

## Minutes for the 2000 USMS Convention

Committee Name: Registration Committee Session: Key Largo

Day and Date of Meeting: Friday, Oct 13 9 AM – 11 AM

### Action Items

\*\*\*Have the Online Committee place the LMSC handbook online for direct electronic access by the Registrar and Other USMS & LMSC Officers

\*\*\* Have Legal Committee –Establish the official policy for length of time that the registration and meet entry form must be retained. – Request that this be a single policy across the LMSCs.

\*\*\* National Office & Leo to investigate increasing the size of the address field. .

\*\*\* Motion was made and seconded: That the executive committee not use email information for national sponsor solicitations. Motion: Passed

### Attendance

Number of committee members present: 12 Number of committee members absent None

Total number of delegates attending the meeting: 34

Sarah Hromada, Chair; Craig Campesi, Recorder; Babs Larsen, Nancy Ridout, Tracy Grilli, Esther Lyman (Phone), Delpfine Welch; Joanne Tingley; June Mather; George Simon; Charles Kohnken; Adrenne Pipes; Leo Letendre; Walt Reid; Sandy McNell; Lilly Kron; John Bauman; Margie Hutinger; Maria Cleveland; Clay Evans; Anna Lea Roof; Richard Barkan; Lisa Baumann; Mel Goldstein; Mary Lee Watson; Jane Masters; Tom Brunson; Wendy Burga; Shannon Miniot; Dennis McManus; Joann Leilich; Emmett Hines; Jack Buchannan; Jeff Roddin

### Minutes

I. Motion was made to **Thank the National Office for the wonderful job that they are doing working with the registrars and registration this year - and Thanks was passed on to Tracy and Esther.**

II. Esther and Tracy Reported from the National Office. --- Esther and Tracy explained the process of how registration is process within the National Office --The National office is actually operates at of two different offices. Esther receives the electronic copies and Tracy receives the hard copy forms and checks. One item that is critical is to provide a copy in the email and hardcopy a summary of the registration being submitted. This summary needs to include the number registered and the contributions. The transmittal form or Leo's program report is the summary needed.

III. One of the other issues that caused problems is the use of comma “,” and the use of the number sign “#” – within the address and names.

IV. The LMSC Handbook is available in electronic format, and the suggestion is to have the manual place on the web site for easy office. (Action I)

V. Issue was raised about the registration date that is entered into the registration program; this date should reflect the date that the swimmer is actually registered. The official date is the date that an official LMSC representative receives the form. That is the date that we should enter into the registration program. The insurance company asks that we “Do the best we can” to record the information.

VI. Discussion was held on the length of time that the registration and entry forms must be kept for legal reasons/ The recommendation is that legal verify the length of time required by each state and then establish the policy across the USMS that meet the longest requirement across all states, so that we have a single standard to follow. (Action II).

VII. Issues was raised about the size of the address field not support long addresses with apartment numbers. National office will investigate increasing the size of the field, based upon what can be supported by the mailing service. Leo will then expand the field based on the results of this investigation. Additionally, Leo will add a help field with the standard postal abbreviation

VIII. Mel Goldstien – Provided an overview of the national sponsor program – Mel is the liaison between the National Sponsors and the executive committee. The executive committee has established guidelines for the sponsor programs – goal is to have the sponsors provide values to the swimmers and the committees. (Direct products / services to the swimmer and committees). USMS does provide mailing labels under contract with the sponsors. Concern was raised that the email and phone numbers should not be given out to the sponsors. LMSC registrars have promised their members that this information (specifically EMAIL) would not be used outside the USMS organization. – Registration has a strong desire that this information not be used. – Or we will lose the information from the members, impacting our ability for effective and efficient communication with our members.

**Motion was made and seconded: That the executive committee not use email information for national sponsor solicitations. Motion: Passed**

IX. Discussion was held on planning for the future of online registration and how we will evolve the role of the registrar. This task will be worked as a joint activity with the On-Line Committee.

## **Adjournment**

### **Tasks for Upcoming Year:**

\* Key Tasks for the registration committee is to work on the vision and roadmap for moving to online registration, evolve the roles of the registrar and National Office. Additionally we will focus on moving to a single lifetime swimmer number that can be used by registration and records/tabulation..