

CHAPTER 5

REGISTRATIONS

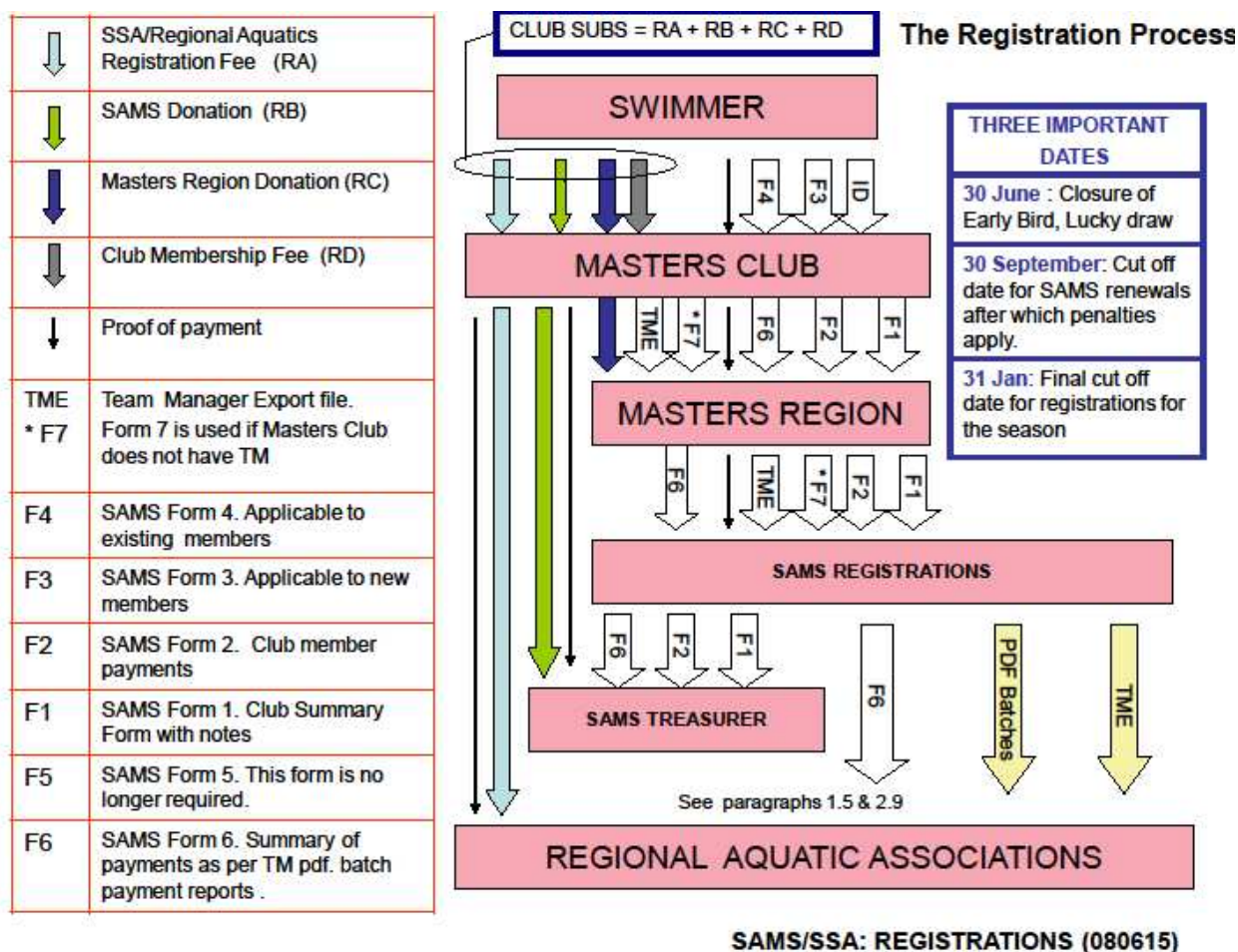
1. General

- 1.1. A member pays club subs which include club membership fees, masters' regional fees, SAMS fees and SSA/regional aquatic body affiliation fees.
- 1.2. Masters' swimming fees are designed to just cover costs, typically, those required for the running of galas, communication, newsletters, etc., with a small amount set aside for future needs.
- 1.3. Membership administration, including all forms and applicable fees required, is handled by secretaries and treasurers of the clubs and regions and at SAMS, by the registration officer and treasurer. As the task can be quite demanding at times, those involved have been dubbed "*Valiant Knights*".
- 1.4. In general, swimmers tend to be hugely intelligent but for whatever reason, when completing forms, swimmers often leave their brains in the shallow end of the dream pool! Some problems that administrators encounter are: receipt of forms without the promised deposit; receipt of deposit without any forms; receipt of deposit with a reference 'registrations' instead of a name; receipt of forms with promises of an immediate fax of ID yet the latter never materializes; deposits of incorrect amounts and swimmers who ignore their official name as it appears on their IDs.
- 1.5. Clubs have the responsibility of paying all applicable fees/donations. This means that clubs pay the SSA/Affiliate fees directly to SSA affiliates (viz. regional aquatic bodies). The club also submits directly to the applicable Masters Region as well as directly to SAMS the donations which are required at this stage to ensure that the Masters' supplementary service provided by the Masters Regions and SAMS respectively are continued. There is a strong possibility without such services Masters will fall apart at the seams!! While fees/donations are submitted directly, the registration data must be submitted following the route: Club to Masters Region to SAMS to the applicable affiliate. This is required until such time that SAMS is convinced that SSA has all Masters' specific systems in place. Please refer to the flow chart below. Kindly also note that in the case of Masters Clubs which are subsets/divisions of an aquatic club such as those in Port Elizabeth these clubs may send registration data directly to the applicable affiliate and to provide SAMS with a copy.
- 1.6. Team Manager, a computer programme used by SAMS and all SSA affiliates, is cardinal to the registration process and is the data base holding all administration information pertinent to registrations such as which swimmers are active for the particular season (i.e. have paid their fees), contact details and club information. It is important that clubs obtain TM and that all registration secretaries are, or are able to become fully conversant with team manager. TM has its peculiarities but is not difficult to get to grips with the basics. See also paragraph 3 below as well as chapter 6.

