

Registration Report

Virginia Swimming Board of Directors Meeting

March 18, 2012

1) Registration Numbers: (change from this time last year)

Athletes: 5730 (-1)
Seasonal: 37 (+37)
Non-Athletes: 753 (+43)
Clubs: 50 (+5)

2) Outreach Documents: The proposal from the Outreach Task Force is attached.

3) Red Cross Certification Changes: All ARC courses taught since Feb. 1, 2012, carry a two year certification. This now includes First Aid and Lifeguarding. It is anticipated that the STSC certification will change to two years instead of three by the end of this year.

4) Billing Procedures: Currently, I send invoices to teams with a balance due on a somewhat sporadic basis with the first being sent sometime in December and then again in February and then maybe April and June. Most teams pay with each registration while others pay when I send an invoice. **Question:** Do you want me to start sending invoices on a more regular basis?

5) Coach Certification & Deck Pass: Coaches are able to access their SWIMS account information through Deck Pass. This means that he/she can see the expiration dates of all certifications through his/her account. That information is updated immediately after I enter any updates and is viewed as a perfectly acceptable verification of coach certification. **Question:** At a meet do we want to accept this as verification that a coach has met all of his/her membership requirements?

- 6) **Online Report of Occurrence Form:** The form for reporting injuries or accidents at meets or practice can now be found online at www.usaswimming.org/roo . While the paper form may be needed to gather the necessary information for the online form, it should not be submitted as in the past. The online form is the preferred method of submitting the information. Statement from Mary Illich at USA-S: After the form is submitted, the submitter will receive an email confirmation. In the body of the email is a detailed account of the information that was reported. This email can be printed or saved to a file for record keeping. I emailed all USA Swimming clubs with the same information that you received. The LSC office and/or the LSC Safety Chairs may need to inform their clubs of the way they would like to receive copies of the email confirmation. After emailing to all member clubs, I have received many back already as “undeliverable”, so it appears that some will not get the message. **Question:** How do we want to handle this and who should inform the clubs?
- 7) **Photographers at Meets:** Earlier in December David, Terry, Michael, Steve H., and I discussed this during a conference call. I have attached the guidelines that we developed. We planned to start this with District Champs meets but I dropped the ball on getting it out to the teams in time for individuals to complete the registration process. Here is the document for your perusal.
- 8) **Transfers:** When an athlete transfers to a new team, one of the things I must do is inform the former team of the transfer in case there is a judgment against the athlete for money due to the team. The USA-Swimming Rules and Regulations require that a swimmer submit a form requesting the transfer. This form is one that is common across all of the LSCs. An enhancement to SWIMS is currently being developed that will automatically generate a transfer notification to the athlete's former team releasing me of the responsibility to make the contact. When I receive a registration for a swimmer who is transferring to a new team, I wait to determine the true last date of attachment until I receive the form. **Question:** Do you want me to change the process that I currently follow?

9) **Zone Meeting:** Who will be attending? I need to make room reservations.

Mary Turner

GUIDELINES FOR PHOTOGRAPHERS AT MEETS

In order to clarify the requirements for photographers, both professional and team designated, the following guidelines have been developed:

- The meet host has the prerogative to decide if photographers will be allowed on the deck of the pool.
- Any professional photographer allowed at the meet must provide proof of liability insurance to the Meet Director and must also have parental permission of any athlete he or she photographs.
- If the meet host chooses to allow team photographers, the individual serving in that capacity must
 - Be a registered, card carrying member of USA-S. Membership card must be visible at all times while on deck.
 - Present the completed Team Photographer Identification Form to the Meet Director. This form will be available from the Meet Director and must be signed by the head coach or team president. Teams should request the form from the meet director at least three days prior to the beginning of the meet.
- It is the responsibility of the Meet Director and Meet Marshals to ensure that photographers do not impede the progress of the meet in any way and follow the Virginia Swimming Policies governing photography.

