

## **SPMS Registrar/Office Manager**

### **Role overview and purpose:**

The Registrar is a vital position to SPMS and to United States Masters Swimming, responsible for processing both Club and Member new memberships and renewals, and responding to inquiries from Members, Potential Members, Clubs, Potential Clubs, SPMS officers and the National Office in a timely manner.

1. Perform the duties of Local Masters Swimming Club (LMSC) Registrar, 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.
  - a) Register new swimmers as well as re-register existing swimmers as registrations are received
  - b) Keep track of online registrations
  - c) Send registration information to clubs
  - d) Process individual Member transfers and “one event” registrations
  - e) Register new clubs as well as re-register existing clubs as registrations are received
2. Process all registrations within seven (7) days of receipt
3. Print and mail USMS cards to all members who submit paper registrations and to members who register online and check the box requesting a paper copy of their registration card.
4. Replace lost USMS cards upon request charging a rate approved by the SPMSC.
5. Provide a monthly registration report to the Treasurer, and also to the USMS National Registrar.
6. Provide the SPMS Executive Committee a monthly time tracking report detailing actions taken as the Registrar and separately as the Office Manager.
7. Account for and deposit funds received from individual and club registrations and transmit documentation regarding the deposits to the SPMS Treasurer.
8. Communicate via telephone and/or e-mail with the SPMS Executive Committee, SPMS Committees, USMS National Registrar, 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.
9. Work with new clubs wanting to register and obtain approval for club abbreviations from the USMS National Office.
10. Maintain paper registrations with signed liability releases and electronic copies of registrations for a minimum of six (6) years as required by state law.
11. Provide to the SPMSC a monthly registration report highlighting financial activity and registration statistics including transfers for current month, year to date, and prior year to date.
12. 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.

13. 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 Registrar is to alert the SPMS Committee at the next committee meeting, if not sooner.
14. Attend meetings of the Registration Committee at the USMS Convention if selected to attend as a delegate for SPMS.
15. Provide courteous and pleasant telephone answering service and prompt responses to email and telephone requests.
16. Work with the SPMS Newsletter Editor to maintain the list of clubs and club contacts for the SPMS Newsletter.
17. Communicate with the SPMS Webmaster to keep club registration forms and club contact information up to date.
18. Provide the Marketing Committee and Chairman the details of new clubs that have joined as well as new clubs that are being developed.
19. Assist with communication between the SPMS Committee, standing and ad hoc committees of SPMS, SPMS members, and USMS. This may be accomplished by regular messages, mailings, newsletter articles, and telephone communications.
20. Send RE1 file to the meet host/meet administrator prior to the first day of an SPMS swim meet. Work with the SPMS Open Water Chair by providing him/her a current registration list of the participants denoting both members and one-event registrations (OEVT) for each SPMS open water event.

*Estimated hours/days required per month:*

*24 - 60 hrs. per month.*