

REGISTRAR - RECORDER

One person should do this duty.

IT IS THE RESPONSIBILITY OF THE RECORDER THAT ALL SWIMMERS AND OFFICIALS ARE REGISTERED BEFORE COMPETING IN ANY CARNIVALS OR CHAMPIONSHIPS.

As Registrations and Carnival Entries are both done on the HY-TEK Team-Manager Programme.

Duties included:

- 1) To attend Committee Meetings.**
- 2) Ensure that all swimmers are registered before forwarding entries to Inter Club Meets, Regional Association Champs, National Meets or to club Carnivals.**
- 3) Receives and checks all entries for eligibility for National Meets then forwards them to The Regional Recorder.**
- 4) Receives and processes Club Carnival entries and forwards to clubs.**
- 5) Calculate points for club trophies.**
- 6) To keep an up to date record in the Team Manager of Registrations.**
- 7) To check Records and apply to the Association. (Club Optional)**
- 8) The only system that Swimming NZ use are Team Manager and Meet Manager**
 - ♦ Therefore the Recorder –Registrar needs to be computer literate and familiar with these programmes to be effective in this role.
 - ♦ Responsible for any updates from HY-TEK make sure that you updated your Team Manager.
- 9)Transfers-Swimmers – Best Times both Long Course & Short Course Times must accompany Transfer/Clearance Form signed by the recorder then Pass on the Club Secretary to action.**
- 10) Responsible for sending Team –Manager Backup File MONTHLY to Regional Recorder.
Email- tmbackup@countiesswimming.org.nz**
- 11) Responsible for sending Registrations on by email MONTHLY to Regional Registrar.
Email- cmsa@ihug.co.nz
**This is an urgent requirement as Counties sends this information to SNZ.
If swimmers names are not on this Registration File they cannot compete at National Swimming events Names and entries are all checked.****

12) Officials in clubs must all also be registered and entered in Team Manager as Officials as this is also sent and checked by Swimming New Zealand. This Officials database is also used by the Counties Convenor of Officials for contact information and it is Important that this information is available otherwise there will not be any Officials at OUR meets.

TO EXPORT REGISTRATIONS.

- 1) File Export
- 2) Athletes and Teams only (NOT REGISTRATION USA ONLY)
- 3) Team e.g. MRECO
- 4) Include Contact and Group Information.(Very Important)
- 5) Ok save to A drive
- 6) Send to Sandra Harnett Counties Registrar as an attachment by Email
cmsa@ihug.co.nz **MONTHLY EVEN IF YOU HAVE NO NEW REGISTRATIONS.**

Paperwork will be sent at the beginning of the season which is currently 1st July each year. This is still required to be filled in and sent to Administrator by email to cmsa@ihug.co.nz or post to PO BOX 75-735 Manurewa or by Fax (09) 262-0642. Each club has there own receipt numbers and must be filled in the right order, fill one page at a time. The club will then get billed according for these registrations.

Contacts-

Regional Recorder Phone (09) 274-4757 recorder@countiesswimming.org.nz
Regional Registrar & Administrator Phone (09) 262-0264 cmsa@ihug.co.nz

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