2. Flow chart

- 2.1. The process followed, showing the various forms and payments required, is illustrated in the flow chart (see overleaf). The diagram reflects the "big picture" and is hopefully, self explanatory. Please note the following:
- 2.2. Swimmers always pay the necessary fees through their respective clubs and that there are no short cuts in the process.
- 2.3. SAMS' (as well as SSA's) financial year and season extends from 1 May to 30 April each year.
- 2.4. "Cut off date" means the last and final date for all applicable forms together with proof of payment to be on the desk top/computer of SAMS' registration secretary. Please note the three important cut-off dates on the right hand side of the diagram.
- 2.5. The forms and procedure have been designed to ensure that all information regarding swimmers is correctly captured and that all monies are collected and accounted for.

- 2.6. Copies of the forms that should be used are given at the end of this chapter and in Appendix 11. Do not use SSA forms as these are designed for young swimmers and not masters! SAMS needs to have the contact details of the master swimmer not his/her parents!
- 2.7. Please note **no forms** are required in respect of renewals (i.e. those members who were registered in the prior season) and whose particulars remain unchanged. Form 4 should be used in the case of renewals with changed particulars – see paragraph 5 below.
- 2.8. As can be seen on the flow chart, where clubs/regions are not using TM, masters regions use form 7 which is a form that emulates TM. It is very important that new members are entered into SAMS' data base correctly and according to the swimmers ID. So often swimmers get their actual names wrong when completing form 3!
- 2.9. As shown on the flow chart, the club secretary or the SAMS' registration officer on behalf of the club, is required to send the following to each regional aquatic body (appendix 8.5 provides applicable contact details).
- A financial summary form (i.e. form 6) together with proof of payment.
 - A PDF athlete roster for each type of registration in the batch. (e.g. for the third batch i.e. batch C, a roster for new members CN and a roster for membership renewals, CR, etc).
 - Separate TM export files for each batch code (AN, AR,) etc swimmers registered to date.



3. Team manager

- 3.1. Apart from the use of team manager by SAMS, it is *highly* desirable that TM is also used by regions and clubs as this will streamline the registration process, provide greater efficiency and ensure better maintenance of SAMS' data base.

