

Registration / Office Administrator Report
Board of Directors Meeting
February 5, 2016

- **2016 Registration Numbers as of 2/5/16:**

Athlete:	5959	Non-Athlete:	838
Athlete Outreach:	48	Clubs:	51
Total:	6007	Organizations:	1

- **Spring Speedo Championship Meet:** The meet announcement has been posted to the Eastern Zone and Virginia Swimming websites. OME is set-up and will open on Feb. 15th. The meet set-up file will be sent for posting tomorrow.
- **Awards Celebration:** As of the middle of January, almost 400 athletes have qualified for the All Star Team. We have heard from Speedo that they cannot guarantee an athlete for April 23rd. Steven Phillips is currently working with the group we have used in the past, Premier Management Group, to obtain a speaker.
- **Eastern Zone Spring Meeting:** Hotel rooms has been reserved for the meeting in Atlantic City, NJ, May 6-7.
- **Future Meeting Locations:**
 - April 10 - Spring House of Delegates Meeting: Hilton Garden Inn, Cox Road
 - August 28 – August Board of Directors Meeting: Doubletree, Midlothian
 - September 17-18 – Swimposium and House of Delegates Meeting: Doubletree, Midlothian
- **Delinquent Fees:** The team that registered as an Organization for 2016 has paid all outstanding fees owed to Virginia Swimming and is now an Organization in good standing.
- **Registration Fees:** A team sent a payment in December that was apparently lost in the mail and never arrived. The team has sent a letter detailing the check number and the date that it was mailed as well as documentation that a stop payment order has been processed for the check in question. The letter stated that a check has been put in the mail for the registration fees owed to Virginia Swimming but requested that the service fee be waived. I recommend waiving the fee based on the documentation provided. (FYI, at least one other team has indicated that a check was sent but never arrived.)
Action Item: Vote on the team’s request to waive the service fee charged for registration fees invoiced in December.