



## North Carolina Swimming LSC Registrar

[www.swimnc.com](http://www.swimnc.com)

North Carolina Swimming is seeking the right candidate to fill the position of Registrar for the LSC.

### **The LSC Registrar responsibilities will include:**

Registration - updating fee structures, processing transfers, outreach review, update certifications, assisting and advising new clubs through the registration process, troubleshooting registration issues with all members.

Meet Sanctions - process sanction requests, maintain current announcements and calendar the website, update meet information in SWIMS.

Meet Recons - receive meet backups and run recon reports, email and work with host team, visiting teams and other LSCs to ensure proper registration.

Meet Results - receive meet backups to export results and files for posting, import results into SWIMS, troubleshoot any times errors, bill host team for all fees associated with the meet.

Meet Bid Calendar - prepare meet bid packet, review meet bids as they are submitted and at the technical planning meeting, import meets into Appgini for our website, enter all meets into swims.

Meetings, Meets and Events - prepare HOD check in sheets with allocated votes, oversee check in at the HOD meetings, vote counts at meetings, provide updates at meetings on registration issues and required legislation, attend LSC championship meets and awards.

USA Swimming interaction - Represent LSC in all USA Swimming meetings regarding registration and membership. Respond to all USA Swimming inquiries in a timely manner.

## **Desired Qualifications**

Knowledge and ability to work with Meet Manager and Microsoft Office programs as well as the capacity to learn how to maintain LSC website pages and billing programs as necessary.

Working knowledge of the USA Swimming SWIMS database (OTS, OME, club portal, etc.)

The ability to coordinate and work with the LSC Executive Director and LSC Leadership as well as USA Swimming staff.

Knowledge of how the LSC, Swim Clubs and meets operate.

Excellent verbal and written communication skills to work with a variety of different teams and individuals.

High level of responsiveness as many of the troubleshooting items are time sensitive and potentially not limited to traditional office hours.

Detail-oriented and organized.

## **Other Factors**

Works remotely but residence within the LSC is preferred.

Ability to drive to LSC meetings, events, and camps.

Must be a USA Swimming member in good standing prior to job start date of about June 16, 2025 and must retain membership throughout employment.

**To submit a resume or inquire about the job, please contact General Chair John Roy.**

[Coachjohn@bellsouth.net](mailto:Coachjohn@bellsouth.net)

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