



3 May 2011

To All Club Presidents  
Club Secretaries

## **REGISTRATION PROCEDURE FOR THE 2011/2012 SEASON**

The following information regarding the registration for the 2011/2012 season is very important and I ask you to please take a few moments to read this letter very carefully.

The instructions below from Swimming South Africa must be remembered and adhered to:

**“Every person who participates in any event organised under the auspices of Swimming South Africa, whether that person be a competitor, coach, official, team official, [Club or Provincial Team Manager or Chaperone] member of a Provincial Board, Executive Member of a Club MUST be registered with SSA through their Province and in turn through a Club. Each member must therefore be registered with a Club that is affiliated to the Province who in turn is affiliated to SSA”.**

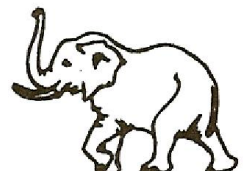
***“Members must be registered in the Province where they reside”.***

### **1. CAPITATION FORM**

The Attached capitation form must be completed in full by each person registering through your Club.

**PLEASE ENSURE THAT ALL THE INFORMATION ON THE FORM IS PRINTED CLEARLY.**

- If the form is illegible I will not accept it.
- If the details are not complete the computer will not accept the registration.



2.

- Please check that the athlete/official has ticked the correct category
- The completed forms together with the appropriate fees must be delivered or posted to me as I will be capturing all this information from the capitation form onto the data base thus registering the athletes, officials, coaches etc.
- As soon as I have a substantial batch of registrations I will put the batch through to SSA. It is not feasible for me to register one athlete at a time.
- **I WILL NOT ACCEPT ANY REGISTRATION FORM THAT IS FAXED TO ME.**

The following must be passed on to the parents completing the forms

1. Please ensure that the **CORRECT FIRST NAME**, as it appears on the Birth Certificate or ID Document is filled in (**e.g. Susan and not Sue**) (there is a space for a preferred name to be filled in)
2. If you are registering an athlete/official for the first time, a copy of the Birth Certificate/ ID Document **MUST** be attached to the capitation form.  
**SSA WILL NOT ACCEPT A COPY OF A DRIVER'S LICENCE.**

**The copy of the Birth Certificate or ID – please 1 certificate on an A4 Page**

Registrations will only be accepted from the Club Secretary or a person appointed by the Club to do the registrations. All registrations must be on the prescribed form which is attached. **Please do not use last season's forms. If the incorrect form is used the batch will be sent back to you.**

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Any batch received from a Club that has not been correctly completed **WILL** be returned to the offending Club and that will result in your club's athletes not being registered in time. **This will apply to all disciplines.**

## **2. CLEARANCES:**

### **Club & Provincial Clearances:**

Any athlete or official who transfers from one Club to another **during** the season a fee of R100.00 will be imposed.

A Club clearance letter to be given to the person moving from one club to another, as the new Club will require a clearance letter. **PLEASE** a copy of the letter must be forwarded to me.

Should the athlete or official be moving to another Province the Club must apply for a Provincial clearance and I will forward the clearance to the 'new' Province with a copy of the Club clearance.

- If a letter of clearance is requested for a swimmer please remember that a clearance must also be given to the parents if they are registered.....
- Swimmers who train & compete in other Provinces while on holiday should advise me of their intention to do so as it is only a matter of courtesy to advise the other Province and to forward a letter of clearance to them.
- May I ask the Club Secretaries to advise the Club coaches of this issue?

NO individual member of an affiliated Club will be allowed to transfer from one Club to another after the **1 DECEMBER** of each year, unless due to forced circumstances.

### 3. FEES FOR THE 2011/2012 SEASON

There has been a slight increase in the fees.

All Levels: Diver, Swimmers, Synchro Swimmers and Senior Water Polo Players.....	R400.00pa
Water Polo Players - <b>Scholars</b> .....	R 55.00pa
Officials – All disciplines .....	R 55.00pa
Coaches – All disciplines.....	.R200.00pa
LTS Instructors .....	R200.00pa

\*\*\* Officials who wish to compete as Master Swimmers and Coaches and wish to swim competitively must pay the higher fee of R400.00

Please note that R25.00 of the above fee is for Insurance. Information regarding the Insurance will be sent to the Club as soon as we receive the info from SSA

### 4. COVERING LETTER:

I have attached a covering letter which must be submitted with your registration forms. This will assist the Treasurer when submitting the Capitation Summary to SSA.

Should you wish to deposit the fees directly into EPA's banking account [banking details below] a copy of the deposit slip with **details of the deposit MUST be faxed to 086 654 9967.**

Your Club's registration will not be captured until proof of payment has been received.

4.

\*\*\*\*\*      **EPA BANKING DETAILS:**  
Eastern Province Aquatics  
Standard Bank Port Elizabeth Branch  
Branch Code: 050017      A/C # 080410618

Please note that the correct amount must be deposited we are not going to accept any registrations if you register 10 swimmers BUT you are paying for 12.

**You pay for the number of registrations on the covering letter.**

Swimming South Africa have taken a ZERO TOLERANCE attitude as far as registrations are concerned and have also stated that if any registrations are forwarded to them that are incorrect the entire batch will be invalid and returned to the Province resulting in athletes not being registered and a heavy fine will be imposed.

All athletes, officials and coaches must be registered 14 days prior to competing/officiating in any competition.

Athletes competing in any SSA National competition **MUST** be registered **7 days prior to closing date of entries** for that particular competition.

When registering **an official** – the contact column should be the official's details not that of their parents. Delete Parent /Guardian and put 'Self'

Please do not leave the registrations to the last moment - the EPA rules will be strictly adhered to. The date for final registrations will be forwarded to you at a later stage.

I trust that the above is fairly clear, but should you have any queries or problems please do not hesitate to contact me at the numbers below.

Registrations can be delivered or posted to:-  
16 Thames Road, Fernglen, Port Elizabeth, 6045.

Please note that the office will not be handling any moneys therefore it would be appreciated if all fees are deposited by Clubs into the EPA banking account or transfer per EFT.

Thank you for your co-operation.

Yours in Aquatics

*Lorraine Deasy*

Administrator

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