

## 2009 CLUB AND INDIVIDUAL REGISTRATION INSTRUCTIONS

It's time to renew for 2009! Enclosed you will find your 2009 Club Application Form and 2009 Membership Application Forms. *NOTE THE NEW, LOWER CLUB REGISTRATION FEE!*

The yearly club membership is \$50 (\$30 to USMS for a Rule Book and USMS mailings, and \$20 remaining in SPMA for our mailings, records, top ten listings, videos, office expenses, etc.). Of the \$40 individual membership dues, \$25 goes to USMS for insurance, operating expenses, magazine subscription (\$8), and national registration costs and \$15 is used by SPMA for the newsletter, operating expenses and programs. Each swimmer will receive USMS Swimmer, a bi-monthly magazine, with the SPMA Newsletter as an insert in the center of the magazine. The year-end registration fee is \$30 (for Sept 1 – October 31, 2009). These swimmers will receive 2 issues of the magazine (Nov & Jan) before their memberships expire.

The first step in your 2009 registration process is to complete the two-page Club Application Form and return it with the \$60 fee. No members for your club can be processed for 2009 until your club form and fee have been received. Individual registrations for 2009 will be accepted as of November 1<sup>st</sup>, **providing the club they wish to represent has already registered.** A \$10 discount is available for club registrations postmarked on or before October 29, 2008!

*Club Registrations  
postmarked by October 29,  
2008 receive a \$10 discount!  
Mail yours today!*

ONLINE REGISTRATION: Please encourage your swimmers to use the online registration process. They can access it from the link on the SPMA website ([www.spma.net](http://www.spma.net)) or from the USMS website ([www.usms.org](http://www.usms.org)). I can provide a club specific link for you to put on your website, that will have the club automatically selected when the swimmer goes to online registration from that link. Please email me your request if you would like this link.

Your club will not appear in the online registration as an option until the club has turned in the registration form to me!

Please list on your form:

- Person to receive correspondence, both SPMA and USMS. ***This person must be reliable to disseminate information to the proper people.*** This information will include: 1) Coach-type information, such as records, top tens, insurance claim forms, event scheduling information; 2) Administrative information, such as insurance information; 3) Meet Directors information such as the Rule Book; and 4) Registration/Treasurers' information such as fees and procedures. ***One of a volunteer organization's biggest problems is making sure information gets to where it needs to go!***
- Club Registrar/Treasurer. This will make it more efficient to solve registration related problems quickly.
- Additional email contacts. Much of the information mailed to the clubs will also be emailed to club representatives. Since the dissemination of information is critical, please provide the name and email address of coaches, board members, etc. of the club who will assist in the distribution of information. Note that USMS recognizes only the primary recipient for their mailings, so any USMS material must be shared by the primary person listed.
- Safety Coordinator. Your Safety Coordinator's responsibilities include knowledge of the location of the nearest phone and emergency phone numbers, safety equipment, and the workout supervisor. No special safety training is needed except to know the above information in case of an emergency. A person (or persons) in this capacity should be in attendance at every workout.

Currently registered SPMA members will receive a 2009 application in the SPMA Newsletter insert in the Nov/Dec issue of SWIM Magazine. A copy of the 2009 registration form is included in this packet. Please make copies as needed for your new members, or request them from the SPMA office.

1. **Only 2009 forms are acceptable.** Registrations on forms from previous years WILL BE RETURNED.
2. If your club prefers to collect the swimmers' forms and send them in with one check please check the writing on each form to be sure it is legible for someone not familiar with the swimmer. Print the name, address, etc. if you feel it might not be discernable.

3. **Please check through the forms** you are submitting for: **1) date of birth (swimmer must be 18 or older); 2) team name; and 3) signature.** Memberships cannot be processed without this information. If the team name is left blank the swimmer may be registered as unattached. Please let your swimmers know that it is unsportsmanlike conduct, and subject to sanction, to knowingly provide false information (such as birthdate) on a registration form or meet entry. Please have the swimmer contact me to correct any errors as soon as possible.
4. If your club would like an individualized form with the club name pre-entered and/or a request to return the form to the club's coach rather than the SPMA registrar, please send your request to registrar@spma.net. You will receive a PDF file with the requested changes by email.
5. **A swimmer may transfer** to your club at the initial yearly registration with no waiting period, no fee or form involved. After the swimmer has registered for 2009, any transfer requires the completion of a Transfer of Club Affiliation Form and a \$3 fee.
6. **Please keep the SPMA office informed of any changes in address of your members.** This will ensure that USMS Swimmer reaches the right address (it is not forwarded unless the person moving pays the postal service forwarding fee). *Notify us by Nov. 20, Jan. 20, Mar. 20, May 20, July 20, and Sept. 20 to ensure the magazine is delivered correctly.*
7. **For the USMS Liability Insurance coverage to be in effect, all the swimmers in your workout must be registered with USMS (e.g., have a SPMA card, or membership from another area of the country) and the workout must be supervised by a USA Swimming certified coach or a registered USMS swimmer.** Additionally, California law requires that there be at least one individual on deck with current certification in CPR, first aid training, and one of the following: California Emergency Water Safety Training, Lifeguard Training or the equivalent. For Masters swimming in unsupervised workouts, it is recommended that a certified lifeguard be on deck at all times.
8. **A swimmer has 30 days from his first practice until his registration must be processed by SPMA.** It is recommended that a prospective swimmer complete and sign a 2009 membership application form, and that you date and file it as a 30-day tryout form.
9. **A swimmer must be 18 years old to register for Masters swimming.** A swimmer less than 18 may train with your team without jeopardizing the club's liability insurance by registering with USA Swimming, as long as a USA Swimming certified coach is supervising the workout. Everyone in the workout group must be a member of USMS or USA Swimming for the club's USMS liability insurance to be in effect.
10. **Do not hold registration forms** -- they get lost and the swimmers complain when they go to a meet and are not registered. Send in the forms every two weeks. It does not matter to me if there are 2 or 20. *Please note the above due dates to ensure your members will receive the current issue of the magazine.* If the club line is left blank, there is no guarantee that the swimmer's affiliation will be assigned to your club, and the swimmer may be registered as unattached. *Please check all forms for signatures before sending them in!*

*When you hold swimmer's registration forms your swimmer is the one who loses. They don't get all the issues of the magazine, and if they try to swim in a meet or open water event they have to pay again! Please mail forms promptly or have the swimmers mail their own!*

Complete and mail your Club Application Form today! You may register new members for 2009 as of November 1st **IF** your club application has been received. If a new swimmer wants to compete for your club at our November and December meets the club must be registered for 2009.

### **Looking forward to your participation in 2009!**

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