

Membership / Registration Committee Meeting Notes  
April 8, 2025  
1:00 p.m. (MT)

1. Call to order – 1:05 pm – In attendance: Angela Monty, Vanessa Brewer, Moriah Tyrrell, Tracy Meece, Laurie Benton, Loren Fischbach, Karyn McCannon, Eric Stimson, Megan Vallance, Denise Thomas, and Karin Olmsted
2. Approve Agenda - Approved
3. Approve Meeting Notes – March 4, 2025 - Approved
4. Seasonal Club – this has not changed, and some LSCs flipfopped their seasons. A club registered as seasonal twice in a membership year, which should not be allowed. The benefit of being seasonal twice is a way to work around being a year-round club. Essentially, they are registered 300 out of 365 days during the year. Maybe there is a reason a club should be allowed to register as seasonal twice in one membership year. You may have one group who swims in the fall, and a different group who only swims in the summer. They should be year-round, and when no one is swimming, that's fine, the club turns off their offerings. Checks must be made if a club wants to roll back to seasonal from year-round, and vice versa. There is nothing preventing a year-round club from offering seasonal individual membership only. There is something that is getting started to so to speak upgrade from seasonal to year-round.  
Eric will send the bylaw wording to the group to prevent a seasonal club from registering twice in the same membership year.
5. Seasonal Membership Decision – Removing seasonal (1-2) and only use individual season. Need to reach out to Indiana to how they use it currently. Will follow-up and will add to next month's agenda.
6. LSC Non-athlete Fees – LSCs across the board are not far away of being single non-athlete fee. Maybe 20 of the LSCs out there are all over the place on the fees for non-athlete registration types. It is highly impossible to get everyone on board by 9/1/2025 to have the LSC charge the same fee for all non-athlete membership types. Each LSC can decide what their fee is, but we are wanting to see each LSC have the same fee for their non-athlete membership types. The administrator LSC fee should never be added. The whole purpose of this was to help clubs with this expense. Susan has been working on this, so if interested, please check with Susan to see it.
7. Registration / Membership Manual Update – will need to continue working on this.
  - a. Need more Club and LSC help documentation
  - b. Registration / Membership handbook should be part of help section for LSCs
  - c. Have specific links to sections of the handbook, where you can go to a specific section without having to see the entire handbook
8. Best Practices at the LSC level Draft Update – Tracy/Susan – no current updates
9. LSC Outreach Marketing/Policy Update – Tracy/Susan

10. New Club Application Process – Karin Olmsted
11. Upcoming Meeting Dates – May 14<sup>th</sup> at 12 noon
12. Announcements – Reminder – legislation proposals must be submitted by May 15
13. Adjournment – 2:25 pm

New Club Application Process – Karin provided a draft of slides to a few committee members for feedback. Karin will draft a checklist and details to be reviewed by the committee. Checklist to help guide registrars and applicants. Spoke about the new hire, Gracie Mensay, who will be assisting in managing new club applications. Reviewed draft of slides to help new clubs' registrar. More relevant checks and balances to help new clubs succeed with a more efficient new club application process. New checklist to mirror what is on USA Swimming's website.

Checklist – Updated and will be posted on USA Swimming's website

Head Coach Requirements – must meet HC experience criteria and fulfill coaching membership requirements

- LSC to receive HC resume upon new club request – resume can be submitted prior to request to speed up review process
- LSC to review to determine new club eligibility

LSC Request Application Release

- Confirm Name/Code
- HC Experience
- Educational Requirements completed
- EIN

Application Released

- Applicant receives email, with LSC Registrar copied
- LSC Registrar does not have access to the application

Uploads / New Documents

- Strategic Club Plan – recommended to work on the required items prior to requesting an application
- Emergency Action Plan and Safety Action Plan
- Team Handbook
- Facility Use Form or Facility Contract

Review Process

- LSC Registrars will see a new application in their SWIMS account
- Once approved by LSC Registrar, it goes in the USA Swimming workflow
- USA Swimming staff will review application/documents
- USA Swimming staff member will interview HC
- LSC Registrar notified application has moved to next step
- Once approved, the applicant and LSC are notified
- Final Step – Payment
- Payment processed and club will appear in Good Standing

Application Timeline

- 2 – 6 weeks – Complete all items with LSC

- 4 - 6 weeks – Applicant completes all requirements
- 2 - 3 weeks – USA Swimming Staff review

#### Additional Timelines

- Website updates – May 1<sup>st</sup>
- SWIMS updates – June
- New Application – before July 1 (no guarantee after July 1, the new club application will be approved for the 2025-26 membership year)

#### Enhancements

- Applicants will pick what LSC through a dropdown, and LSC boundary will appear
- Additional training for LSC Registrars in June
- New Club Email – [newclub@usaswimming.org](mailto:newclub@usaswimming.org) to ask questions / obtain additional information