

Registrars Peer-to-Peer Teleconference

October 15, 2014

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.

Facilitator – Barb Protzman

Attendees:

Registrars: Meredith Moore (FL), Barb Protzman (FG), Shane Knipschild (MD), Douglas Handler (MI), Pamela Ogden (MN), Sue Nutty (NE), Cristina Kawamoto (NM), Jennifer Wood (OH), Jennifer Wood (OZ), Barbara Dunbar (SD), Leslie Scott (SC), Mary Turner (SD), Chris Powers (SE), Dan Wegner (SP), John Bauman (WI)

Others: Paige Buehler (LMSC Development Committee chair), Jerry Clark (NC), Leo Letendre (Registration Committee chair), Donn Livoni (MT), Anna Lea Matysek (National Office Membership Director), Mary Pohlman (OZ), Skip Thompson (MI)

Discussion:

Transfers out of LMSC – The registrar should get an email notification when a swimmer transfers out of their LMSC. No one can recall getting one. The system is programmed to do this. Next time someone is aware this happens, please let Anna Lea know.

Year Plus Memberships - There was some discussion about the new Year Plus membership which is available online only in September and October. The registration system treats this as two separate transactions. The LMSC receives the 2014 funds in the month when the registration is entered, and the 2015 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 2015 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 2015 with the same club. The LMSC will receive the 2015 funds when the swimmer confirms or in January. If the LMSC had not updated their 2015 fees or discounts in the registration system before a Year Plus membership was first processed, USMS will send the LMSC the correct 2105 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 2015 fee.

70% of all registrations entered since Sept. 1 have chosen the Year Plus option. There were significantly more total registrations in Sept 2014 than in 2013. USMS went over 62,000 swimmers on October 14.

Recognized Coach Fee – This new option can only be requested by a swimmer doing an online registration. It cannot be processed by a registrar on a paper registration. The option should not be on the paper registration form. Anna Lea will remove it from the template and send it to all registrars. The list of benefits for the recognized coach can be viewed on the USMS website.

If a swimmer selects the recognized coach option with a Year Plus membership, they are only charged once for the \$25 coach fee.

One Event Registrations – Minnesota had an open water event in August and since USMS membership was still full year, there were a lot of 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.

USMS Registrars Discussion Forum – The registrar’s forum was checked for activity just prior to this meeting. There has been no activity on it in over a year, back when the in-house system was being tested. Don’t forget that we have this tool to share ideas and ask questions.

Membership Cards – The 2015 cards will be mailed the week of Oct. 20. Some small LMSCs like to print cards for all swimmers and mail them out with other information. To automatically print cards for all registrations, go to Settings – Membership Cards and Donation Letter Settings – and check the Print All Cards box. About 34% of swimmers requested to receive a printed card in 2014. The LMSC Standards requires that registrars mail cards to all swimmers that request it.

Transfers – USMS is eliminating the national portion of the transfer fee for 2015. LMSCs can choose to keep their fee or eliminate it. However, the signed transfer form and verification of the last time a swimmer competed for their old club must still be received and processed by the registrar. However, if no fee is being charged, the signed form could be scanned 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.

System Enhancement Requests – (1) Add an option to send an email to all swimmers over a certain age. This could be used to send all 50+ swimmers info about Senior Games. (2) Add an option to the reports feature to include the swimmers’ age as of specified date (i.e. a meet date or 12/31).

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.

Emails Sent by the National Office – Registrars want to receive copies of all emails sent out by the National Office to swimmers and clubs.

Future Meetings – Registrars would be interested in having this type of meeting again, a couple times a year. This time of year is good since we are preparing for the upcoming registration year.