



# CIRCULAR 06/12

TO ALL CLUB MEMBERS

DATE: 26/11/2012

BMB

Life Members

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## **Registration Fees**

The fees for 2013 were posted to clubs and on the website some time ago. The 12 month registrations open on the 1<sup>st</sup> December and I urge all members to renew their registrations in December.

This link will open the [Fee Structure](#)

## **Swim meets and registrations**

The first swim meet in 2013 is on the 20<sup>th</sup> January at Somerville House, hosted by River City. The second one is on the 1 February in Cairns.

For members to enter they will have to register prior to the nominations. If, when the results of any swim meet are sent back to the office and there are unregistered members, their results won't be accepted by MSQ or by MSA. For anyone to have their results recognised, they must be registered members at the time of the nomination.

We urge **club captains** to follow the following procedure:

1. Check all nominations handed to you for entry on the Team Manager file. Swimmers have been known to hand in their registrations to their club captain, which have been accepted and in turn entered on the TM file, despite the fact that the person was not a financial member. The club captain must check all entries and entrants and this person should have access to the club's database on Clubs Online.
2. Club captains to enter all nominations, but to exclude the ID (member's number) and to then send the TM file to the club hosting the swim meet.

## **Swim Meet Host Clubs**

1. The RE1 file will be sent **2 weeks** before the swim meet. If a club wishes to have an updated file sent just before the meet, please contact the office to arrange that.
2. The records will be sent to the host club **1 week prior** to the swim meet.
3. All results need to be checked at the end of the swim meet and records to be verified by the Meet Referee, before leaving the venue.
4. Submit the Meet Manager back up file to the SQ office one week after the swim meet:  
[administrator@mastersswimmingqld.org.au](mailto:administrator@mastersswimmingqld.org.au)

## **Swim Meet Fee**

The Branch Management Board has approved a return of the \$1 per swimmer fee from every sanctioned swim meet. A number of years ago, the \$1 fee paid by clubs was scrapped because the Branch provided a Meet Manager program for the clubs in the south east Qld region and clubs, instead of individuals, were charged to cover the costs incurred by the recorder. MSQ no longer has such a recorder.

However, to offset the high cost to MSQ of meeting the expenses towards the MSX program, it was decided to reintroduce the \$1 per competitor fee.

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If a club hosting a swim meet has e.g. 135 competitors, the club needs to submit a payment of \$135 to MSQ. The \$1 fee can be absorbed in the nomination fee swimmers pay for the meet, or a club may choose to pay the fee from the club account.

The fee must be sent to MSQ within 7 days after the swim meet and this should coincide with the back-up Meet Manager Results' file.

### **Social Media**

I am using the MSQ website, Facebook and Twitter more frequently to inform members. Please encourage your members to regularly look at the MSQ website for information. I still receive numerous requests from members for information, which has been sent to clubs and which has also been posted on the website. It seems that some still rely entirely on their club contact to forward all information to members of the club. If your club chooses to operate in this manner, then please ensure that the information on the website is passed on to members.

If your club still hasn't started a Facebook account or you haven't let me know that you already have one, I urge you to consider using this form of networking or let me know what the link to your club Facebook is. You may personally not be a fan of Facebook, but it is an important way of attracting new members and disseminating information.

### **End of Year**

- \* There is still one newsletter due to clubs, which will be completed next week.
- \* The nominations for a position on the Branch Management will be sent to clubs before the end of Year. Please consider taking on a position or becoming more actively involved in the Organisation. MSQ desperately needs more members to consider becoming technical officials. We have a shortage of officials and some members of the current group will be retiring from their technical duties. The bottom line is ***No officials, no swim meets.***
- \* **The Office will be closed from Monday, 24<sup>th</sup> Dec and will reopen on Monday, 7<sup>th</sup> January 2013.**

Helga Ward  
MSQ Administrator

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