- 3.2. The clubs must keep all information relating to swimmers such as contact details, etc, copies of swimmers IDs and the forms 3 and 4 (see below) which must be held by the clubs in case the forms are called for by SSA/regional aquatic bodies. If the club does not have TM then form 7 must be used in lieu of TM and this form must be submitted to the Masters Region in lieu of TM.
- 3.3. When a region uses TM, all that SAMS requires are pdf files of the applicable batch (i.e. “AN”, “AR” files etc), a TM export file all registered members and the applicable financial information as contained in forms 1, 2 and form 6. In the revised registration process the old form 5 is no longer required.
- 3.4. To emphasize the above, **when a club/region deploys TM, the registration officer in that club/region in effect becomes an extension of SAMS and acts on behalf of SAMS.**
- 3.5. It is important that the team manager is used correctly and in this respect kindly take note of the paragraphs that follow. It is assumed that the registration secretary has a basic knowledge of the TM program (see chapter 6).
- 3.6. SSA/SAMS requires the use of specific fields (blocks) for capturing data to ensure that reports display information across all clubs in a consistent way as well as to ensure that no important data is lost when files are transported i.e. exported and imported.
- 3.7. TM on the “Athlete Information” page contains 4 sub-pages for the capturing of athlete data – Primary Contact, Secondary Contact, Medical and Custom. All pages are transportable (i.e. information is not lost) except the “Custom” sub-page. Data in the latter is intended for local club/regional use and accordingly, ID numbers must not be stored in this sub-page as was the previous practice.
- 3.8. The following information is to be held as a minimum on SAMS’ data base and as transportable data; address, two telephone numbers, a fax number if available, email address, emergency contact person and telephone number as well as RSA ID. Please use the following fields for entering the above:
 - On the “Primary Contact” sub page in the “Primary Mailing Information” block use only three fields. The first “Mailing Address” field, the “City” field (here enter the suburb e.g. Rondebosch not Cape Town.)
 - Also on the “Primary Contact” sub-page in the “Primary Contact Information” block, in the “Father” zone. Load “Home Phone” number (if no land line enter cell number). Load “Office Phone” number (use cell number if athlete has a landline or in the case of no home landline, use office number and insert cell number in “Home Phone” field. Leave no space between numbers. Also in the “Father” zone load the email address.
 - On the “Secondary Contact” sub-page in the first “Mailing Address” field load the RSA ID number.
 - On the “Medical Contact” sub-page enter the emergency contact person and number in the applicable fields
- 3.9. When a data base is exported and imported, the information as listed below on the recipient’s “Athletes Information” page **does NOT change**:
 - Team status (i.e. existing team remains regardless of imported data) - see note (a).
 - Active/Inactive status (i.e. if inactive, remains as such) – see note (a).
 - Name and associated SSA ID number – see note (b).
 - “Custom” data – see note (c)

Notes

 - (a) The above means that when a file is imported the status of the existing data base must be changed manually to reflect that of the data base from which it has been exported. To enable the recipient registration secretary to do this, each batch exported must, therefore, include the “School Year” reports of athletes exported in the batch. For example, in the case of batch C, pdf reports of “CN”, “CR”, etc.
 - (b) If the exporting secretary changes the name of an athlete (e.g. by adding a middle initial) the new name will be exported and imported. The recipient data base will then have two names for an athlete and end up with more athletes than the exporting data base. The recipient secretary needs to be informed accordingly so that the original (incorrect) name can be updated (see 3.11 below).
 - (c) The “Custom” data is reserved for club and regional local use, such as “who is able to assist at which gala and in what capacity” and is not transported.

3.10. When a data base is exported and imported, the information as listed below on the recipient's "Athletes Information" **does change** providing the exporting secretary clicks on "Include Contact and Group Information" and providing the recipient secretary clicks on "Update/Add athlete TM Group/Subgroup/School Year" as well as "Overlay existing administration information.

- Group Status (e.g. swimmer, swimming coach, master, etc).
- Sub Group Status (i.e. race classification).
- School Year Status (i.e. batch number).
- Primary Contact Status (i.e. postal address, email address, telephone numbers, etc).
- Secondary Contact Status (i.e. RSA ID numbers).
- Medical (e.g. emergency contact person and number).

3.11. Open the Athlete Page to make any change to the properties/profile of an athlete. If an athlete changes his/her name make the necessary change in the appropriate fields and remember to click "Build ID" before clicking "OK" and closing. If you are entering a new athlete but your data base indicates that the athlete already exists then most likely, the athlete has been registered previously either with a different club or under a different group. In this case make sure your "Team" and/or "Group" blocks on the Athletes Page do not reflect specific clubs or groups.

3.12. When starting a new season, make a copy of the previous season's data base (mdb file) and change the name of copy to that of the new season. Next, on your new data base change all swimmers to "inactive" (see 6-3.8) and you are ready to roll.

4. Members changing clubs

- 4.1. Invariable there are members who, for whatever reason, wish to change clubs. The best time to do this is at the start of the new season.
- 4.2. Members changing clubs need to obtain, from their previous club, a letter of good standing and present this, together with a copy of their ID and a 'new member' registration form (see form 3 below) to the new club.
- 4.3. Members who have already registered for a season and then wish to change clubs need to note that this is only permissible up to 31 December of the relevant season and that a transfer fee is required.

