



***U.S. MASTERS
SWIMMING***

Registrars

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Peer-to-Peer
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Registration Committee

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U.S. Masters Swimming Core Objectives:

- Service the membership
- Educate the membership
- Build the membership

Rule Book description

- The Registration Committee shall develop effective procedures for registering members and advise the Board of Directors on registration policies.
- Committee members shall **assist LMSC registrars** and communicate current policies and procedures.
- The committee shall consist of the committee chair, **one member from each zone**, and one member-at-large.

Target Registration Standards

3.6.1 Each LMSC shall process individual and club registrations within 14 days of receipt.

Target Registration Standards

3.6.2 Each LMSC shall print and deliver cards for all paper registrations and, if requested, to online registrants within 14 days of registration by a member. Paper registration forms may include an opt-out option, which may be honored by the LMSC.

Target Registration Standards

3.6.3 Each LMSC shall deposit checks and cash for registrations within 30 days of receipt.

Target Registration Standards

3.6.4 Each LMSC shall reconcile registrations, donations, etc., with money received.

Target Registration Standards

3.6.5 The registrar shall keep the treasurer informed as to deposit amounts and categories.

Target Registration Standards

3.6.6 Each LMSC shall maintain original signed paper registration documents (dry, secure, and safe) for the legal time period as required by state law.

Upcoming Survey

Example:

- Which of the following best describes the current position of a Registrar?
 - Registrar
 - Member Services
 - Membership Liaison
 - Other

Changes

If the member made a mistake while registering, can the registrar fix the mistake?

Yes, most of the time

Club Registration

What USMS
benefits does a
workout group
have over a Club?

None, they are the
same

Individual Registration

May a registrar
modify the waiver
statement on a
printed
registration form?

No

Changes

You have decided to no longer be a registrar, what should you do?

- Have transition plan already in place
- Notify your LMSC
- Notify National Office
- Notify the Registrar Committee member of your zone

Reports

What report can you run to give to a coach that shows the member's age for a meet?

- Age calculation
- Set the date for
 - Last day of a meet for SCY
 - Dec. 31 for open water events and SCM/LCM

Transfers

A member has to 60 days after competing with one club to transfer to a new club, unless he is doing what?

Registering during Annual Renewal, unless unattached

Changes

What should you ask for when a member enters the incorrect date of birth, but contacts you acknowledging the mistake?

Verify by asking for proof of date of birth

- Driver's license copy

Club Registration

How long before an abbreviation can be reassigned when a club becomes dormant?

- 3 years

Can a dormant club, whose number has not been reassigned, have it back?

- Yes

Individual Registration

When do year-plus memberships begin?

July 1 and end
October 31

Reports

You created a report in HTML with the selected individuals and are now in the email members function.

How do you get the names to appear on the report?

Select “Choose Last Report”

Transfer

Can a registrar enter a future date for a transfer? **No**

Individual Registration

A member sends a paper registration to you dated January 1st, you don't receive it until January 5th, but don't get around to putting into the system until January 10th.

What date should you use when entering the member's registration?

January 1

Changes

A member requests a name change. You make the name change in the system. What should also do?

Enter the new and old name into the Notes section

Club Registration

What must an individual who wants to renew the club/workout group registration be designated as?

An administrator

They will need the email address of the administrator

Individual Registration

Where can you locate a generic paper registration form?

Guide to Operations
- Registration

Reports

What file format must attachments be in when you want to send meet information to your members?

PDF, these must be loaded into ESTHER before creating the email

Transfers

A member wants to register for Nationals and compete with their new club, but the transfer is not in effect until after the registration for Nationals closes. What must you advise the member to do?

The registrar should transfer the member to unattached.

The member should enter the meet as unattached, and is responsible for notifying the meet director.

As soon as the 60 days has passed, the registrar should transfer the member and immediately notify them of the transfer.

The member can then reach out to the meet director again, notifying them of the change.

Changes

Can the registrar change the name and abbreviation of a club who wants a new one at anytime of the year?

- No
- The club should register as a new club
- If the name or abbreviation needs to be changed during annual renewal, they can contact National Office to take care of this

Club Registration

Clubs must register
before a workout
group?

- True
- Both should be registered before individuals

Individual Registration

What is the national price in 2019 for one-event registrations?

\$20

Your LMSC has a local fee for one-events. Who must be notified of the additional fee?

The event director

Transfers

What club must a transferred member who wants to compete during the 60-day waiting period be registered with?

UC or Unattached

Reports

What file format must attachments be in when sending meet information to your clubs and workout groups through ESTHER?

- PDF
- These must be loaded into ESTHER before creating the email

Club Registration

Which USMS benefits does a workout group have over a club?

None, they are the same

Club Registration

List one benefit given to clubs and workout groups from USMS.

- Welcome kit
- Rule Book
- Banner
- Designated contact receives communication

Individual Registration

What should you do when a member decides they want to cancel their online membership and is requesting a refund.

Ask them to contact
National Office

Transfers

A member selects the wrong club when registering. You are notified to fix the mistake. Does this have to be a transfer?

A member is unable to select his club because the club has yet to register. He selects another club. Once his club registers, is this a transfer?

- No
- Ultimately it is up to the LMSC to decide when there is a transfer fee, if this should be a transfer or just a change
- If the club is in another LMSC it is a transfer

Resources

Guide to Operations

https://www.usms.org/gto/gto_registration

- Contacts and Resources
- LMSC Maps
- Fees
- Registration Procedures using the Admin Tools
- Software
- Online Registration Screen Shots
- Paper Registration Forms

People

- Registration Committee
 - Susan Ehringer, Chair
 - Marcia Anziano, Vice Chair
- National Office
 - Jessica Porter-Reilly
 - Steve Hall

Rule Book - Articles

- 101, 102, 103, 104
- 201
- 301, 302
- 501, 503