

JOB DESCRIPTION – NC LSC REGISTRAR

Registration

- Processes annual registration of athletes, clubs and non-athletes using the SWIMS database
- Reconciles and processes registration payments
- Distributes membership cards to athletes and non-athletes; periodically provides roster lists to member clubs
- Registers athletes and non-athletes throughout the year as required

Meet Reconciliation

- Reviews sanctioned meet rosters to ensure that participants are registered swimmers using Pre-Meet Reconciliation or Post-Meet Reconciliation
- Ensures that the club database is matched against the SWIMS database anytime during the year

Coach Certification

- Ensures Coach Certifications are kept current using the SWIMS database
 - Notifies coaches of expiring certifications
 - Updates SWIMS to remove coaches with expired certifications

Meet Directors

- Maintains NCS Meet Director's manual
- Develops and presents workshops at NCS House of Delegate Meetings (April and October)
- Aids in development of LSC policy and procedures pertaining to registration
- Provides resource information for meet directors in NCS
- Resource for LSC OME questions

Other Duties

- Provides information about USA Swimming and the LSC to prospective individual and group members through local website and information packets
- Attends USA Swimming Registration Workshop at least once every four years (transportation and lodging provided)
- Maintains current working knowledge of USA Swimming rules, policies and procedures