

Registration / Office Administrator Report
Board of Directors Meeting
Feb. 15, 2015

- **2015 Registration Numbers as of 2/9/15:**

Athlete:	6060	Non-Athlete:	801
Athlete Outreach:	28		
Total:	6088	Clubs:	48

- **Eastern Zone Spring Meeting:** Six rooms have been reserved for Virginia Swimming attendees.
- **Travel Reimbursement:** The information sheet and reimbursement request form were updated and posted to the website.
- **Elections:** At the end of this report is the Volunteer Interest Survey for you to indicate your interest in continuing to serve the athletes of Virginia Swimming. Please let return this to me as soon as possible. I have already contacted the other members of the Nominating Committee in order to begin the nomination/election process.
- **Swimposium:** It has been decided to offer the usual Officials and Athlete clinics at the 2015 Swimposium and add clinics for Club Leadership and Coaches. Potential topics were sent out to representatives for this group with a deadline of Jan. 18th but no one has responded with suggestions as of today.
- **National Registration Committee:**
 - At its meetings held Jan. 30 – 31, committee members endorsed the idea of no longer printing non-athlete cards for Officials because all of the pertinent membership information is currently included on each official's certification card. This proposal has been sent to the Official's Committee for feedback.
 - Online Member Registration (OMR) is continuing to move forward with a hopeful implementation date of 9/1/15. In this process, teams will use their selected team management software to check registration files against information in SWIMS before sending the file to the LSC registrar for processing. The idea is that errors will be caught and corrected at the team level without requiring intervention by the LSC registrar. Software vendors will be responsible for training the teams in this new process.
- **Conflict of Interest Form:** I still need forms from Steve, Terry, Scott, Bob, Emily, Caroline, Matt, and Peter. If I have missed your form, please accept my apology. Once again I have included the form so please print the last page, sign it, and return it to be my fax (434-352-0203), email, or snail mail. It does require an actual signature, not a typed one.
- **LEAP 3:** I have attached the LEAP 3 document for your perusal.



Virginia Swimming Volunteer Interest Survey



Elections for the VSI Board of Directors will be held at the House of Delegates meeting on April 26th and the Nominating Committee is seeking volunteers who are interested in serving the swimming community. The offices elected by the HOD include:

- | | |
|---------------------------|--------------------------|
| General Chair | Senior Chair |
| Administrative Vice Chair | Age Group Chair |
| Secretary | Technical Planning Chair |
| Treasurer | Registration Coordinator |

The HOD also elects the members of the Board of Review and the Nominating Committee. Information pertaining to the responsibilities of each of these offices can be found on the [Board of Directors](#) page and in the [VSI Bylaws](#) on the VSI Website.

There are also many committees that serve as an integral part of the operations of Virginia Swimming. Members of these committees are appointed by the VSI Board of Directors. The VSI Committees include:

- | | | |
|--------------------|-----------|-------------------|
| Age Group | Coaches | Safety |
| Technical Planning | Officials | Championship Meet |
| Senior | Athletes | Finance |

Please consider serving the athletes of Virginia Swimming by volunteering for one of these areas and complete the following form:

Name: _____ Club: _____

Address: _____

Phone: _____ Email: _____

Interested in running for the office of _____

Interested in serving on _____ Committee

Please complete the form and send it to:

Virginia Swimming	or	businessoffice@virginiasswimming.org
PO Box 1059	or	Fax: 434-352-0203
Appomattox, VA 24522		

****This form is fillable and can be completed, saved, and then attached to an email.**

CONFLICT OF INTEREST STATEMENT

Those who choose to serve Virginia Swimming, whether as volunteers or paid professionals, are held to a high standard of conduct. Those who serve must do so without personal gain in order to avoid any institutional loss or embarrassment and to behave in such a way that the organization's trust and public confidence are enhanced. It is important to avoid any real or perceived conflict of interest.

While no set of guidelines can completely define acceptable behavior, the principles that guide behavior in this area are disclosure, non-participation in the decision making process where personal or family gain is a possibility, and a commitment to honor the confidentiality of organizational information. All conduct is founded on the individual's own sense of integrity. Any individual accepting the honor of serving Virginia Swimming must accept the burdens of public disclosure and public scrutiny.

In our complex society, the mix of volunteer work, business interests, governmental activity, and family relationships often creates potentially conflicting interests. What is required is disclosure of potential conflicting interests when they arise, and strict nonparticipation in any evaluation process relating to the matter in question.

The following seven items reflect specific expectations by VSI of people signing this agreement. These items cannot and do not however completely define what is acceptable. They are intended rather as guidelines to what is acceptable conduct. Each individual must find his or her own way within this guidance.

1. A good faith effort must be exercised by those signing this statement to conduct the business of Virginia Swimming in observance of both the spirit and letter of applicable federal and state laws.
2. Virginia Swimming properties, services, opportunities, authority and influence are not to be used for private benefit.
3. Members of the Virginia Swimming Board of Directors will disclose the nature and extent of an actual or potential conflict of interest when it involves the award of contracts, the purchase of goods and services, the award of contracts for professional services, and the allocation of Virginia Swimming resources for individual use. Reimbursement for reasonable and customary expenses associated with travel to meets, meetings and conferences on behalf of VSI does not constitute a conflict of interest
4. Gifts, cash, travel, hotel accommodations, entertainment, or favors are neither to be given (except with full approval of the Board of Directors) nor received, except those of nominal value exchanged in the normal course of business. Gifts and favors of more than one hundred dollars (\$100.00) value should not ordinarily be accepted. If circumstances render it awkward to refuse such a gift, the donor should be thanked and told the gift is being accepted on behalf of and will be delivered to Virginia Swimming.
5. Expenses incurred in the furtherance of Virginia Swimming business are to be reasonable, necessary and (if twenty-five dollars or more) substantiated.
6. All are expected to exhibit honesty, loyalty, candor and professional competence in their relationships with Virginia Swimming and with each other.
7. Each individual has the responsibility to maintain the confidentiality of the organization. This includes both proprietary and sensitive information.

Should any individual(s) reasonably perceive that a conflict of interest exists or could exist, the situation shall be fully disclosed.

ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING

I acknowledge receipt and understanding of Virginia Swimming’s Statement of Principles on Ethical Behavior and Conflict of Interest, and I pledge my full support of the spirit and the letter of the requirements contained therein.

Print Name

Signature

Date

Virginia Swimming Position