

# USMS Convention — Kansas City, Missouri 2015

<b>Committee Name:</b> Registration	<b>Session #:</b> 1
<b>Committee Chair:</b> Leo Letendre	<b>Vice Chair:</b> Arni Litt, George Simon
<b>Minutes recorded by:</b> Arni Litt, Doug Handler	<b>Date/time of meeting:</b> 01 Oct 2015 2:00 PM CDT

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## Actions Requiring Approval by the HOD:

- 1.

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## Motions Passed:

1. 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.

The USMS IT staff shall make appropriate changes to the registration system including systems to monitor compliance.

**Number of committee members present: 8**

**Absent: 4**

**Number of other delegates present: 19**

**Committee members present (list all, including chair and vice chair):**

Leo Letendre, Arni Litt, Diann Bauer, Doug Handler, Charlene O'Brian; Ex-Officio: Anna Lea Matysek, Ed Tsuzuki

**Committee Members Absent:** Dawn Ann Dykes, Scott Campbell, Cristina Kawamoto, George Simon

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## Minutes

The meeting was called to order at 2:02 PM

1. A discussion of the duties and responsibilities of the registrar was held. A process aimed at ensuring that members receive paper cards when requested was discussed. The discussion acknowledged that not all registrars are providing cards when requested. After discussing this issue a motion was MSA'd (see motion 1, above). As part of the compliance monitoring, an email to those receiving paper cards will be sent after an appropriate time indicating that they should have received a card. In the email, a link to the online version of the card will be included.
2. A discussion of proposed legislative amendment L-04 was held. The committee determined that a policy statement emphasizing the current practice of members registering with a paper form will receive a paper membership card was unnecessary.
3. Anna Lea Matysek covered several items concerning the national office:
  - a. The National Office will currently provide card printing services for LMSCs that wish to avail themselves of the service. Currently the charge is \$2 per card.
  - b. The new National Office phone system has the option of simply forwarding a call to external phones. An offer was made to all registrars that the office could include their numbers in the system. Contact Anna Lea if you are interested.
4. Other registration issues were discussion:
  - a. Year Plus registration was perceived to be working well. Approximately 2200 members took advantage in 2014/2015

- b. Potential legal issues concerning registration or information collected during registration should be escalated to the National Office as quickly as possible.
- c. Mechanisms for providing a Military Discount were discussed: use a waiver of the LMSC fees if needed.
- d. Registrars were reminded that member's biographical data is considered private. Registrars must deliver membership cards directly and not through third parties such as coaches.
- e. The number of UNxx affiliated swimmers has increased since the introduction of workout groups. The reason for this is believed to be confusion on the part of new members. Discussions were held with the National Office participants concerning possible solutions.

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## **Tasks for the Upcoming Year**

- 1. Continue to serve as a resource for registrars
- 2. Work with the National Office IT staff to address the increase proportion of UNxx members.

The meeting was adjourned at 3:13 PM

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