

U.S. Masters Swimming

LMSC Membership Coordinators Peer-to-Peer

September 30, 2021 Webinar

USMS Membership Committee / LMSC Development Committee Peer-to-Peer Webinar

Peer-to-Peer Webinars



Annual session hosted by LMSC Development and any relevant national committee for a specific LMSC role focused on establishing and growing mentoring relationships. https://www.usms.org/volunteer-central/Imscs/peer-to-peer-calls Upcoming Schedule (subject to change):

- 9/30 LMSC Membership Coordinator
- 11/4 LMSC Secretary
- 12/2 Event Hosting (Sanctions, Officials, Safety, Top10 Recorder, etc.)
- 1/6 LMSC Leadership (Chair / Vice-Chair)
- 2/4 LMSC Diversity & Inclusion Coordinator
- 3/3 LMSC Treasurer
- 4/7 LMSC Awards & Recognition
- 5/5 LMSC Coach & Club Development
- 6/2 LMSC Communication
- 6/30 LMSC Results & Records
- 7/7 LMSC Hall of Fame
- 8/4 LMSC Community Service

Upcoming Webinars

October – National Disability Employment Awareness Month

- Wed 10/6 Sun 10/10 Long Course National Championship
- Tue 10/12 "Diversity & Inclusion Interactive Breakout Session: Gender and Sexual Orientation Diversity"
- Thur 10/14 LMSC Update
- Thur 10/21 Coaches Community: "Differently-Abled Swimmers: Water is the Great Unifier"
- Thur 10/28 ALTS Community: "Creating a Legacy: Turning Graduates into Instructors"

November – National Native American Heritage Month

- Thur 11/4 LSMC Secretary P2P
- Tue 11/9 "Diversity & Inclusion Interactive Breakout Session: Race + National Origin / Culture Diversity"
- Thur 11/11 Veteran's Day
- Thur 11/11 LMSC Update
- Thur 11/18 Coaches Community: "Code of Conduct"
- Thur 11/25 Thanksgiving Day
- Sun 11/28 Hanukkah starts
- Tue 11/30 "Diversity & Inclusion Interactive Breakout Session: Creating an Inclusive Culture at your LMSC"

December

- Wed 12/1 World AIDS Day
- Thur 12/2 LSMC Event Hosting P2P (Sanctions, Officials, Safety, Records, Top10)
- Mon 12/6 Hanukkah ends
- Thur 12/9 LSMC Update
- Tue 12/14 "LMSC Volunteer Development"
- Sat 12/25 Christmas Day



Welcome Everyone!

- The webinar will begin in a few minutes; please stand by as everyone gets connected
- All attendees will be muted throughout the presentation
- You can submit questions to the moderator via the Q&A 'Chat' window









U.S. MASTERS SWIMMING

LMSC Development Facilitators

Kris McPeak



Tom Moore



LMSC Development Facilitators



Kris McPeak swims in Pasadena, CA. Kris currently serves on the Mentorship Team for the USMS LMSC Development committee.

Tom Moore swims with Minnesota Masters Swimming in Minnetonka, MN. Tom currently serves on the Webinars Team for the USMS LMSC Development committee as well as on the USMS Diversity & Inclusion committee.



Membership Coordinator Facilitators

Leslie Scott

Steve Hall





Sue Nutty Chris Ottati





Membership Coordinator Facilitators



Leslie Scott swims and coaches for Greenville Splash Masters in Greenville, South Carolina. Leslie currently serves as a committee member for the USMS Membership committee.

Steve Hall swims on his own in St Petersburg, FL. Steve currently serves as Manager of the Membership and Club Services Departments at the USMS National Office.

Sue Nutty swims with Omaha Masters Club in Omaha, NE. Sue currently serves as Chair for the USMS Membership committee.