5. Forms

- 5.1. Forms used for registrations may vary from season to season. Examples of forms which have been used may be found at the end of this chapter as well as in appendix 11. Actual fees may change depending on information from SSA and on decisions taking at the Presidents' meeting. Form 8 is required when members compete internationally.

6. Registration of new clubs/regions

- 6.1. Members forming new clubs must submit a proposed constitution to their regional body for approval.
- 6.2. In the case of a new region being formed the constitutions of the proposed new region as well as the new club or clubs therein must be submitted to SAMS for approval.
- 6.3. The constitutions need not be lengthy documents but must at least state adherence to SAMS' constitution and by-laws. Names and contact details must also be provided.
- 6.4. No costs are involved in establishing a new club or region.
- 6.5. Once the new club's constitutions is approved SAMS' registration secretary will, in consultation with John, allocate an unambiguous 4 letter code to the club and establish the new team on SAMS' team manager data base. If the master's region is using TM then the task will be performed by the regional registration secretary in consultation with SAMS and John.

7. Registration of members in two different disciplines and/or regions

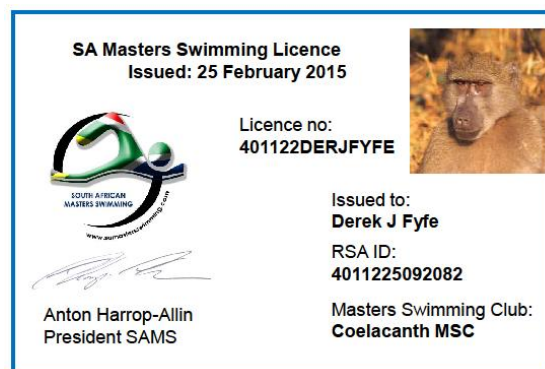
- 7.1. It is possible for a SSA member to be a coach/official or a water polo player (for example) as well as a master swimmer. Membership of the different disciplines may be in the same or different regions since masters do not have to join a masters club in the area in which they reside (see 2-19.2).
- 7.2. Team manager is sufficiently versatile to cater for the above by the appropriate use of TM "Group Codes" and "School Year" (see 6-3.4)

8. Registration of members in country regions

- 8.1. SAMS welcomes the establishment of masters clubs in country areas and as sub-sections of aquatic bodies in such areas. SAMS however, requires:
 - confirmation that the masters sub-section will adhere to SAMS' constitution and
 - the sub-section will adhere to those FINA rules for masters (see chapter 4) which are different to their rules and that
 - the members have the freedom of choice as to which masters club they would like to swim for (in accordance with FINA rules for masters) and
 - of course, to make the necessary donation to SAMS to ensure that the provision of supplementary Masters services and facilities are maintained. To compete as a master in any competition anywhere masters have to be registration with SAMS is a prerequisite.
- 8.2. Registration officials need to take note that a separate TM data base is required for masters since the age up date for masters is different to age groupers. The former is the master's age at calendar year end while for age groupers it is date of birth.

9. Members competing overseas

- 9.1. Masters compete at World Masters Champs on an individual basis representing clubs. Masters enter and register on-line, submit their entry times for events as they see fit, make own arrangements iro travel, visas, accommodation, etc and pay for all their costs. SAMS does not provide or sell any kit. Some clubs that have a large contingent participating may provide some kit such as T-shirts.
- 9.2. To facilitate on-line registration SAMS provides a licence on request as per the example. This excellent photo of Scribe was taken in the early hours of the morning at the time of the full moon!
- 9.3. If a clearance letter is required for overseas competition this letter must be provided by the applicable affiliate.



SAMS' Executives heading registrations as from 2005: From left; Derek (2005-2007, 2013-2016), Peter (2007-2009), Di (2009-2011) and Mairi (2011-2013)

SAMS FORM 1 CLUB SUMMARY FORM (Please refer to Appendix 11)

SAMS FORM 2 CLUB SUMMARY FORM OF INDIVIDUAL MEMBER PAYMENTS (Please refer to Appendix 11)

SAMS FORM THREE: 2015/16 SSA ATHLETE REGISTRATION APPLICATION FOR MASTERS SWIMMING.

(Reference: SSA Schedule II)

If affiliated to SSA through another aquatics body (other than SAMS), please specify:

Coach/swimmer/other _____ (Please submit proof of affiliation)

Masters Swimming Club: _____

Surname: _____ First name: _____ Second name: _____

Preferred name (name only if different from the first name): _____

Ethnicity in accordance with SA Census: 1 Asian 2 Black 3 Coloured 4 Indian 5 White

DOB: DD/MM/YYYY _____ Gender: _____ Age: _____

First discipline: Masters Swimmer _____ Qualified Technical Official YES/NO

If YES please circle: judge, timekeeper, starter, referee, announcer, records.

