



[stowmarketswimmingclub.co.uk](http://stowmarketswimmingclub.co.uk)

## **ADMINISTRATION OF ANNUAL MEMBERS' SUBSCRIPTION AND THE REGISTRATION AND RENEWAL OF ASA/SWIM ENGLAND MEMBERSHIP.**

The appropriate renewal application form should be completed. There is one for swimmers and another for non-swimmers. The swimmers' form contains the appropriate codes of conduct which are to be signed.

The Membership Secretary and Treasurer are responsible for collecting renewal fees. They will be available on Friday evenings and will attempt to find a convenient location in the leisure centre for the purpose. This location will be advertised at the club desk.

All fees should be paid TO THE CLUB by cheque (payable to Stowmarket Swimming Club) or by cash. The club will then arrange the registration and re-registration of members.

If paying by cash please ensure you obtain a proper receipt. In the event of a dispute over whether fees have been paid a receipt will be required to prove payment.

Information on the fees applicable to the year is contained on the renewal forms as well as will be posted on the club noticeboard and website, will be available at the club desk and an email bulletin sent out.

Members of Stowmarket Swimming Club cannot register direct with *ASA/Swim England*.

**IT IS THE RESPONSIBILITY OF THE MEMBER AND/OR THEIR PARENTS/GUARDIANS TO ENSURE RENEWAL FEES ARE PAID. Other than for swimmers in Thursday Night groups no one should rely on individual reminders being issued.** Separate arrangements apply to the Thursday Night groups.

Annual renewal of membership for Stowmarket Swimming Club is processed by *ASA/Swim England* in one batch. Therefore, anyone not paying their renewal fees in January will delay the submission of the whole renewal batch.

Remember, Stowmarket Swimming Club is run by unpaid volunteers and they cannot be expected to chase late payers.

**Therefore, so as not to delay renewal for the rest, anyone who has not paid for renewal in January runs the risk of having their membership "lapsed" on the *ASA/Swim England* system. For swimmers this will mean THEY WILL NOT BE ALLOWED TO ENTER THE WATER TO TRAIN AND WILL NOT BE ABLE TO COMPETE.**

Anyone not wishing to renew their membership is asked to advise the club. This is to assist with the administration of the membership list and files.

**REMEMBER: All Annual Members' Subscription fees need to be paid to the club by 31 January.**