Chris Otatti swims with Walnut Creek Masters in Walnut Creek, CA. Chris currently servers as Vice Chair for the USMS Membership committee, is a member of the USMS Records and Tabulation committee, and is the Administrator for the Pacific LMSC (which includes the roles of Membership Coordinator, Top 10 Administrator, Office Manager, & volunteer support). 8

Agenda



- Guidance from Membership Committee
 - 1. Club Registration / Renewal Process Leslie
 - 2. FAQ (Changing Member Email Addresses, etc) Steve
 - 3. Taking Care of Alerts Sue
 - 4. Membership Committee Update Sue
 - 5. One Event Registrations Chris
- Peer-to-Peer Relationship Building Exercise Kris
- Wrap-Up / Q&A
- Resource Links



- Club Contact
 - All club contacts must have a My USMS login. In the past, a login wasn't required, and the email address entered during registration wasn't validated.
 - This will allow us to know the club contact is using a valid email address to ensure the USMS and prospective members' communications are being received.
- How will it impact registration this year?
 - You'll have to re-enter the club contact's information, even if it's the same, so the system can validate that person's account status. The current contact's information will be listed on Club Finder until you renew your club.
 - Current club contacts who don't have a login will receive an email in late September to set one up. If you want to change your club contact to someone who isn't a USMS member or doesn't have a login during the year, you can input that person's information, and we'll send an email to help that person set up an account. That person will become the club contact once he or she has completed the process.



- Club Abbreviations
 - All clubs and workout groups need to have a unique abbreviation. In the past, workout groups in different LMSCs could have the same abbreviation.
 - This will allow us to unify two systems and give us the ability to focus more on servicing our clubs.
- How will it impact registration this year?
 - If a club is affected by this change, they'll receive an email in the coming weeks with further details. If they aren't affected, they don't have to do anything.



- Locations
 - Clubs will have to enter the following details for all pool locations: location, pool details (e.g., indoor or outdoor), and configuration details (e.g., eight lanes when the pool is set up for long course and 22 lanes when it's set up for short course). In the past, we only required a facility location.
 - Clubs with open water locations will have to enter the following: location and venue details (e.g., whether it's an ocean, river, lake, or another body of open water). In the past, we only required a venue location.
 - This will allow us to better understand your club's facility constraints and event capabilities while helping us build one of the most robust pool and open water databases in the U.S.
- How will it impact registration this year?
 - All past location information will be removed and will have to be re-entered. The current facility location information will still be listed on Club Finder until you renew your club.

U.S. MASTERS SWIMMING

- Coach and Adult Learn-to-Swim instructors
 - All coaches and instructors must have a My USMS login. In the past, a login wasn't required and the email address input during registration wasn't validated.
 - This will allow us to know the coaches or instructors are using a valid email address to ensure USMS and prospective members' communications are being received.
- How will it impact registration this year?
 - If any of your coaches or instructors aren't USMS members, their information will be removed and will have to be input again. Once their information is entered, we'll send them an email to set up their account. The current coaches and instructors who are members won't see any change.

Encouraging USMS Clubs / Workout Groups to keep their Club Dashboard up to date



- What USMS initiatives are populated with information from Club Dashboard?
 - Club Finder Page
 - Gold Club Application
 - Inclusion in 30 day trial membership form
 - Inclusion in Try Masters Swimming participating clubs and workout groups*
 - Inclusion in USMS Fitness events*

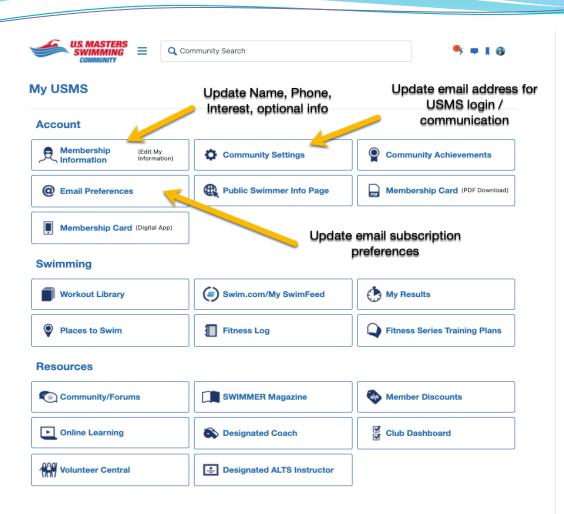
*Prior to initiatives beginning, confirmation of club and workout group participation will be confirmed.

