

Border Swimming
Registrar Description and P/P
As of

Position Description

The Border Swimming Registrar will maintain the membership of all clubs and individuals in Border Swimming; prepare reports as required by USA Swimming, Border Swimming Board of Directors and Local Swim Clubs; attend USA Swimming LSC Registrar meetings; as well as other duties as assigned by the Border Board of Directors or set forth in Border Swimming's Policies and Procedures.

Specific Duties

Membership:

- Coordinate with local swim clubs to assist in registration of their members through the USA Swimming Online platform.
- Maintain and register Unattached Border members
- Review and approve USAS member transfer requests.
- Support clubs in the annual club renewal process.
- Manage new club applications.
- Maintain record of Coach and Officials Certifications and update credentials in SWIMS, as needed
- Review and adjust LSC membership dues with approval from Border Swimming Board of Directors.
- Maintain Border Swimming's LSC Management Portal in SWIMS
- Maintain a listing of club registrars, for direct consultation on membership issues, and provide training as needed.
- Any membership status changes must be initiated by the individual member.

Reporting

- Run SWIMS LSC transaction report and send monthly transaction report to Border Vice-Chair of Finance and Treasurer on the first day of the month for the preceding month.
- Run SWIMS LSC transfer report and send monthly transfer reports to local swim club registrars on the first day of the month for the preceding month or upon specific request.
- Run and send Meet Director, Meet AO, Border Chair, Officials Chair and Safe Sport Coordinator report of Officials and Coaches credentials status 7 days before each meet.
- Produce LSC Statistic Reports at the end of each season.
- Produce any other needed reporting for Border Swimming.
- Provide LSC reports to USA Swimming upon request

Meet Duties

- Review and confirm status of good standing for those individuals named in a meet sanction request.
- Run meet recons; send meet recon error reports; work with teams to correct errors and unattached/reattach swimmers who are still within the 60-day transfer period before and after each sanctioned meet.

Other Policies

- The club is responsible for making sure that all of its swimmers and officials are member in good standing with USA-S. The Meet Director is responsible for making sure that all swimmers and coaches participating in a meet are members in good standing with USA-S. The Meet Referee is responsible for making sure that all officials participating in a meet are members in good standing with USA-S.
- Border Swimming Membership Dues: Border Swimming Member annual fees mirror the USAS fees with the exception of an additional LSC fee added to the following memberships: Athlete/Coach/Junior Coach/AO/Meet Director/ SafeSport Coordinator. The additional LSC fee is determined, and subject to annual approval, by the LSC Board of Directors

Procedures:

New memberships-All members must register using their Club's USA Swimming online portal.

Membership renewals-Renewals are maintained at the club level with administration strictly through the club registrar. Unattached members renew through LSC registrar.

Upgrading membership-Upgrade of membership is maintained by the account holder or the club level, procedures vary by club.

Updating coaching and official credentials-Any Coach and Official credentials not automatically uploaded and recorded in SWIMS member account must be submitted via the following Google Form administered by LSC Registrar.

Coach and Official Credential Submissions

Club renewals are administered at the club administrators level and are yearly requirement.

Disclaimer

The above-listed procedures are all subject to change as SWIMS evolves, and the steps required for each are often specific to the member or club that is doing the registering/renewing/upgrading (i.e. membership upgrades (Flex to Premium member; Parent to Official; Parent to Admin; Athlete to Coach; Bulk vs. One-touch Renewals, etc.). USAS has online guides for all of these procedures which are available to all clubs, individuals, registrars, etc.