

REGISTRATION COMMITTEE MINUTES

Thursday, September 21, 1995

8:45 -10:45 a.m., Pecan Room

Attending: Barbara "Babs" Larsen, *Chairman*. Libby Neufeld, *South Central*; Diane Reed, *Colonies*; Elleen Schappel, *At-Large*; Adrienne Pipes, *Southwest*; Diane Black, *Ex-Officio*; Bill Black *Ex-Officio*; Nancy Ridout, *Oceana*; Richard Cooke, *Northwest*; Charles Kohnken, *Dixie*; Bob Koenig, *Great Lakes*; Sarah Hromada, *Breadbasket*.

OLD BUSINESS

I. **One Event Registrations.** Sandy Rousseau (*Chairman, Championship Committee*), discussed with the committee the problem Championship meets had with swimmers who register for meets with registration cards that do not reflect their intended club affiliation. Inaccurate club information causes problems for the meet hosts because it can change team sizes, and create extra work in verifying club affiliations. Suggestions to help solve the problem included a post-dated registration card with new team affiliation or a statement from the local registrar confirming the new team affiliation.

It was determined that this is an administrative matter that does not require legislative action. The entry form should spell out the information to educate the swimmer as to the requirements and to make it the responsibility of the swimmer to provide the information on a timely basis.

II. **One Event Registration.** Babs presented the results of a LMSC Registrar survey. With 28 LMSCs reporting, 11 used One Event registration. There were few reported conversions of OEVT swimmers to full membership. The committee discussed whether or not One Event registration should be retained or eliminated. Discussion pointed out the need to work hard to use One Event registration as a marketing tool. There was some concern regarding the lack of controls in the OEVT registration process--there are few built-in checks and balances to insure that the LMSCs will actually submit the names to National. This will be examined during the year. MSC: Continue OEVT for one more year and consider its effectiveness next year. Rationale: Give the LMSCs a chance to learn how to utilize One Event registrations effectively.

III. **1996 Registration Forms.** Babs presented the swimmer registration forms for 1996, emphasizing that these were correct pending no liability or fee increases. They will be available for registrars to take home from Convention.

There was some discussion regarding the necessity for including the language that \$6 of the fee goes toward *SWIM Magazine*. Gerry Rodrigues stated that the language is required by *SWIM's* audit bureau. Some swimmers (especially couples) see that language on the registration form, think it is optional, and reduce their registration fee by \$6 if they don't wish to receive it. Gerry Rodrigues agreed to check with the audit bureau to see if the language could appear on the registration card instead, thus eliminating a perceived choice.

NEW BUSINESS

I. **International Swimmers.** Several instances have occurred of citizens living abroad requesting a non-LMSC registration with USMS. They wish to be members, but do not want to affiliate with a specific LMSC. A special category was created during the year, a National LMSC, whose members would be registered as UNIN (Unattached - International), with a fee of \$25 to cover costs of international mailing. This led to discussion and confirmation by June Krauser, *USMS FINA Representative*, that an individual may hold membership in two countries, but can only represent one country in an event (scores do not apply in both countries). There was an observation that Unattached swimmers may not complete in international events, which led to discussion of creating "The Offshore Team" and recognition of the fact that this was not feasible under USMS rules at this time. For now, the swimmers will be registered in the National Registrar's LMSC (Georgia), but will not count towards delegate entitlement.

USMS has been approached by Saipan, who, as a US Commonwealth, wishes to join USMS. June Krauser pointed out that Saipan was a member of the Northern Marianas, which is recognized by FINA as a separate sport entity. Saipan will be instructed to contact their local FINA representative to set up their own Masters program.

II. **Uniformity of Information on USMS Card.** Babs presented samples of LMSC cards that have been received at National Championships, and emphasized the need for uniformity in completing the cards. Specifics included typed or computer-generated cards only, include club number, abbreviation and full name, list last name first, use dates as 01/01/95, not European style or 01-JAN-95. It was emphasized that if the LMSC wishes to include additional data, such as work-out groups, it must appear on the right half of the two-part card or on the back.

A Championship host emphasized that uniformity would greatly increase their efficiency and eliminate the need for lengthy look-ups. It was also requested that registrars do not use White-Out™, as it then requires the meet host to stop and verify the information to insure its accuracy.

Registrars were also notified that the Postal Service has changed the layout of their pre-paid window envelopes by raising the window. Raising the window now causes the address to be covered up when registration cards are enclosed. Techniques were discussed for making sure the card shows the full address (stapling, using Post-Em™ glue sticks). Nancy Ridout urgently requested that we investigate changing the format of the registration card. The registration committee will check to see if this window change represents a change in USPS specifications, or if this is a one-batch mistake. Changes in the layout of the registration card will be made for 1997 based on the results of this survey--it was considered to be close to 1996 registration to include this year, especially if this was an error by USPS.

III. **LMSC Handbook Printing Schedule.** Babs indicated that the LMSC handbook, with the exception of the Insurance and General Information, is scheduled for distribution on or before November 20th. Insurance and General Information will be distributed on or about December 20th.

IV. **Proposed Legislative Changes.** Babs indicated that the Registration Committee had introduced legislation to incorporate the inactive West Virginia and West Texas LMSCs into other LMSCs. Also, North Carolina and Virginia have mutually agreed on changes and have submitted proposed changes. Babs has also introduced legislation that removes the responsibility of setting fees from the stated purpose of the Registration Committee. Rationale: Fees are set by the House of Delegates, not by Registration Committee, and while the Registration Committee will certainly have input into the decision, they do not make the final determination. The proposed language will also recognize that the Registration Committee receives and evaluates bids for National Registrar.

V. **Proposed updated changes in USMS Registration Program.** The survey of the LMSC registrars resulted in a "wish list" of enhancements the registrars would like to see in an updated registration program. The committee recognized that there are several programs in use besides the USMS Registration Program. There was discussion of a program currently existing and available free of charge that would meet most of the "wish list" needs, and further discussion of the need of other programs to conform with .DBF format requirements.

VI. **Insurance.** Mike Laux, *Chairman, Insurance Committee*, asked the Registration Committee if they wished to create a membership category called "fitness registration", to include non-USMS swimmers who wish to participate in USMS-sponsored (or recognized) fitness events. The insurance committee has recommended that in all events sponsored by USMS, the participant must be registered and must sign the liability waiver. It was noted that this does not affect the 30-day try-out clause. MSC to support the Insurance Committee's proposal.

The meeting was adjourned at 10:45 a.m.

Respectfully submitted,

Barbara Larsen
Chairman

BHL:dwb