J. MEET SAFETY

3. Photography will not be permitted behind the starting blocks. Individuals who violate of the above photography restrictions may be asked by the Meet Director to leave the pool venue.

TEAM PHOTOGRAPHER IDENTIFICATION

NAME: _____ TEAM: _____

ADDRESS: _____

PHONE NUMBER: _____ CELL PHONE: _____

SIGNATURE OF TEAM REPRESENTATIVE

POSITION

Virginia Swimming Outreach Athlete Membership (Proposal – 3/17/2012)

Purpose of Outreach Membership:

Virginia Swimming offers Outreach Membership at a reduced membership fee to a swimmer who qualifies on the basis of financial need.

Outreach Membership Qualifications:

The yearly income guidelines used by the local school district to qualify students for the National School Lunch Program Free or Reduced Meals will be used to qualify a swimmer for Virginia Swimming / USA Swimming Outreach Membership. A swimmer does not have to participate in the actual lunch program in order to qualify for Outreach Membership. A copy of one of the following must be provided to show proof of need:

- a) National Free or Reduced Meals Program verification form;
- b) Medicaid card;
- c) Food Stamp letter;
- d) Current signed federal tax return showing the income guideline has been met;
- e) Other documentation that is consistent with the Income Eligibility Guidelines for the National School Lunch Program.

Application Procedure:

1. The swimmer applies to a club for Outreach Membership.
2. The club reviews documents to determine qualification for Outreach Membership.
3. The club submits an Outreach Membership request to the VS Registration Chair indicating the type of qualifying documentation it has received. If the club uses guidelines other than a – d listed above, an explanation of the process used needs to be sent to the Registration Chair and updated on an annual basis.
4. The Registration Chair approves Outreach Membership or, if needed, requests to review the qualifying documentation.

An unattached swimmer who is not affiliated with a club should submit the qualifying documentation to the VS Registration Chair.

Entry Fee Reimbursement Program for Outreach Athletes (Proposal – 3/17/12)

Purpose of Program:

To encourage the participation of Outreach Athletes in VSI sanctioned meets, VSI will reimburse a club for meet entry fees paid by the club for the outreach athletes.

Sanctioned meets for which VSI receives rebate fees qualify for this reimbursement.

Reimbursement Procedure:

- f) The Registration Chair will advise the Treasurer of the names and club affiliation of all VSI registered Outreach Athletes.
- g) VSI will send a letter to the Point of Contact for each club that registers an Outreach Athlete advising the club that it is eligible for reimbursement of meet entry fees paid for the athlete.
- h) The reimbursement will be paid for (a) the swimmer fee and (b) all individual event entry fees paid by the club for the athlete. For events where the entered athlete did not swim, 50% of the entry fee will be reimbursed.
- i) The club must file for the entry fee reimbursement within 60 days of the conclusion of the meet.
- j) The Treasurer will provide an Outreach Entry Fee Reimbursement Request on the Diversity page of the VSI website for use by clubs eligible for the reimbursement.
- k) For reimbursement, the club must provide (a) the athlete's name, (b) the date and location of the meet, and (c) the individual events for which entry fees were paid for the athlete.
- l) The Treasurer will confirm the entry information from the published meet results. If the athlete did not swim an entered event, the club must provide a copy of the club's entry information provided by the meet host.
- m) The reimbursement check will be made payable to the club and forwarded to the address provided on the reimbursement request.
- n) The athlete and the club have the right to appeal any decision regarding reimbursement to the Board of Directors.

Proposed Policy Change:

M. Outreach Athletes

1. Outreach membership is available for athletes who meet the qualification guidelines as outlined in Virginia Swimming Procedures E.
2. To encourage the participation of Outreach Athletes in VSI meets, VSI will reimburse a club for meet entry fees paid by the club for the outreach athletes. If the athlete is unattached, reimbursement will be made to the athlete. *(This is the statement from current Policies)*