

Virginia Swimming Inc.
Office Administrator / Registration Coordinator Report
Aug. 25, 2013

Year to Date Registrations (as of 8/18/13):

<u>Athlete</u>		<u>Non-Athlete</u>		<u>Clubs</u>	51
Athlete	6604	Individual	753		
Seasonal	165	Family	52		
Single Meet	15	Life	9		
Total:	6784	Total:	866		

- **Clubs Merging with Other Clubs:** In July two clubs merged with two others and have become "satellites" of sorts. This means that we now have three teams with satellites: one club has 5 teams under its "umbrella" or name while each of the others has two teams. In each case, I keep separate financial records for each satellite because each one registers its members separately and pays separately. This means that I am doing the same work for each of the satellites as I do for any club but there is only one registration fee of \$100 collected regardless of the number of satellites under the umbrella.

Action Item: Institute a registration fee for satellite teams.

- **Athlete Protection Training Update:** Two major changes will go into effect for APT on September 1:
 - All APTs that expire between Sept. and Dec. of this year will be extended until Dec. 31, 2013.
 - Renewals will now be required **annually**. This will go into effect as each member renews his/her APT effective 9/1/13. Members with a 2014 or 2015 APT expiration date won't need to renew it until that time but it will then need to be done with every membership year. (APTs expiring in 2014: will be extended to 12/31/14 and APTs expiring in 2015: will be extended to 12/31/15)

The expiration date will always be 12/31 and it will be computed based on the same way that our membership year is determined:

- If you take the APT between September 1 - December 31, it will be valid until 12/31 of the following year
- If you take the APT between January 1 - August 31, it will be valid until 12/31 of the current year

The extensions to 12/31 will be done automatically in SWIMS sometime around 9/1/13. **No new cards will be generated due to this change.**

- **Credit Card Payments Now Being Accepted!** Approximately 50% of parents chose to use this option to pay the Zone team fee. There were issues with connectivity at the one of the pools so that which impacted the functionality of accepting credit cards on site. A solution for this will

be found to alleviate this issue in the future. I am currently working with Michael Downs on setting up the Payment Center tab on the website so that online payments can be accepted for the Swimposium, Athlete Clinic, and Awards Banquet as well as registrations for non-athletes and unattached swimmers.

- **2014 Registration Materials Distributed:** All registration materials were emailed to head coaches and club contacts early in July. All of the registration forms were formatted so that they can be filled in online, saved, and either printed and mailed or submitted to me electronically.
- **Proposed changes to Bylaws:** In working on the job descriptions required for LEAP 2, I found several inconsistencies and items that needed correction in our Bylaws. Below are the changes that I recommend to bring things in line with our current practices:
 - Article 607.1.1
 - Change Equipment Committee to Coordinator
 - Change Bylaws/Legislation to Rule/Legislation
 - Remove Computer Technology
 - Change Elections to Nominating Committee and Elections
 - Remove *Coordinator* from Policies and Procedures
 - Remove *Coordinator* from Swim-a-thon
 - Change Times and Recognition Coordinator to National Times Coordinator
 - Add Finance Chair
 - Article 607.1.2
 - Remove All Star Meet Committee
 - Change Zone Team Committee to Zone Team Manager
 - Article 607.1.5
 - Remove All Star Team Members (?)
 - Article 607.2.2A Remove current wording and replace with 607.4.3. Then remove 607.4.3 and renumber subsequent items.
New 607.2.2A will be: *MEMBERSHIP/REGISTRATION COORDINATOR - The Membership / Registration Coordinator is authorized and obligated to conduct the registration of Group and Individual members and supervise the transmission of registration information to USA Swimming and assist in the preparation of the reports as required by Section 608.6, together with such additional reports as may be requested by USA Swimming, the VSI Board of Directors, the Administrative Vice Chair, or the Finance Committee Chair.*
 - Article 608.2 & .3
 - Change *The Secretary shall forward (or cause) . . . to The Treasurer shall forward (or cause)*