Even if a club or workout group registers via check or cash, we should encourage them to fill out Club Dashboard and to keep it updated.

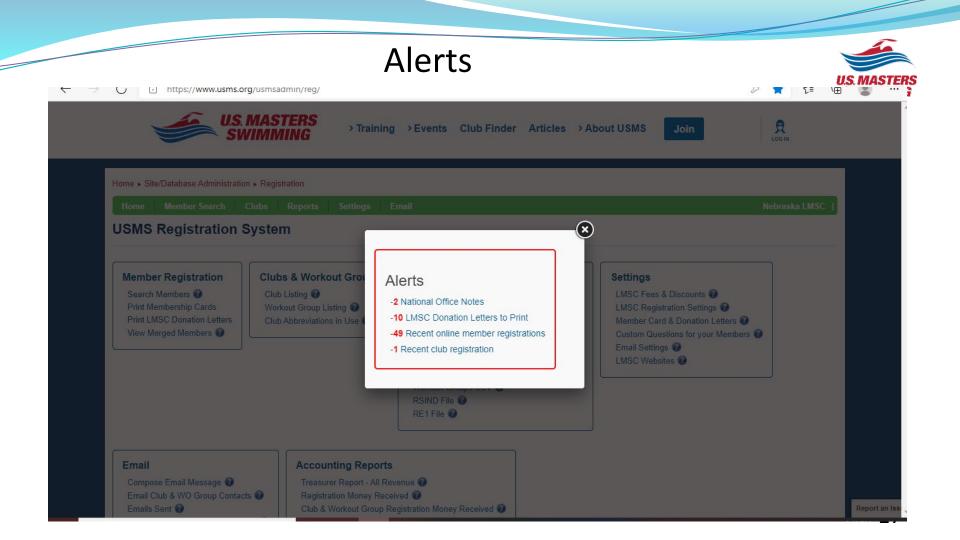
Updating Member Information



- Membership Information that *can be updated by member within members' MyUSMS page*
 - Name
 - Address
 - Primary email address for USMS communication
 - Phone number
 - Membership interests (ALTS, Health & Fitness, Triathlon, Open Water, Competition)
 - Gender Identity / Race Ethnicity (optional field)
- Membership Information that *must be updated by LMSC Membership Coordinator / USMS Membership Services:*
 - Club Affiliation
 - LMSC Affiliation

