

Team Management: Staff – Role permissions matrix

	Club Administrator	Club Registrar	Club Swim-a-Thon	Club Meet Director	Club Aquatic Director	Club Safe Sport Coordinator	Head Coach
Club: Edit Club Information	●			●			●
Club: Edit Member Records	●	●					●
Club: Edit Groups	●						●
Club: Manage Registration	●	●					●
Club: View Club Reports	●						●
Club: Renew Club Registration	●	●					●
Club: Club Recognition Program	●	●		●			●
Meets: Create New Hosted Meet	●			●			●
Meets: Edit Hosted Meets	●			●			●
Meets: Submit Pre-Meet Files	●			●			●
Meets: Submit Post-Meet Times	●			●			●
OME: Create OME Hosted Meet	●			●			●
OME: Enter Club in OME Meet	●						●
Facilities: Edit Club Facilities	●				●		●
SSRP: Submit SSRP Application	●					●	
Swim-a-Thon: Administer Event	●		●				
LMS: Purchase Club Certifications	●						●

Figure 2.6. Team management – staff permissions matrix

Staff roles not listed above do not grant club portal access. For more information, visit USA Swimming’s [SWIMS 3.0 helpdesk article](#)

