



**MINNESOTA
SWIMMING**

April 2016

House of Delegates Report

Member Services Administrative Assistant * Becky Vonderharr

Another busy year has zipped by. The autumn months are, obviously, the most hectic. I appreciate all who helped my job go smoothly by writing clearly, completing the forms completely, sending copies of credentials, signing the forms, etc. Keeping members' records accurate is a large part of my duties.

Every year brings new challenges. Please remember to read all new forms and letters. Often they appear similar to previous forms but they usually have subtle changes which are added to help you – the member.

This past year has highlighted a couple of issues which could possibly hold up the processing/updating of a members' information. The office needs to be informed when you have changed your name, address, club affiliation or any new completion credentials (i.e. CPR, STSC, etc.). In addition, members need to be consistent in referencing their name. Issues with matching Background Checks and Athlete Protection Training have occurred with spelling differences or use of maiden name instead of current legal name or vice versa. Please use your legal name when filling out the forms and for signing up for courses such as CPR, STSC etc. It makes it much easier to try to match these things to your record if information is consistent.

I am still a part time staff member and I get into the office once, sometimes, twice a week. Thus, I sometimes am not easily reached by phone. Best bet is to leave me a message via email – bvonderharr@mns swim.org. I will get back to you as swiftly as I can. If you have any questions, concerns or issues with the information on your cards please contact me so they can be dealt with. I can be reached at bvonderharr@mns swim.org or 952-988-4179.

Thanks for allowing me to be of help to you and USA Swimming.