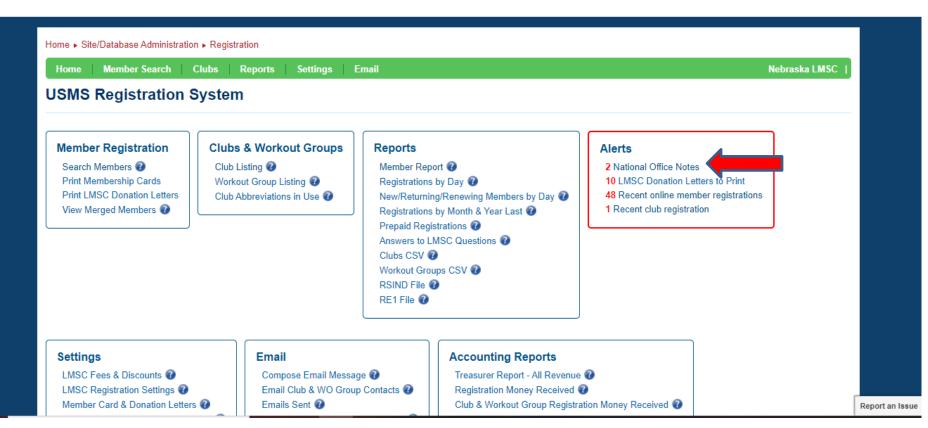






ALERTS! NATIONAL OFFICE NOTES





Home Site/Database Administration Registration Member Notes

Member Search

Home

Nebraska LMSC

View Member Record Notes - USMS Registration

Reports

Settings

Clubs

Member Record Notes									
Member Name	LMS(Club	NoteText	Source	Author	Added			
Dennis Chapman	29	OMAH	https://www.legacy.com/us/obituaries/omaha/name/dennis-chapman- obituary?id=6285872	System	Jessica Reilly	08/30/2021			
Patricia	29	BTAC	Merged swimmer	National	Jessica Reilly	01/25/2021			
John Skoog	29	OMAH	https://www.findagrave.com/memorial/207488283/john-andrew-skoog	System	Jessica Reilly	12/30/2020			
Dick Hekl	29	OMAH	https://www.legacy.com/obituaries/thegazette/obituary.aspx?n=richard-f- hekl&pid=194536727&fhid=6897	System	Jessica Reilly	12/29/2020			
Lester Demmel	29	UMSN	https://omaha.com/obituaries/demmel-lester-c/article_f22d826b-7d55-5fa8- 9637-9873e77ebc55.html	System	Jessica Reilly	12/28/2020			
Lue Davenport	29	OMAH	https://www.legacy.com/us/obituaries/omaha/name/luella-ann-davenport- lue-obituary?n=luella-ann-davenport-lue&pid=196958429	National	Jessica Reilly	12/14/2020			
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Email

Check All / Uncheck All



Check All / Uncheck All





Home Site/Database Administration Registration Member Notes

Home Member Search Clubs Reports Settings Email

View Member Record Notes - USMS Registration

Check All / Uncheck All

Nebraska LMSC

Member Record Notes								
Member Name	LMS(Club	NoteText	Source	Author	Added		
Dennis Chapman	29	OMAH	https://www.legacy.com/us/obituaries/omaha/name/dennis-chapman- obituary?id=6285872	System	Jessica Reilly	08/30/2021	~	
Patricia	29	BTAC	Merged swimmer	National	Jessica Reilly	01/25/2021	~	
John Skoog	29	OMAH	https://www.findagrave.com/memorial/207488283/john-andrew-skoog	System	Jessica Reilly	12/30/2020	~	
Dick Hekl	29	OMAH	https://www.legacy.com/obituaries/thegazette/obituary.aspx?n=richard-f- hekl&pid=194536727&fhid=6897	System	Jessica Reilly	12/29/2020	~	
Lester Demmel	29	UMSN	https://omaha.com/obituaries/demmel-lester-c/article_f22d826b-7d55-5fa8- 9637-9873e77ebc55.html	System	Jessica Reilly	12/28/2020	~	
Lue Davenport	29	OMAH	https://www.legacy.com/us/obituaries/omaha/name/luella-ann-davenport- lue-obituary?n=luella-ann-davenport-lue&pid=196958429	National	Jessica Reilly	12/14/2020	~	
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View 1 - 6 of 6								

Check All / Uncheck All

Clear Selected Notes

ALERTS: DONATION LETTERS Home Site/Database Administration Registration Nebraska LMSC Home Member Search Clubs Reports Settings Email **USMS Registration System Clubs & Workout Groups** Member Registration Reports Alerts Search Members 🕢 Club Listing 🕢 Member Report 🕜 2 National Office Notes Print Membership Cards Workout Group Listing 🕢 Registrations by Day @ 10 LMSC Donation Letters to Print Print LMSC Donation Letters Club Abbreviations in Use 🕢 New/Returning/Renewing Members by Day 48 Recent online member registrations 1 Recent club registration View Merged Members 🕢 Registrations by Month & Year Last 🕢 Prepaid Registrations 🕢 Answers to LMSC Questions @ Clubs CSV 🔞 Workout Groups CSV 🕢 RSIND File 🕜 RE1 File 🕜 Settings Email Accounting Reports LMSC Fees & Discounts @ Compose Email Message 🕢 Treasurer Report - All Revenue 🕢 LMSC Registration Settings 🔞 Email Club & WO Group Contacts 🕢 Registration Money Received 🕢 Member Card & Donation Letters @ Emails Sent @ Club & Workout Group Registration Money Received 🕢 Report an Issue



