

Proposed changes in Registration policies

Club registration policy proposal

Proposal: Annual club registration fee will be increased to \$300 beginning September 1, 2008 (starting the 2008-09 registration year). Discount incentives will be offered as follows:

- Club, head coach & safety coordinator registration materials submitted by November 1 – club fee \$100
- Club, head coach & safety coordinator registration materials submitted between November 1 and December 31 – club fee \$150
- Club, head coach & safety coordinator registration materials submitted after January 1 – club fee \$300

Note – this would not apply to new clubs requesting membership for the current year or to college teams that service only college swimmers.

Background: Each year registration materials are mailed to all clubs in August. For the past decade, Middle Atlantic Swimming has offered various incentives for early registration of athlete and/or non-athlete members. The most recent program allows clubs to submit their electronic athlete registrations by October 15th and receive a discount of \$2.50 per athlete. The date is significant because our meet season begins the first weekend in October. In order to process meet reconciliations, the necessary registration information must be received and processed as close to the beginning of the season as is possible. Approximately 2/3 of our athlete membership for the year is received by October 15th, proving that clubs have embraced the concept.

Membership in our organization expires on December 31st of any given year. This is especially problematic for teams who have not renewed their club membership by that date. SWIMS (our national registration & times database) will not allow swimmers, coaches, officials or other non-athlete members to be registered to a club that has expired. Athletes competing for an expired club must swim unattached and may not participate on relays. Any registrations submitted by athletes or non-athletes must be processed as unattached. The head coach must be registered as an unattached coach before the club can be registered. After the club registration is processed, the coach must be re-attached to the club and any athletes that had been registered as unattached must be moved also. This involves going into each record individually – a very time-consuming task.

Facts:

Club registration for September – October 2007	43
Club registration for November – December 2007	42
Club registration for January 2008	17
Clubs remaining unregistered for 2008	10 (includes 2 college teams)

As you can see from the numbers above, approximately 25 clubs out of 112 or 22% of our club members would fall into the \$300 category in the 2007-08 registration year. Every effort would be made to insure that all clubs have the opportunity to take advantage of the discount period. As with the athlete discount, the date of January 1st is significant - club membership expires on December 31st of a given year.

Athlete registration at meets

Proposal: Membership fees for an athlete who registers at a meet would increase to twice the current athlete membership fee.

Note – this would not apply to athletes who are registering as unattached athletes and do not intend to join a particular club.

Background: Several years ago Middle Atlantic Swimming adopted a policy of accepting only electronic registrations from athletes who belonged to a Middle Atlantic club. This helps us to keep the swimmer's data (name, DOB, ID, etc.) consistent throughout our system. Meet entries and results match the club database, which in turn matches the USA Swimming database. Everything is consistent.

Middle Atlantic Swimming performs a reconciliation on each meet that is hosted within our boundaries. Athletes who are not registered show up on this report. These athletes must be registered before the meet begins. They have the option of registering pre-meet (the club sends a file to the office and payment follows) or they can register at the meet. Meet registration does not work very well within our system for the following reasons:

- 1) The meet director is usually very busy at the start of a meet and does not need unnecessary work.
- 2) The registration file and money is not sent from the meet to the office in a timely fashion (sometimes never).
- 3) The information in the meet file does not match the information on the registration form exactly. This swimmer will show up as an error on meet recons until the information is adjusted in the club database.
- 4) The club administrator has no idea the swimmer is registered and does not have the opportunity to collect any additional money as required by a particular club.
- 5) The swimmer may have already paid the club for membership and now must pay the fee again. This causes hard feelings and does nothing for the club's reputation.

Clubs are informed of unregistered athletes in a timely fashion. There is relatively little work involved in submitting the athlete registration file & fee to the office.