



## 2008 Annual Return

### Changes

- At the meeting of the ASA Annual Meeting of Council held Saturday 20 October 2007 it was agreed that a club failing to send in its annual return of membership and appropriate fees by 31<sup>st</sup> March shall be charged an additional fee of 10% of its previous year's membership fees or £50 whichever is the greater.

Therefore a club or association will be suspended and charged an additional fee if the following is not returned to the ASA by the 31<sup>st</sup> March.

- Cheque for the correct amount and words and figures match etc
- ASA fees paid
- If applicable Region and County fees paid
- Updated ASA membership list or if a CMS return data received

So remember if payment and data on all members has not been received by the ASA by the 31<sup>st</sup> March your club will be automatically suspended and members will not be insured. In addition your club will not be reinstated until such time as your fees, additional fee and data has been received. Please note competitive members belonging to suspended clubs may not participate in competitions

- This year we have enclosed only 1 annual return submission form (Green) the reason for this is that we have introduced another form (Amber) for you to use throughout the year to register new members and to make category transfers. Please ensure that when registering new members and upgrades that you return this information to us together with a cheque for the full amount payable to the ASA.
- You're annual return pack also includes information about the British Swimming biographical database, trial membership and incident notification guidelines.

### Officials

Remember.... qualified officials who are not registered as members of your club must complete an ASA registration form. For more information regarding this please do not hesitate to contact us.

### Welcome to... ClubUpdate

Welcome to the 2nd issue of ClubUpdate, an occasional newsletter from the ASA Membership System Department. In this issue we'll be outlining any changes to the 2008 annual return, updating you on the ASA Region contact details and asking for your help in researching the details of pools that have closed in the last five years or are currently under threat of closure.

If I or any other member of the team can be of help, please don't hesitate to get in touch.

#### Jackie Shields

#### The Team

- Manager**  
Jackie Shields
- Assistant to the Manager**  
Keely Downend
- System Analyst**  
Martyn Hudson
- Finance and Dispatch**  
To be appointed
- System Administrators**  
Ruth Beech, Janet Williams & Amy Brailsford
- IoS Co-ordinator**  
Anthony Honey
- CRB Co-ordinator**  
Sam Massey

### ASA Regions Contact Details...

#### East

**Regional Director: Kevin Wray**  
General enquires east@swimming.org  
Tel No 01473 613366

#### East Midlands

**Regional Director: Roger Glithero**  
General enquires jennifer.baxter@swimming.org  
Tel No 01509 618692

#### London

**Regional Director: Colin Brown**  
General enquires london@swimming.org  
Tel No 02071 383235

#### North East

**Regional Director: Lara Lill**  
General enquires swimnortheast@swimming.org  
Tel No 01325 481260

#### North West

**Regional Director: Appointed to be taken up 17 December**  
General enquires swimnorthwest@swimming.org  
Tel No 01619 532671

#### South East

**Regional Director: Eli Karlicka-Cook**  
General enquires office@southeastswimming.org  
Tel No 01628 483960

#### South West

**Regional Director: Alison Usher**  
General enquires leanne.douglas@swimming.org  
Tel No 01452 396615

#### West Midlands

**Regional Director: Lesley Hill**  
General enquires westmidland@swimming.org  
Tel No 01527 517508