Home Site/Database Administration Registration Print Donation Letters Nebraska LMSC Member Search Clubs Reports Settings Email Home LMSC Donation Letters MSC Donation Letters to Print **Donation Letter Printing Tips** 11 letters to print This area deals with LMSC donations only. The national office mails donation letters to those who have donated to the Swimming Saves Lives foundation and provides donation details to ISHOF so that they can acknowledge their donation receipts. Print Mailing Labels You can control whether your LMSC donation letter is printed on USMS letterhead or not Print Donation Letters and create a custom signature for your donation letters via your LMSC card and donation letter settings. Clear Donation Letters When printing, in the print pop-up window be sure to set: Page Scaling: None Auto-Rotate and Center: unchecked · Choose paper source by PDF page size: checked

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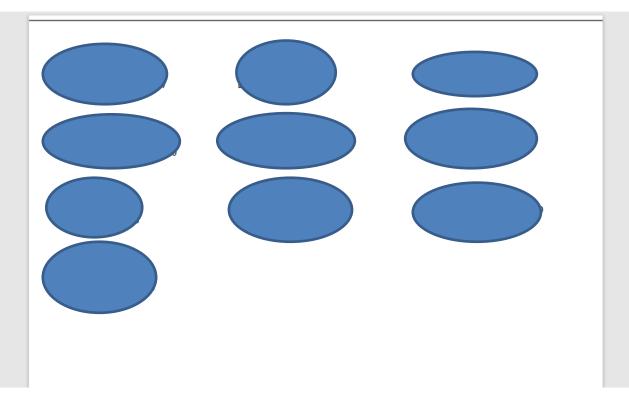
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Report an Issue

MAILING LABELS







Home Site/Database Administration Registration Print Donation Letters

Home Member Search Clubs Reports Settings Email Nebraska L							
LMSC Donation Letters							
LMSC Donation Letters to Print 11 letters to print Print Mailing Labels Print Donation Letters Clear Donation Letters	 Donation Letter Printing Tips This area deals with LMSC donations only. The national office mails donation letters to those who have donated to the Swimming Saves Lives foundation and provides donation details to ISHOF so that they can acknowledge their donation receipts. You can control whether your LMSC donation letter is printed on USMS letterhead or not and create a custom signature for your donation letters via your LMSC card and donation letter settings. When printing, in the print pop-up window be sure to set: Page Scaling: None Auto-Rotate and Center: unchecked Choose paper source by PDF page size: checked 						







Home Site/Database Administration Registration Print Donation Letters

Reports Settings Email	Nebraska LMSC								
LMSC Donation Letters									
Donation Letter Printing Tips This area deals with LMSC donations only. The national office mails donation letters to those who have donated to the Swimming Saves Lives foundation and provides donation details to ISHOF so that they can acknowledge their donation receipts. You can control whether your LMSC donation letter is printed on USMS letterhead or not and create a custom signature for your donation letters via your LMSC card and donation letter settings. When printing, in the print pop-up window be sure to set: Page Scaling: None Auto-Rotate and Center: unchecked Choose paper source by PDF page size: checked									
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ALERT! RECENT MEMBER REGISTRATIONS



