



Membership / Registration Committee Meeting
September 19, 2023
2:00 p.m. (MDT)

USA Swimming Mission: USA Swimming is the National Governing Body for the sport of swimming. We administer competitive swimming in accordance with the Olympic & Amateur Sports Act. We provide programs and services for our members, supporters, affiliates, and the interested public. We value these members of the swimming community, and the staff and volunteers who serve them. We are committed to excellence and the improvement of our sport. We are committed to providing a safe and positive environment for all members.

Committee Mission: To develop, administer, and communicate consistent policies and procedures among LSC Registration/Membership Coordinators.

USA Swimming Priority Results:

- USA Swimmers achieve sustained competitive success at the Olympic Games and other high-level international competitions.
- Members have and use resources for sustainable success.
- There is growth in swimming participation and interest.
- USA Swimming is recognized as the “Best in Class” National Governing Body.

AGENDA

1. **Call to order** – September 19th at 2 pm MT.
2. **Approve Agenda** - Approved
3. **Approve Meeting Notes from June 16, 2023** - Approved
4. **Provisional Coach** – Clarified that when provisional coach members have completed their membership requirements to become Coach members, SWIMS 3.0 will automatically switch their membership from ‘Provisional Coach’ to ‘Coach’.
5. **Registration Manual** – It is time to update the Manual and perform a complete overhaul. A word version to be sent out to the Committee. The committee will be tasked with targeting and updating policies. We are not worried about the operations of performing tasks in SWIMS 3.0 now; This will come later. Once changes have been approved at NHQ, the manual will be added to the USA Swimming Policy Manual. Adding the policies to the Policy Manual will allow the committee to make official votes for changes/updates to the policy for Board Approval.
6. **Non-athlete other requirements** – With more registrations coming in for Non-Athlete Other members who have direct oversight over athletes, such as dryland training, should Concussion Protocol Training become a requirement for ‘Other’ members. Concussion Protocol Training for Non-Athlete Other is currently not a requirement. Making it a requirement would be setting a new higher, standard. Discussion to be continued in upcoming meetings.



7. **Webinars for Registrars** – We need a specific reporting webinar for LSCs that covers just reporting specific to LSCs, Registration Chairs, and Times Chairs. The reporting webinar should likely be the very first webinar hosted, so that LSCs are familiar with club reports and items. Webinar should start off as open ended and then get more specific as we progress. To avoid jumping around, the Committee will establish a topic to cover with live questions and then move onto the next piece within the same webinar. For Chairs who watch the Webinar and still have questions, the Committee will serve as a contact points.
8. **LMS/Canvas enrollments** – Currently there are issues and bugs with the system which the team is working on. Please advise members that NHQ is aware and are working to resolve all issues such as glitches, enrollments, etc...
9. **Refund Policy** – The Refund Policy has been updated, as we have had to refund some bulk renewals, contrary to what was previously stated. We are trying to focus on our members and providing better customer service, as we realize there are some cases where it makes sense to refund the club and/or member. Overall, we are still operating on a 30-day refund period.
10. **Jr. Official update** – Waiting final approval from the Board but the membership proposal has been vetted by the Officials Committee. If approved, this membership would be limited to 16- and 17-year-old members at Developmental meets, while allowing members to continue to engage in the sports outside of swimming or coaching.
11. **Upgrades from Flex to Premium** – Reminders about Flex Upgrades, as we have seen many emails come through recently. First, Flex memberships cannot be upgraded to Premium after September 1. Second, we do not refund for upgrades, as written in the refund policy. This applies to Seasonal memberships too.
12. **Meet Recons for National Meets and Assignments** – Because committees will be changing, we are holding off on upcoming meet assignments until the new committee members have been established. This will be a quick turnaround and we should begin assigning after November 1. Committee will then have access to the Meet Recon and OME to view entries as they come in.
13. **Annual Business Meeting** – Starting Thursday, September 21st, the Annual Business Meeting will begin. This year's sessions will be livestreamed and open to all via a registration link found on the USA Swimming website. To attend the House of Delegates session, attendees must register prior to the meeting. Non-Voting members will only be allowed to speak.
14. **Upcoming Meeting Dates** – Registration/Membership Committee meetings will likely be scheduled every 2 months but will be finalized as we roll on the new committee members.
15. **Announcements**
16. **Adjournment** – 3:28 pm. MT.