



2008 CLUB AND INDIVIDUAL REGISTRATION INSTRUCTIONS

It's time to renew for 2008! 2008 Club Application Forms, 2008 Membership Application Forms, Transfer Forms, registration guidelines, and FAQ's are found on our web site (www.pacificmasters.org). You are required to indicate an email address for your club on the form so that updates, rosters, and important information can be sent electronically in 2008. You are also requested to indicate your club's representative to Pacific Masters Swimming on the club form. Since half of the PMS committee meetings are by conference call (Feb., April, June, August, October) no matter where you are, you'll be able to contribute your comments and ideas to our planning. If you have a club web site, it will be most helpful for you to indicate it as well so new swimmers can be directed to it.

Individual dues will be \$40 for 2008. This fee of \$40 is broken down as follows: \$25 to USMS for insurance, operating expenses, the USMS magazine subscription, and national registration costs and \$15 to PMS for the PMS Newsletter insert in SWIM Magazine, operating expenses and programs. Each swimmer will receive *USMS Swimmer* bi-monthly with the PMS Newsletter insert; clubs will receive the Newsletter electronically from PMS. The end of the year registration fee will be \$30 and will be in effect for swimmers joining after Sept. 1st and before November 1st for the remainder of the calendar year. These swimmers will receive 2 issues of the magazine (Nov. & Jan.) before their memberships expire. The club membership fee is \$65 (\$30 to USMS for a Rule Book and USMS mailings, and \$35 remaining in PMS for our mailings, records, top ten listings, Swim Guide, Meet Directors Handbook, videos, office expenses, etc.).

The first step in your 2008 registration process is to complete the two-page Club Application Form. Please complete both pages of the form and return it with the \$65 fee. **No members for your club can be processed for 2008 until your club form and fee have been received.** Individual registrations for 2008 will be accepted as of November 1st providing the club they wish to represent has registered also.

Please list on your form:

- Person to receive correspondence, both PMS & USMS. ***This person must be reliable to disseminate information to the proper people and will be the only one authorized to obtain the club roster from PMS.*** This information will include 1) Coach-type information, such as records, top tens, insurance claim forms, event scheduling information, 2) Administrative information, such as Swim Guides, insurance information, 3) Meet Directors information such as the Meet Directors Handbook, Rule Book, and 4) Registration/Treasurers' information such as fees and procedures to name a few. ***One of a volunteer organization's biggest problems is making sure information gets to where it needs to go!***
- Your club website to which we can direct interested and/or visiting Masters swimmers.
- Your club's representative to Pacific Masters Swimming.
- A person authorized by you to access your club members and their personal information. We take seriously our responsibility to keep private information private and will release this information only to the person (PMS member) you list on the form.
- Club Registrar/Treasurer. This will make it more efficient to solve problems quickly.
- Additional mailings (\$35 each). Many clubs use this option so the PMS information goes out to more than one source. USMS recognizes only the primary recipient for their mailings, so any USMS material must be shared by the primary person listed.
- Safety Coordinator (**mandatory**, page 2). 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.

The November/December PMS Newsletter insert in SWIM Magazine will provide a renewal form for each 2007 registered PMS swimmer. Additional club and individual application forms can be downloaded, from the Pacific Masters site. To make the registration process as smooth as possible, please note the following procedures.

1. **Only 2008 forms are acceptable.** *Please throw away past years' forms.*
2. ****If your club prefers to collect the swimmers' forms and send them in with one check, you must include a list of the swimmers your check covers if it totals more than \$240 or 6 or more swimmers.** It is almost impossible to find an error when balancing the books otherwise. Additionally, **please check the writing on each form to be sure it legible** for someone not familiar with the swimmer, address, etc. 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**, **3) signature**, and **4) that money** marked for donations has been included in the check. Memberships cannot be processed without this information. If you are sending a club check to cover the registrations, be sure to include any donation monies you have received.
4. If your club modifies the format of the PMS official individual membership application form, you must keep all the information in the same order as on the official form included in this packet. You may not delete, change, or modify any information on the form. The signature title and line should be well up from the bottom so that it does not get cut off. Boxes indicating that donations can be made to the USMS Foundation, Pacific Masters Swimming, and the International Swimming Hall of Fame should be included.
5. ****A swimmer may transfer** to your team at the initial yearly registration with no fee or form involved. After the swimmer has registered for 2008, any transfer *within PMS* requires the completion of a Transfer of Club Affiliation Form and a \$3 fee. If the swimmer transfers *from a club outside PMS* he/she must complete the 2008 Membership Application Form, the Transfer of Club Affiliation Form, and pay a fee of \$18 (the \$15 PMS fee and the \$3 transfer fee); the USMS \$25 fee has already been paid in these cases.
6. **Please keep the PMS Office informed of any changes in address of your members and encourage your members to do so.** This will insure the USMS magazine reaches the right address (it is not forwarded unless the person moving pays the postal service forwarding fee). *Notify us by Nov. 1st, Jan. 1st, Mar. 1st, May 1st, July 1st, and Sept. 1st for insuring 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 (hold a current registration card) and the workout must be supervised by a USA Swimming certified coach or a registered USMS swimmer.** Additionally, USMS recommends that in supervised workouts 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 a certified lifeguard be on deck at all times. **A copy of the USMS Insurance Certificate, the Report of Occurance, and FAQs can be found on the PMS web site link at the bottom of the Home page.**
8. **A swimmer has 30 days from his first practice until his registration must be processed by PMS.** It is recommended that a prospective swimmer complete and sign a 2008 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.** To be eligible for USMS/PMS competition, a swimmer must be 18 years old in accordance with the rules of USMS. A swimmer less than 18 may train with your team without jeopardizing your liability insurance by registering with Pacific Swimming or Sierra Nevada 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 your 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 your forms every two weeks or at least monthly. It does not matter to me if there is 1 or 20. *Please note the above due dates to insure your members will receive the current issue of the magazine. Those of you who print or stamp your club name on the application form make my job much easier - thanks!* The forms sent to you have the club name indicated on the form. **If the club line is left blank, there is no guarantee that I will recognize that the swimmer wants to represent your club.**

Please pay special attention to two additional documents (Registration Check List and FAQs) and keep them handy. They contain useful information and will give your club and swimmers a smooth and quick registration process.

Your club's presence is always welcome at the monthly meetings held in Walnut Creek, normally the third or fourth Wednesday of the month. Again in 2008, we holding alternate meetings (Feb., April, June, August, Oct.) via conference call so more clubs and interested swimmers can participate. The conference number will be sent to each club representative before each call. Your club may borrow video tapes free of charge to educate your members; you may keep them for two weeks. Additional Rule Books, luggage tags for swimmers' membership cards, USMS decals, Masters Swimming brochures and other supplies can be ordered from the PMS Office. I also suggest you check out the PMS web site at www.pacificmasters.org. You will find a great site and lots of information! Pacific Masters also offers a weekly update to those indicating an email address on the membership form.

Looking forward to your participation in 2008!

*Nancy Ridout, Registrar
Pacific Masters Swimming, Inc.
580 Sunset Parkway
Novato, CA 94947*

(415)892-0771-phone, (415)898-3467-fax, Registrar@pacificmasters.org