

Registration / Office Administrator Report
Board of Directors Meeting
Nov. 30, 2014

- **2015 Registration Numbers as of 11/25/14:**

Athlete:	4911	Non-Athlete:	456
Athlete Outreach:	21		
Total:	4932	Clubs:	25

- **Eastern Zone Spring Meeting:** Virginia Swimming will host the meeting that will be held in Virginia Beach on May 8-9 at the Crowne Plaza. The contract will be signed in the next day or so.
- **Membership Cards:** Many non-athlete must renew their BG checks this year. Because of this, I am not sending cards to Officials who have
 - registered for 2015 but have a BG check or APT that will expire in December.
 - renewed the BG check or APT but have not registered for 2015.Membership cards can be viewed in Deck Pass so I do not see the point in mailing a card that will be valid for just one month. Around the beginning of December I will send an email reminder to any non-athlete who needs to renew his/her BG check.
- **Transfer:** I have processed many transfers this season. Most athletes who changed teams at the beginning of the season are now attached to their new teams. FYI, when I receive a registration file that includes athletes who were registered with another team the previous year, I switch the athlete to unattached if I have not received a transfer form at that point. I inform the team that sent in the registration that the athlete is unattached and request the transfer form. Once I receive the form, I update the athlete's record.
- **Conflict of Interest Form:** Included with this report is the form that each member of the Board must sign annually. 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.

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