

Registration Report

VSI Board Meeting

January 15, 2012

Year To Date Statistics

Athlete	
Athlete	5352
Athlete Outreach	48
Total:	5400

Non-Athlete	
Individual	632
Family 1	54
Family 2	54
Life	9
Total:	749

Clubs	
Club	46
Organization	1
Total:	47

- As of Wednesday, January 11, all but 49 of the 749 non-athletes who have registered for 2012 have completed the APT. Two reminder notifications were sent out, one in October and another in early December, to any non-athlete registered in 2011 or 2012 who had not already completed the training. Also, as I received and processed 2012 applications, I sent a reminder email to each individual if either APT or BG check was needed.
- There was a glitch in updating APT completions after Dec. 31 but that was corrected by 9 pm on Jan. 3. If any certification or registration reports were run prior to that time, I suggest that they be run again to ensure that everyone with a current registration is included.
- All registrations received to date have been processed and cards have been mailed to non-athletes. There have been several instances where the cards have taken a rather long time (2 to 3 weeks) to arrive. However, please have individuals contact me who have not received their cards. Because the 2012 registration process isn't complete without the APT or current BG check, the statement "let me know if you don't receive your card in a week" is no longer valid.

CONFLICT OF INTEREST STATEMENTS: I have included a copy of the Conflict of Interest Statement that every Board member needs to sign (except Amelia – I have yours). Please sign the statement and send that page back to me.

- ZONE WORKSHOP:** The workshop, which will be held April 20-22 in Boston, MA, will highlight how the SWIMS membership and times databases interact with the Officials Tracking System, Online Meet Entry program, Deck Pass, club portals, etc. In addition, Praesidium will present an athlete protection session at each workshop.
- I have received the reservation form for those attending and will forward it to the individuals who will attend.
 - Clubs are also invited to send a representative at their own expense. Club representatives will have the opportunity to see the process behind the accessible public website, learn what is available online for clubs (webinars, club portals, reports, IMX certificates, club membership statistics, marketing potential of Find-a-Club, etc.).
 - My travel expenses will be paid by USA-S because I will be representing the Registration Committee at the workshop. At this point, I don't know if that means I will be counted as one of the four LSC representatives or not.
 - **ACTION ITEM:** *Identify VSI representatives who will attend.*



2012

USA Swimming Zone Workshops

Western Zone	April 13 – 15, 2012	JW Marriott Desert Ridge Resort & Spa, Phoenix
Eastern Zone	April 20 – 22, 2012	Marriott Cambridge, Boston
Central Zone	April 27 – 29, 2012	Renaissance Blackstone, Chicago
Southern Zone	May 4 – 6, 2012	Emerald Greens Golf Resort, Tampa

USA Swimming will be conducting a series of Zone Workshops to demonstrate and show the tracks of SWIMS and the relationship to the USA Swimming website for times, membership/registration, Officials Tracking System and other public access features such as the Online Meet Entry system. In addition, an Athlete Protection Workshop will be presented by Praesidium.

LSC Funding:

USA Swimming will provide housing and some meals for up to four members from the LSC. Each LSC will provide transportation and will be encouraged to send the following representatives – their registration/membership coordinator, permanent office staff, officials' chair, a times representative, and someone who works in OME and can help others learn how to use it.

Club Involvement:

Clubs are invited and encouraged to attend at their own expense (a registration fee will be determined that will include housing and meals).

The advantages and value to club participation are outlined below:

- See in action the process behind the accessible public information
- Learn and explore what is available on line for clubs:
 - On line webinars from administering times, membership to coaching
 - Club Portals: reports, IMX certificates, specific club membership statistics to help in your strategic planning and budgeting

2012 ZONE WORKSHOPS

AGENDA

GOAL: To demonstrate and show the tracks of SWIMS and the relationship to the USA Swimming website for times, membership/registration and Officials Tracking System and other public access features.

Friday

4:30 – 5:30pm Registration (pick up name tag and workshop materials)
5:30pm Reception (hosted by USA Swimming)
6:30 – 8:30pm Dinner (hosted by USA Swimming)

Saturday

Breakfast on own
8:30 – 9:00am Registration continues
9:00am Welcome & Overview
9:15 – 10:45am Session One (choose one):
Registration/Membership (*see next page for content outline*)
Times/OME (*see next page for content outline*)
Officials/OTS (*see next page for content outline*)
10:45 – 11:00am Break
11:00 – 12:30pm Session Two (choose one; content will be a repeat of Session One):
Registration/Membership
Times/OME
Officials/OTS
12:30 – 2:00pm Lunch on own
2:00 – 3:00pm Session Three: Safe Sport: A Community Effort (presented by the Athlete Protection Cmte)
3:00 – 3:15pm Break
3:15 – 4:15pm Session Four – Breakout Groups:
Registration/Membership
Times
Officials/OTS
OME
4:15 – 5:15pm Session Five – LSC Breakout Groups (*LSCs will be assigned to small groups to discuss and plan how they can best use the products demonstrated at the workshop, share best practices, gather ideas from participating clubs to enhance the LSC from a club perspective, etc.*)
5:15 – 6:00pm Session Six
Saturday Wrap-Up
LSC Goals
Q&A
Evening Dinner on own

Sunday

Breakfast on own

8:30 – 10:00am Burning Issues

Wrap-Up and Evaluations

WHO SHOULD ATTEND FROM EACH LSC:

Permanent Office Staff

Registration/Membership Coordinator

Times representative

Officials Chair

Whoever provides assistance to clubs or enters LSC meets in OME

LSC will provide transportation (ground and/or air).

USA Swimming will provide housing (double occupancy) and some meals.

Clubs would also be invited to send a representative at their own expense (a registration fee, to be determined, would cover USA Swimming provided housing and meals)

CONTENT OUTLINE FOR SESSIONS ONE & TWO:

Registration/Membership

How the USA Swimming ID connects to all records and its importance

How to access and use your LSC and Club Portal Reports and Certificates

Membership information available through OTS (Officials Tracking System)

Connection of information available through Deck Pass accounts

Membership and the Athlete Protection Training access

How to find information on the USA Swimming Website

Times/OME

What approved, observed, and sanctioned meets really mean and how they impact you

Beginning-to-end meet classifications (From the meet host request to the LSC through the times showing up on the USA Swimming website)

The LSC website portal and records keeping

What's available and what impact it could have for you

USA Swimming website overview

What's available for you and how to find it

On-Line Meet Entry (OME)

How this could work for your LSC

Times recon (what to do when you only want to prove times for a meet)

Officials/OTS

Meets and Activities:

How to and who can set them up

Best practices for data collection and entry

Shortcuts and tools for quick entry of participants into meets and activities

Generating Meet Reports from within the meet

Explanation of some of the shortcomings

Future enhancements. LSC evals, meet reports, options of “position in session” or “sessions in position”

LSC Certification Module:

Initial set up – suggested best practices

Managing certifications – suggested best practices

Future enhancements. Adding certification/recertification specific reports.(cert history, meet and activity participation, and tests)

Reports:

Officials Detail report

Activity report (new)

Meet Reports

APPENDIX A: 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

