applies to
 13. It's hard to determine the club board members of club, and their role
8. Registration / Membership Manual – update
- a. Nothing new to report currently
 - b. Start with an outline based on the old manual and start adding information that addresses each topic
 - c. Eric will send the editable version to committee to get started
9. Best Practices at the LSC level – Angela, Susan, Tracy, and Moriah
- a. Angela sent a draft document to get started
 - b. The group will review, discuss and update
 - c. Looking to have a draft to review for the Reg / Mem early April
 - d. Once review and finalized will make available to all LSCs
10. New Club Process – Karin
- a. Revamped part of the new club application
 - b. The process is being slowed down to have time to review critical documents/resumes
 - c. Provide a timeline to help manage expectations
 - d. Provide specific information based on club owned entity
 - e. Provide training to LSCs on how the new club process works
 - f. Provide steps, flowcharts to give new clubs clarity and the requirements to be completed to speed up the process
 - g. Have the Reg/Mem committee review some information to help streamline the process
 - h. Look at the HC requirement and revise it requirements to fit when trying to start a new club
11. Outreach – families affected by the Federal Employee firings/layoffs – Susan
- a. Are there other LSCs affected and how are they managing this
 - b. Maryland will provide relief with discounted entry fees and other benefits
 - c. Going forward, this will most likely increase
 - d. Possibly look at other financial assistance and clubs are also providing assistance
12. LSC Outreach Marketing/Policy – Tracy and Susan



- a. Tracy and Susan have a draft and will be finalizing it to get out to the LSCs
- b. https://marylandswimming.formstack.com/forms/outreach_athlete_swim_apparel_request

13. Times – the policy on allowing times, not allowing times – Group

- a. What we can accept and not accept
- b. What is in SWIMS is the only accepted times per the rulebook
- c. LSCs can accept what they want to accept, but they should abide by the rules in the rulebook
- d. What is in LSC policy, meet announcement and Operational Policy Manual
- e. If my ID is in a third-party database, the times are being applied when they should only be valid if in SWIMS

14. Forging a Document – Denise/Eric

- a. Be mindful of documents being altered. Do not take everything for face value. SWIMS is the stop all on this and what is in SWIMS is what is valid.
- b. If there are any questions, please contact us at headquarters
- c. USAS owns the font used on these certificates, so it is very clear when something is altered

15. Upcoming Meeting Dates – April 8 at 1:00 pm

16. Announcements – Birth certificates are going away. No option to upload them in SWIMS. SWIMS does not validate birth dates. There will be a way to protest a birthdate, and a process to follow

17. Adjournment – approved 2:40 pm