



## Membership Coordinator

### DUTIES / RESPONSIBILITIES

Perform the duties of Local Masters Swimming Club (LMSC) Membership Coordinator, including, but not limited to: recommend, design, and distribute approved forms necessary for and process the registration of clubs and individual members using the United States Masters Swimming (USMS) software.

- 1) Register new swimmers as well as re-register existing swimmers as registrations are received
- 2) Keep track of online registrations
- 3) Send registration information to clubs
- 4) Process transfers and “one event” registrations
- 5) Register new clubs as well as re-register existing clubs as registrations are received
- 6) Process all registrations within seven (7) days of receipt
  - a) If requested, print and mail USMS cards to members
  - b) Provide a monthly registration report to the SPMS Chair and Treasurer, and also to the USMS National Membership Coordinator.
  - c) Account for and deposit funds received from individual and club registrations and transmit documentation regarding the deposits to the SPMS Treasurer.
- 7) Communicate via telephone and/or e-mail with the SPMS Executive Committee, SPMS Committees, USMS National Membership Coordinator, National Top Ten Recorder, various competition directors, club representatives, and individual swimmers with regards to registration information, problems, or questions, in a timely and courteous manner.
- 8) Assist with communication between the SPMS Committee, SPMS members, and USMS. This may be accomplished by regular email messages, mailings, meetings, newsletter articles, and telephone communications.
- 9) Communicate with the SPMS webmaster to keep club registration forms and contact information up to date.
- 10) Work with the SPMS Newsletter Editor to maintain the list of clubs and club contacts for the SPMS Newsletter.
- 11) Work with new clubs wanting to register and obtain approval for club abbreviations from the USMS National Office.
- 12) Provide to the Marketing Committee the details of new clubs that are in the pipeline and that have joined.
- 13) Maintain paper registrations with signed liability releases and electronic copies of registrations for a minimum of six (6) years or/as required by California and Nevada state law.

### **SPMS Registrar Contract-**

- 14) Provide to the SPMSC a monthly registration report on request from the Treasurer or the SPMSC highlighting financial activity and registration statistics for current month, year to date, and prior year to date.
- 15) Provide membership information as requested (membership list, email addresses, mailing labels); provide a current list of registered members for each club upon request; provide membership lists to event directors as requested and approved by the SPMSC.
- 16) Send RE1 file to the meet host/administrator prior to the (first) day of the swim meet. Work with the Open-Water Chair by providing him/her a current registration list of the participants denoting both members and one-event registrations (OEVT) for each event.
- 17) Provide courteous and pleasant telephone answering service and prompt responses to email and telephone requests.
- 18) Adhere to all USMS policies and timelines including but not limited to data collection and storage, codes of conduct, and proof of compliance. In the event that there is a conflict of interest or if SPMS is out of compliance, the Membership Coordinator is to alert the SPMS Committee at the next committee meeting, if not sooner.
- 19) Communicate with USMS National Office regarding USMS Rule Book orders and distribution.
- 20) Attend meetings of the Registration Committee at the USMS Convention if selected to attend as a delegate for SPMS.