



# CIRCULAR



## 02/13

22/05/2013

To:  
All Clubs  
Members  
BMB

Content:

- Office contacts
- Registrations
- Swim Meet Fee and Results
- Technical Officials

**Office contacts:**

- The following email address was out of action for over a month: [administrator@mastersswimmingqld.org.au](mailto:administrator@mastersswimmingqld.org.au) Initially I was unaware of this as one of the office assistants receives these, attempts to respond and passes on the rest to me. Despite having notified the host organisation of our email addresses, it was still not fixed. Eventually I managed to access the address via web access. I apologise to clubs and members who sent emails without receiving any responses.
- The club secretary or club contact should represent your clubs' questions or need for information. Attached is a flowchart to assist in streamlining the email traffic and phone calls to the administrator and to ensure that club contacts keep their members informed. This has sometimes been a problem. I frequently receive emails or phone calls regarding information, which is on the website and/or has been sent to clubs. It seems that members are not looking at the website and they often mention that the club contact is not passing it on to them. If information is missing or should be there, then I need the club contact to let me know.
- Club contacts can contact me via: [helga.ward@swimming.org.au](mailto:helga.ward@swimming.org.au)

**Registrations**

- Club registrars please note:
  - ❖ If a member wishes to rejoin MSQ after having left us for a few years, s/he must RE-REGISTER. Their ID number will still be in the system. To find their user name and password, the club registrar can look it up or contact Gabbie or Dinah in the office. These two people handle all matters that deal with MSQ registrations:  
[dinah.glykidis@swimming.org.au](mailto:dinah.glykidis@swimming.org.au)  
[gabrielle.bambery@swimming.org.au](mailto:gabrielle.bambery@swimming.org.au)
  - ❖ If a member becomes a second claim member of a club, they need to inform that club and the registrar of the club can arrange that.

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- ❖ If a member wishes to transfer to another club, please notify your existing club registrar who will send a request for a transfer. Once that has occurred, the member must RE-REGISTER with the new club, as s/he is still a member of MSQ and the ID has already been claimed. Do not register as a new registration
- ❖ Clubs online and MSA/MSQ do not accept Social Memberships. If your club has a social membership category, it remains an 'in-house' arrangement. Your social members pay the club the fee, but as a non MSQ full member, they are not insured. Please do not place 'Social Member' as a Subscription Type on the Clubs Online Database.
- ❖ Life Membership Subscriptions on Clubs Online apply to MSQ Life Members and the CoL database should not have it as a subscription type unless your club has an MSQ Life Member. Placing a club Life Member subscription type confuses matters and can also be handled by the club. The club Life Member still has to pay the MSQ and the MSA fees, whether the club does it for them or not.
- ❖ Club registrars need to make sure all club members have their username and passwords. These can also easily be changed by the member or club registrar.

## **Swim Meets**

- Please ensure that flyers and all swim meet documents are correct before sending them to the administrator for posting on the website and sending to clubs. A number of clubs resend documents and files because of errors they discover later. It is time consuming to have to make the changes and to notify clubs of these changes. You need to be sure of the information before you send it for distribution.

## **NB: - Swim Meet Fee , TM File checks and Results**

**This is a second appeal to clubs to abide by the decision your board made regarding this fee.**

A number of clubs have had numerous requests sent regarding the \$1 per competitor fee, but some have failed to respond at all. Thank you to those clubs that have automatically sent the fee.

- In 2012 the BMB decided to reintroduce the \$1 per competitor fee to help with the cost towards the MSX awards. These awards are being discussed at the Face to Face meeting in May and even if the awards are no longer as generous this year, the cost to MSQ in administering the program is high.
- Clubs need to send the amount within 7 days after the swim meet. You may send a cheque or pay online, via Direct Debit. A form has now been created, which will be sent to clubs after their swim meet.

## **Swim Meet entries:**

- Club recorders must check the information of their competitors before sending the TM file to a swim meet director.
- The date of birth of every competitor must be on the TM/MM file
- If the Meet Recorder needs to verify or check any data, please contact Dinah at [dinah.glykidis@swimming.org.au](mailto:dinah.glykidis@swimming.org.au)



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- The RE1 file will be sent to clubs 2 weeks before the swim meet and the updated records 1 week before the event. If a club needs an RE1 file closer to the swim meet date, please contact Dinah (email below).
- Meet Referees must 'sign off' on all records before the conclusion of the day's event.
- The officials must ensure that all the records, infractions, DQs have been accepted at the end of the 30 minute period before the final result of each event is posted.
- The Meet Referee must have the application for a World Record available for submission to the office, which in turn will be sent to the National Recorder.
- Before the backup file is sent, the meet recorder must ensure that there are no errors on the file. Check that all the dates of birth of all competitors have been recorded. The name as it appears on the clubs online database is the one that should be used and not the preferred name. The RE1 file has the correct names.
- If you know someone as Rob, make sure that Rob isn't Robert in CoL. If he is Robert, then that must appear in his nomination entry.
- Check that your club code is the correct one. The non-existent QLQ/QLB codes still keep appearing.
- Meet Manager backup files must be sent within 7 days. The meet recorder must send a .pdf document of the results as well.
- Send the backup file and pdf document to: [dinah.glykidis@swimming.org.au](mailto:dinah.glykidis@swimming.org.au) and copy [helga.ward@swimming.org.au](mailto:helga.ward@swimming.org.au)

## Technical Officials

- Stan Pearson is our Director of Technical Services and he is posting articles of interest, regarding rules or tips for swim meets, on our web site and in our newsletters.
- Check this website page for Technical information:  
<http://www.mastersswimmingqld.org.au/customdata/index.cfm?fuseaction=CUSTOMItem&ItemID=52981>
- This is a repetition of my last appeal to clubs to encourage club members to become technical officials. A number of officials will be retiring from their positions, but currently there aren't any new officials to take their places. Please include this discussion at your club meetings.

If we have a large pool of officials to draw from, we would be able to ensure that the current officials need not attend all swim meets in their region. Alternatively, it would also allow our officials to continue to compete and officiate at a meet, something they are not always able to do.

- If your club members are interested in doing a technical course, please contact Stan Pearson: [technical@mastersswimmingqld.org.au](mailto:technical@mastersswimmingqld.org.au)

Helga Ward  
Administrator