

Registrars Peer-to-Peer Teleconference

October 25, 2015

The items posted in this section are notes from conversations that are not reviewed or approved by the attendees. The information in these notes is not intended to override guidelines, policies and procedures listed elsewhere in the LMSC Guide to Operations or elsewhere on usms.org or in the USMS rule book.

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Late Year Plus Memberships - There was some discussion about the “late year plus” membership, which is available online only in September and October. A potential member can choose to add the 2016 membership for a discounted price when buying a Late Year (Sept-Oct) membership. The registration system treats this as two separate transactions.

-) The LMSC receives the 2015 funds in the month when the registration is entered, and the 2016 funds are put in escrow.
-) After Nov. 1, the swimmer will receive an email reminding them to confirm that they want to remain with the same club for 2016 or give them the option to change clubs. If the swimmer does not go online and confirm, as of Jan. 1, the system will activate the membership for 2016 with the same club. (If that club has not renewed for 2016, the member will be switched to Unattached.)
-) The LMSC will be credited with the member's 2016 funds on the date that the swimmer is converted to their 2016 membership.
-) If the LMSC had not updated their 2016 fees or discounts in the registration system before a Year Plus membership was first processed, USMS will send the LMSC the correct 2016 fee, even if it is higher than what the swimmer had paid. If the swimmer changes clubs to one in another LMSC, that LMSC will receive their correct 2016 fee.

From September 1 through October 25, of the 3,140 members who joined USMS, 2,103 of them (67%) selected the “late year plus” membership option.

After ~Oct. 15 when a potential member selects “Register Now” a warning pops up informing them of the November 1 new registration year.

All Individual online memberships are halted all day on October 31 (Eastern Time). Registrars still have access to the system and can do all registration functions.

Changes to Recognized Coach Fee – This is changing for 2016. It is now called the “USMS-Certified Masters Coach Designation” or the “ALTS Certified Instructor Designation” and is ONLY available to members who have taken the USMS Coach Certification class (any Level, 1-4) or the ALTS instructor class. It will not be available by paper registration. It can be added to a member's existing membership later in the year, if desired. It is \$30.00 and the benefits include being listed in a directory on the usms.org web site and sponsor discounts.

The check box “I Coach Masters Swimmers” will still be active on individual member registrations. Many LMSCs use this to build a list of coaches within their LMSC for communications. National Office uses this information to market upcoming Coach Certification classes to that group of people.

NEW SANCTION FEES – Explanation for registrars:

-) LMSCs that sanction a pool event will be charged \$50 by USMS
-) LMSCs that sanction an open water event will be charged \$100, plus \$5 per participant, by USMS

One Event Registrations – The registrar must submit a spreadsheet of all the one event information to Tracy. Details are provided in the Guide to Operations on the USMS website under the “For Volunteers” tab. For Volunteers >>> Guide to Operations >>> Registration >>> One-Event Memberships
One-event memberships are handled quite easily on Club Assistant for event registration (meet, clinic, OW, etc.) Run report and submit.

Membership Cards – The 2016 cardstock was mailed on Friday, October 23. About 35% of swimmers request that a card be snail-mailed to them. The LMSC Standards requires that registrars mail cards to all swimmers that request it. The USMS Registration Committee passed a policy at the 2015 convention which requires LMSCs to either mail cards to those who request them, or requires them to use the services of the National Office for mailing cards (at \$2.00 per card):

From: <http://www.usms.org/admin/minutes/reg-2015-10-1-1.pdf>

It is the policy of USMS to provide members with membership cards upon request as a benefit of membership. In order to consistently provide this benefit to our members, it shall be the policy of USMS that,

- a. LMSCs may provide membership cards to its members
- b. LMSCs who choose not to provide membership cards when requested shall engage the National Office in the delivery of membership cards.
- c. The National Office may set and charge a fee for this service that reflects the cost of the service.

Personal Identifiable Information – We should not send out listings to anyone that include swimmers’ date of birth. This data can be used for identity theft. Age can be sent, but not DOB. This also means that swimmers’ registration cards may not be given to any third party (including their coach). Cards must be mailed or given directly to the swimmer. It is up to the swimmer to then decide who they want to share their DOB with. This can be a tricky issue when coaches are trying to put together relays.

Club contacts (as designated when registering the club) do get a notification of each member when they register with the club that includes contact information (address, phone, email). Registrars can easily run reports for club contacts in Excel format that include all other member info (name, mailing address, email address, phone).

Transfers – USMS no longer has a national transfer fee as of 2015 reg year. LMSCs can choose to keep their fee or eliminate it. The registrar needs to receive some form of notification: 1) the signed transfer form and verification of the last time a swimmer competed for their old club, or 2) an email message (from the swimmer him/herself - not a coach or other third party) stating their desire to transfer and

that they have not competed for their current club in the past 60 days. If no fee is being charged, the signed form could be scanned/photographed and emailed to the registrar.

Unattached Swimmers – A swimmer can choose to become unattached at any time. They can do it at a meet by informing the meet director in writing. If registrars change the swimmer to UCxx in the database, it will simplify things for the Top Ten recorders. However, a swimmer can declare as unattached for a meet one weekend, then compete for their club again the next weekend. The 60-day waiting period only applies when transferring from one club to another club. The waiting period is to prevent club-hopping and poaching. USA Swimming has a 120-day waiting period.