Home Site/Database Administration Registration Nebraska LMSC Member Search Clubs Reports Settings Home Email **USMS Registration System** Member Registration **Clubs & Workout Groups** Reports Alerts Search Members 😱 Club Listing 🕢 Member Report @ 2 National Office Notes Print Membership Cards Workout Group Listing 🕢 Registrations by Day 🕢 10 LMSC Donation Letters to Print 48 Recent online member registrations Print LMSC Donation Letters Club Abbreviations in Use 🕢 New/Returning/Renewing Members by Day 1 Recent club registration View Merged Members 🕢 Registrations by Month & Year Last 🕢 Prepaid Registrations @ Answers to LMSC Questions @ Clubs CSV 🕜 Workout Groups CSV 🕢 RSIND File 🕜 RE1 File 🚱 Settings Email Accounting Reports LMSC Fees & Discounts @ Compose Email Message 🕢 Treasurer Report - All Revenue LMSC Registration Settings 🔞 Email Club & WO Group Contacts 🕢 Registration Money Received 🕢 Emails Sent @ Member Card & Donation Letters 🕢 Club & Workout Group Registration Money Received 🚱 Report an Issue Ζ1

NEW MEMBER REPORT



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USMS Number	First Name	Last Name	Club	WOGroup	Address	City	State	Zip	Reg. Date	Clear
	Timothy		OMAH			Bellevue	NE	68123	09/17/2021	
	<u>Timothy</u>		OMAH			Omaha	NE	68114	09/17/2021	
	<u>Kellie</u>		BTAC			Omaha	NE	68112	09/15/2021	~
	Katherine		OMAH			Omaha	NE	68102	09/14/2021	
	<u>Joe</u>		CGCC			Omaha	NE	68130	09/03/2021	~
	<u>Amy</u>		UC29			Omaha	NE	68105	08/28/2021	
	<u>Tracy</u>		UC29			Omaha	NE	68135	08/12/2021	~
	Robert		OMAH			Omaha	NE	68105	08/12/2021	
	<u>Jeffrey</u>		HTSC			OMAHA	NE	68130-2226	08/08/2021	 Image: A set of the set of the



Reports



> Training > Events Club Finder Articles > About USMS





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Home
Site/Database Administration
Registration



Team Members



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Ava	ailable LMSCs	Registration Status Type	Status For Year(s)	Report Type	
1	Nebraska	Registered In	2021 2020 🗆	O HTML	
		◯ Last Registered In	2019 🗌 2018 🗌 2017	Excel	
			□ 2016 □ 2015 □		
			2014 2013 2012		
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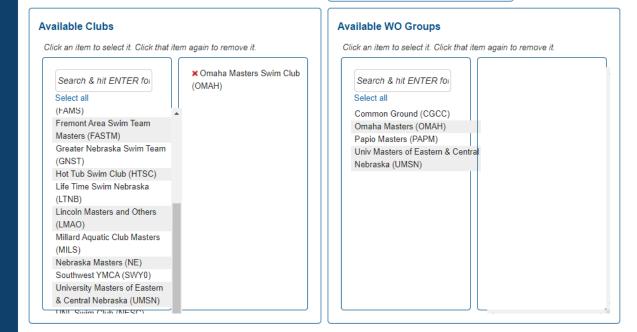
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Fields to Display	Member Affiliations	
Click an item to select it. Click that item again to remove it.	 Certified swimming official Coach 	
Search & hit ENTER for X Swimmer ID Select all X First Name Middle Initial X Last Name Birth Date X Age Reg. Date X Gender Reg. Year X Club Abbr.	Mailing Exclusions Exclude from Sponsor Mail Exclude from SWIMMER Magazine	
Address1 City State Zip Country	Exclude Birthday Emails Exclude LMSC Group Emails Exclude National Office Group Emails	
Primary Phone Secondary Phone Alternate Phone Secondary Email Address Coach Affiliation Official Affiliation	Recordkeeping Registered: After (MM/DD/YYYY) Updated: After (MM/DD/YYYY)	
Print Card? SWIMMER Magazine? Vendor Mail? Deceased Date of Death Certified Coach	Date for Age Computations Date: 09/27/20: (MM/DD/YYYY)	
ALTS Instructor Coach/ALTS Instr Designation Vanity Permanent ID Exclude From Birthday Emails	Subset by Age Greater Than Or Equal To Age	Report an Issue







