

## OKLAHOMA SWIMMING, INC

### Team Registration Coordinator's 2007 Checklist

- 1) Discard old applications and obsolete forms. Replace with 2007 applications and forms.
- 2) Review the registration process with persons involved with registration.
- 3) Complete the OKS Club Membership Application form for submission (Enclosed – note: **due and payable by December 1, 2006**)
- 4) Collect front and back copies of each coaches CPR, First AID, and Safety Training cards.
- 5) Collect copies of the Educational Requirement notification emails for renewing second year coaches.
- 6) Check name misspelling and incorrect birth dates on all re-registering and new swimmers.
- 7) Verify addresses and telephone numbers for all re-registering
- 8) Application for renewal of Club Membership and annual dues of \$80 are due December 1, 2006.
- 9) December 15, 2006 annual dues go to \$105.

❖ Remember to use the Transmittal sheet with every registration

❖ Send in Pre-Meet Recon prior to hosting the meet

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