

USMS CONVENTION – San Diego, CA – 2003

Committee Name: **Registration**

Committee report # **15**

Minutes recorded by: Sarah Welch

Date/time of this meeting: Sept 11, 2003, 10:30 am

**ACTION ITEMS**

1. MSA: The Registration Committee during the next year will develop recommendations for functional system requirements for a national registration database.

Committee Chair: Anna Lea Roof

ViceChair(s): George Simon

No. of committee members present: 8 Absent: 3 No. of other delegates at this meeting: 32

Committee members present:

Julie Heather, Nancy Ridout, Arni Litt, Tracy Grilli, Jim Lewis, Jim Coleman, George Simon, Jack Buchannan

The meeting was called to order at: 10:15am

**MINUTES**

**1. Privacy of members' data:**

Because LMSC registrars have access to personal data, the committee discussed how much information should be disseminated to various individuals. Nancy Ridout reported that Pacific LMSC has confidentiality policies regarding what information they will share with club representatives and meet directors. Their web site has look up information. It includes name, city, club (but no date of birth or other personal information.). Registrars are encouraged to look at Pacific's site to see how it is set up. Pacific's privacy policy is located at [www.pacificmasters.org](http://www.pacificmasters.org).

Esther Lyman commented that the National Office also has a policy to protect USMS member data.

**2. Update from Esther:**

Our current membership is at 96% of last year's total membership number. Esther projects us to end 2003 at about where we were last year. Esther commented that we need to keep in mind that we did not lose members, despite a large dues increase this year combined with a weak U. S. economy.

Esther reported on the progress toward automating all registrations. Esther has developed a way to assign swimmers with bounced checks to a 'void' area so they can't register for championships. Registrars need to notify Esther of these situations.

Anna Lea asked Esther what the registrars can do to make her job easier. Esther indicated that the most significant thing would be timely transmittals to USMS. Transmittals can be made more frequently when necessary, such as when a championship meet is coming up soon. Pacific transmits weekly.

**3. New USMS Database:**

Anna Lea reported that she, Leo Letendre, and Tracy Grilli are all members of the Database Task Force. They are working toward the goal of one integrated database. One possible use of this database in the future could be for online registration.

Each USMS member's registration fee consists of money that goes to the national office, the LMSC, and sometimes the club. The committee then discussed the implications to LMSCs of having an online banking system—for credit cards or electronic bank transfers as means to pay the membership

fees. An online banking system would require a single bank that distributes the money. Would it be the LSMC or the National Office? There are implications for all levels of the organization. Nancy noted that we need to resolve who is the 'banker' prior to developing the system. Whichever organization receives online bank card funds would also need to have a merchant account and someone would have to pay the bank card fees.

Nancy pointed out that if the online registration system was administered from the national level down, the swimmer could lose contact with the local registrar who often is the personal link with swimmers. Registrars generally recommended that money be received at the local level and then the LMSC would send the National portion of the payment to USMS. This would have the benefit of keeping administration at the local level, keeping the local registrar chasing down bounced checks and changes.

Leo noted that when things get more complex it's easier for a system to fail. Leo recommended that the registrars provide input before the new database and the system are designed. He encouraged registrars to learn from other athletic registration systems and learn from their mistakes.

**4. Action Item Discussion:**

The Committee proposed and approved the following action item: "The Registration Committee during the next year will develop recommendations for functional system requirements for a national registration database."

The requirements should begin with a clear goal statement of what the online registration software and database will achieve. The goal statement should recognize the unique relationship between the registrar and local swimmers.

**5. The Variable Portion of the USMS registration number. Do we need it?**

The Committee discussed the utility of the ID number. The consensus was that the first four characters are utilized in a number of ways and that they should continue to be part of the swimmer's USMS registration number.

**6. Leoware updates:**

Anna Lea asked the registrars to provide Leo with their requests for enhancement to the current USMS registration software ("Leoware"). The committee thanked Leo for his work on the software.

The meeting was adjourned at: 11:45am.

**TASKS FOR THE UPCOMING YEAR**

1. Develop recommendations for functional system requirements for a national registration database.
2. Updates to Leoware with input from registrars
3. Anna Lea will distribute alerts, hints and exchanges of information on registration issues.