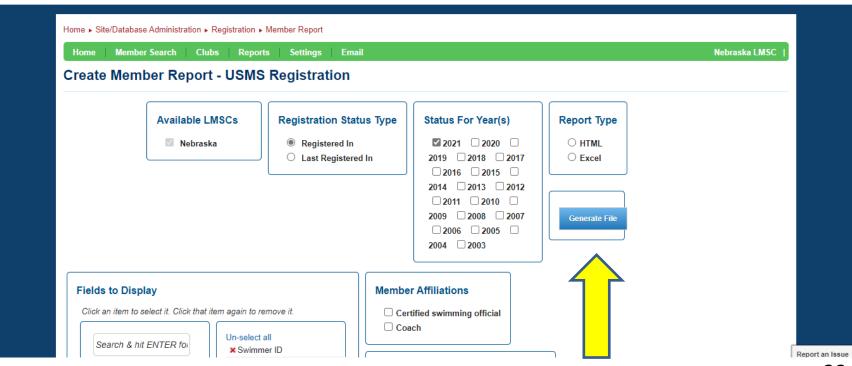


> Training > Events Club Finder Articles > About USMS

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Membership Committee Update

- 2021 Projects
 - Revising the Guide To Local Operations (GTLO) in regards to membership coordinator information
 - discussion on the future of the committee

One Event Registrations (OEVT) - General Information



- LMSCs have the option to offer one-event registrations at events sanctioned by their own LMSC. A one-event registration provides USMS insurance coverage to a participant in one "event" (open water race or pool meet). An event that spans consecutive days, such as a two-day swim meet, counts as "one event." Oneevent participants pay a one-time fee.
- One-event registration is strictly for insurance coverage for the event. Oneevent participants are not eligible for Event Rankings, Top 10, USMS records, or other honors (either individual or relay) achieved in that event. Per <u>Article</u> <u>306.4</u> of the USMS Rule Book, one-event registrations are not allowed for postal events.

One Event Registrations (OEVT) - Process



- 1. Swimmers fill out OEVT form (during online registration or at race)
- 2. Race director collects forms and payments the 2021 unified OEVT fee is \$15
- 3. Race director enters names into spreadsheet (or exports report from online entries)
- 4. Race director emails spreadsheet to LMSC membership coordinator
- 5. Race director mails paper OEVT forms and payments to membership coordinator
- 6. Membership coordinator emails spreadsheet to National Office
- 7. Membership coordinator files OEVT forms with other paper registration forms
- 8. National Office bills LMSC for OEVT registrations (as part of monthly registration invoicing)

OEVT - Your Role



- Keep a separate file of one-event registration applications for a minimum of ten (10) years.
- You may choose to assign a special one-event registration number to each member and add it as a column in the example above. As an example, XX for the LMSC ID number, Y for a year, the % sign, then a sequence, 139%-0001for LMSC 13 (NC) for the first One Event Registration in 2019. For the registration date, use the date of the event in which the one-event member participated (use the first day's date if the event spanned more than one day).
- Contact each OEVT member as soon as possible after the event. Extend an invitation to convert their OEVT membership into a full USMS membership, with a credit for the \$15.00 that was already paid for the OEVT registration. Make sure to say that this conversion is only available for 30 days after the date of the OEVT registration, and that the member will have to mail a check for the difference in price to the LMSC membership coordinator.

OEVT - Your Role



- Each one-event registrant should be provided with a packet of information to highlight the benefits of joining USMS. Included in the packet may be any of the following:
 - Informational brochure from USMS and any material describing the LMSC's activities (e.g., a sample newsletter or local brochure).
 - A membership reduction coupon to be used toward offsetting the annual cost to USMS. The membership coupon would be valid for only 30 days after the date of registration, which will be indicated on the coupon by the meet director. The value of this coupon will be determined by each individual LMSC and redeemable only in the LMSC of issue.
 - Registration form for that particular LMSC for full membership.