SA Citizen: YES/NO If YES SA Identity number: _____

If No: Passport number: _____ Exp Date: _____

SA Permanent resident: YES/NO Dual Citizen: YES/NO

Member of another FINA federation: YES/NO: If YES club name and Federation: _____

Residential Address: _____

Postal Code: _____

Postal Address: _____ Postal Code: _____

Tel. Home: _____

Tel Bus: _____

Cell-phone: _____

Fax: _____

E-mail: _____

Contact person in the case of emergencies: Name _____ Telephone: _____

NEW MEMBERS: A COPY OF YOUR ID MUST ACCOMPANY THIS REGISTRATION FORM

Date: _____

Signature: _____

On signature, the individual member confirms his acceptance of the Constitution of Swimming South Africa and is bound by the provisions therein.

New Members: Please note that this form cannot be accepted without a copy of your ID or birth certificate.

SAMS FORM FOUR: 2015/16 SEASON: CHANGE OF PARTICULARS

NB: THIS FORM IS ONLY COMPLETED IF PARTICULARS OF A MEMBER CHANGES

SURNAME: _____ **NAME:** _____

PLEASE COMPLETE ONLY RELEVANT SECTIONS:

CHANGE OF NAME: Previous name: _____

New name: _____

(Please provide proof of new name: e.g. new ID, marriage certificate, or birth certificate if reverting to maiden name, etc.)

CHANGE OF CLUB: Previous Club: _____

New Club: _____

Notes

- A transfer letter from the previous club is required
- If already registered for the new season a transfer fee is payable (consult SAMS)
- No transfers are permitted after 31 December 2015
- A **NEW MEMBER** form (SAMS form 3) must be submitted to the new club together with a copy of ID.

CHANGE OF CONTACT DETAILS:

NEW RESIDENTIAL ADDRESS:

_____ Postal Code: _____

NEW POSTAL ADDRESS:

_____ Postal Code: _____

NEW TELEPHONE NUMBERS:

New Tel. Home: _____ New Tel Bus: _____

New Cell-phone: _____ New Fax: _____

NEW E-MAIL;

New E-mail: _____

FORM FIVE (Note: This form is no longer required)

FORM SIX (SSA affiliate form): Please refer to Appendix 11

SAMS FORM 7 (A summary of athlete information for Team Manager): Registrations for the 13/14 season.

Information in respect of new athletes and for the changes of information in respect of existing athletes

(This form is used when Team Manager is not available, obviating sending of forms 3 & 4 as well as copy of ID to SAMS).

Example:

Last Name	First Name	Middle Name	Preferred Name	DOB	Male/Female	*Ethnicity
Fyfe	Derek	James		401122	M	5
*RSA ID/Passport #	Physical Address		*Home Number	*Office Number	email	
4011225092082	12 Albert Sq, 4 King St, Centurion, 0062		0126674247	0726385855	fyfe@lantic.net	

Please complete as per example above

Last Name	First Name	Middle Name	Preferred Name	DOB	Male/Female	*Ethnicity
RSA ID/Passport #	Physical Address		*Home Number	*Office Number	email	

Last Name	First Name	Middle Name	Preferred Name	DOB	Male/Female	*Ethnicity
RSA ID/Passport #	Physical Address		*Home Number	*Office Number	email	

Last Name	First Name	Middle Name	Preferred Name	DOB	Male/Female	*Ethnicity
RSA ID/Passport #	Physical Address		*Home Number	*Office Number	email	

Last Name	First Name	Middle Name	Preferred Name	DOB	Male/Female	*Ethnicity
RSA ID/Passport #	Physical Address		*Home Number	*Office Number	email	

Last Name	First Name	Middle Name	Preferred Name	DOB	Male/Female	*Ethnicity
RSA ID/Passport #	Physical Address		*Home Number	*Office Number	email	

Last Name	First Name	Middle Name	Preferred Name	DOB	Male/Female	*Ethnicity
RSA ID/Passport #	Physical Address		*Home Number	*Office Number	email	

*If not a SA citizen/permanent resident, provide passport number. **"Home number" slot: If landline exists insert number and use cell number in the **"Office number" slot. If landline does not exist, use the "Home number" slot for the cell number and insert office number in the "Office number" slot: ***"Ethnicity" slot: Use codes 1 through 5 as is indicated on form 3.