

Proposed Amendment to Policies and Procedures of Virginia Swimming, Inc.

Policy proposal for consideration at the September 20, 2015 HOD Meeting

Changes are indicated as follows:

- Additions are in a **blue font**
- Deletions are in a **red font and struck through**

Registration Payment Policy

Policies Section: H. Registration Payment Policy

Proposed by: Mary Turner, Bill Geiszler, Kevin Hogan

Summary: To clarify and simplify the registration payment policy.

VSI BOD Recommendation: Recommends approval.

H. REGISTRATION PAYMENT POLICY

1. For teams that are in good financial standing with registration payments, registrations will be processed when received by the VSI Membership/Registration Coordinator. Payment of the applicable fees is expected within 15 days of the submission date.
2. Payment for registrations is due by the 15th of the following month (eg, payment for registrations made in October must be received by November 15th). At the beginning of each month, teams will be sent a statement of registration transactions showing the amount due that month. Teams failing to submit payment of the amount due prior to the 15th will be charged a 5% service fee. **For each additional month that the payment is not received by the 15th of the month, an additional 5% service fee will be charged.**
3. Teams failing to submit payment within 30 days of the original statement date will be ~~charged an additional 5% service fee and will not be~~ deemed to be **not** in good financial standing regarding registration payments **and no additional registrations will be processed until payment of the applicable fees has been received by the Membership/Registration Coordinator.** ~~At this point, with the concurrence of the General Chair, the registration status of all members will be changed to unattached and the Executive Board will be informed of any delinquencies.~~
4. For teams that are not in good financial standing with registration payments, **payment of all outstanding registration and service fees must be made by 15th of the month immediately following the month when the first service fee was assessed. If payment is not received by that date, all members of the team will be changed to unattached on the first Monday following the 15th.** ~~all additional registrations will not be processed until payment of the applicable fees has been received by the Membership/Registration Coordinator.~~
5. Teams failing to submit payment within 60 days of the original statement will be automatically referred to the ~~Zone Board of~~Administrative Review Board. VSI may also seek a legal judgment against the team.

Procedure proposal for consideration at the September 20, 2015 BOD Meeting

Meet Management Procedures—Required Software

Procedures Section: H. Meet Management Procedures

Proposed by: Jim Frye

Summary: To maintain the forward capability of output files for archival purposes, the host club will be required to use no earlier than the previous version of HY-TEK Meet Manager software.

H. MEET MANAGEMENT PROCEDURES

The host club shall run the meet using either the current or the previous version of HY-TEK Meet Manager software. The software shall also be updated with the most current service pack available for that version.

Host Club will appoint a Meet Director who must be a registered member of USA Swimming.