OEVT - Your Role



- If any members convert, register them as full members in the registration software. Take their previous \$15.00 payment and include them in your registration deposit, along with the check they sent for the difference in price.
- After 30 days have elapsed since the event, submit the remaining OEVT registrations to the National Office by emailing the spreadsheet to volunteer@usmastersswimming.org.
- Do not send any money or registration forms. The National Office will bill the LMSC as part of the monthly accounting process.
- A one-event member converting to a full membership may only do so within the same membership year. In other words, a member could not register with a one-event membership in October, 2020, and convert that to a full 2021 membership in November, 2020 at the reduced (offset) cost for a 2021 membership.

OEVT - Suggested Process



Situation A: Only online event entries

- 1. Swimmer enters meet online
- 2. Swimmer indicates that he is also purchasing an OEVT registration
- 3. Swimmer electronically signs waiver
- 4. Meet director downloads spreadsheet from online registration system
- 5. Meet director sends spreadsheet to LMSC membership coordinator
- 6. Meet director sends check for OEVT registrations to LMSC membership coordinator

OEVT - Suggested Process



Situation B: Both online and paper event entries

- Online entries:
 - 1. Swimmer enters meet online
 - 2. Swimmer indicates that they are also purchasing a OEVT registration
 - 3. Swimmer electronically signs waiver
- Paper entries:
 - 1. Swimmer enters meet on paper form
 - 2. Swimmer fills out paper OEVT registration form
 - 3. Swimmer signs paper waiver
- 4. Meet director downloads spreadsheet from online registration system
- 5. Meet director manually adds paper OEVT registrations to spreadsheet
- 6. Meet director sends spreadsheet to LMSC membership coordinator
- 7. Meet director sends check for OEVT registrations to LMSC membership coordinator Situation 41

OEVT - Suggested Process



Situation C: Only paper event entries

- 1. Swimmer enters meet on paper form
- 2. Swimmer fills out paper OEVT registration form
- 3. Meet director manually creates spreadsheet from paper OEVT registrations
- 4. Meet director sends spreadsheet to LMSC membership coordinator
- 5. Meet director sends check for OEVT registrations to LMSC membership coordinator

P2P Relationship Building Exercises



- We want to connect each LMSC Membership Coordinator with 1-3 Peers in other LMSCs
- Fill out online survey (email forthcoming to all LMSC Membership Coordinators with link)
 - Your contact info
 - Are you:
 - Very experienced (interested in being a mentor)
 - Not experienced (interested in being a mentee)
 - "Regular" experience (interested in having/being a buddy)
 - LMSC Info:
 - Number of Members
 - Do you have a "regional club" in your LMSC?
 - Does your LMSC allow One Event Registrations (OEVT)?
 - Any challenges?
- LMSC Development will send you contact information for your Peer(s), along with some suggested conversation starters we recommend you do a phone call in the next 30 days to get to know each other, then do a follow up in 3 months, and whenever you need a 'buddy' to talk to about being a Membership Coordinator

Wrap-Up / Q&A



• What Questions do you have for us?

Additional Resources



- USMS Home: https://www.usms.org/
- Membership Coordinators section, Guide to Local Operations: ۲ https://www.usms.org/volunteer-central/guide-to-local-operations/Imscoperations/registration
- Membership (formerly Registration) Committee: regchair@usmastersswimming.org
- Volunteer Services: volunteer@usmastersswimming.org 800.550.SWIM
- **One Event Registrations**
 - Volunteer Central: Guide to Local Operations: Event Management: OEVT https://www.usms.org/volunteercentral/guide-to-local-operations/Imsc-operations/registration/registration-procedures/one-events
 - Volunteer Central: Guide to Local Operations: LMSC Operations: Membership Coordinators: Registration Procedures: ٠ OEVT https://www.usms.org/volunteer-central/guide-to-local-operations/Imsc-operations/registration/registrationprocedures/one-events