

OVR Verification Officer's 2004-2005 Year-End Report

Stephen J. Donahue

I HAVE 4 REQUESTS FOR THE 2005-2006 SEASON:

1. Members who did not submit payment or required paperwork will not be allowed to register this year until they have completed their outstanding registration requirements. To verify that your club's or team's registrations were complete, please check the OVR website.

Clubs, 2004-2005

www.ovr.org/archives/2005/dir/club.php

Teams, 2004-2005

www.ovr.org/archives/2005/dir/team.php

2. When sending payments and forms for online registrations, please include a copy of your registration receipt. Attach the payment listed at the bottom of the page and only the paperwork that is associated with that registration.
3. Directors of all men's and women's tournaments will be able to check the *Men's and Women's Teams* (www.ovr.org/mw/teams.php) to verify that participating teams are eligible.
4. If you wish to have additional insurance for the same facilities that you used last year please let me know as soon as possible.

Highlights for the OVR Verification Officer for 2004-2005 include (as of 8/8/05):

- 6,509 out of 6,515 transactions (99.89% complete)
- Manually verified 35,823 pieces of paperwork, one at a time, out of 36,241 required (98.85% complete)
- Followed up on all missing information for 15,903 members (98.85% complete)
- Collected membership registration fees (99.85% complete)
- Verified 115 juniors' teams and 4 adults teams to nationals in TIVA and an Excel file (100% complete)
- Individually verified 27,025 junior certifications in TIVA to the national office (115 teams × 5,405 individual certifications × 5 verifications) (100% complete)

- Manually verified 192 adult certifications in TIVA to the national office (100% complete)
- Answered 13,487 e-mails (100% complete)
- Developed an Excel spreadsheet to keep track of all over-payments/underpayments (100% complete)
- Developed and maintained an accurate filing system for over 20,300 forms
- Prepared daily reports for the Executive Director/CEO
- Processed 83 requests for additional insurance for 31 clubs, the OVR, and 73 facilities
- Processed 21 requests for generic insurance for 19 clubs and 2 facilities
- Processed and verified 2,513 background checks through SSCI
- Completed background checks on out-of-region officials and verified to the Referees' Chair
- Maintained separate files and records for officials' registration
- Updated many IMPACT certifications for coaches
- Updated members' information in the OVR database as requested by the membership on a regular basis



If you have any questions relating to registration and/or verification please contact me via e-mail at donahue@ovr.org. Have a great season!

Sincerely,

Stephen J. Donahue
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