

Dear Swimmers and Parents,

Welcome to **TuksSwimming** Club. Please find all the information you need in order to register with **TuksSwimming** below, as well as in the attachments.

Please find attached a copy of the TuksSwimming Membership Manual for the 2021/22 season. This contains most of what you need to know about **TuksSwimming**, so please take some time to read through this document. This manual is also available online at the **TuksSwimming** Website (www.up.ac.za/swimming), or it can be accessed using the following link:

https://drive.google.com/file/d/1aM3_L5YnU0-sl-n3AR-kTK5GrIZTZoe/view?usp=sharing

The registration process is outlined in the Membership Manual, but herewith a brief summary.

The University of Pretoria has its own online registration system which we will also have to use (Step 2 below). We had hoped to be able to integrate the two processes into one but unfortunately it does not seem as though it will be possible as both systems need different information, and rely on the information entered during the process to determine what following information is required

Please see **section 5.2** (Membership Registration information and forms) for more detailed information about the registration process.

Step 1: (Competitive Members Only)

Register with **TuksSwimming** (and NTS / SSA)

Please refer to **section 5.6** on page 14 of the **TuksSwimming** Membership for a detailed step by step guide on completing this form.

Please use the LINK 1 at the bottom of this email to complete the online registration form for **TuksSwimming**

Step 2: All members (including non-competitive, but excluding officials)

All members (except Officials) will also have to complete an online application for TuksSport Membership, which will include receiving access cards in order to access the Tuks Facilities. This online process is fixed for all sporting disciplines at TuksSport.

Part of this application process requires approval from the TuksSwimming Administration after you have applied. This system will also give you payment options and emails about payment when applying – **PLEASE IGNORE ALL THESE INSTRUCTIONS (BOTH THOSE THAT REQUEST PAYMENT AS WELL AS THOSE THAT MENTION THE FEE IS DISCOUNTED)**, and follow the payment procedure outlined in step 1 above, i.e. Registration fees must be paid into the TuksSwimming Bank Account. You will receive these banking details as part of the email you receive once you have submitted the electronic form in **Step 1**.

Please refer to **section 5.7** on page 16 of the **TuksSwimming** Membership for a detailed step by step guide on completing this form.

Competitive members will receive a link to this form in the email they receive once they have completed Step 1 of the Process.

Non-Competitive members, please use the link provided in **section 5.2.3** on Page 12 of the Manual (press <CTRL> and click on the link – you should be taken to the form)

Step 3

Pay your membership fees to the **TuksSwimming Bank account** (details will be emailed after completion of Step 1) and not to the University of Pretoria Bank account (detailed in Step 2).

Step 4

Sign the NTS / SSA Registration form sent to you as part of Step 1, and submit it together with proof of payment to tuksswimreg@hpc.co.za, and a copy of your ID/Birth Certificate.

Step 5 (Only for members transferring from other clubs, districts or provinces)

Attach a copy of your clearance letter to the email in Step 4 above:

- a. Transfer from another Province – Just a Provincial Clearance (District and club is implied if a Provincial clearance is obtained)
- b. Transfer from another District – Just a District clearance (Club clearance is implied if a district clearance is obtained)
- c. Transfer from another Club – Club clearance

Please Note: Your registration will only be submitted to NTS / SSA once both steps have been completed, the Registration form has been signed and emailed back to tuksswimreg@hpc.co.za, and payment has been made for the registration fees. In the case where swimmers are transferring from another Club, District or Province, the relevant clearance must also be sent to tukswimreg@hpc.co.za

The University has one Code of Conduct that needs to be read and accepted by all Athletes, Coaches, Officials, Volunteers, Administrators and Parents. This also contains the Terms and Conditions of Tuks Membership and is called the Behaviour Management Policy. This document can also be found on the **TuksSwimming** Website or else it can be found at the following link

<https://drive.google.com/file/d/0B6wSpa-AMIZbWEg5LTg5M1lGSzQ/edit?usp=sharing>

You will be required to accept this as part of the **Step 2** process.

Please use the LINK 1 at the bottom of this email to complete the online registration form for **TuksSwimming** (Step 1). As mentioned earlier, we have tried to prepopulate as much data as

we could from last year, so please check and correct anything that may either be incorrect, or that may have changed from last year.

Please use LINK 2 at the bottom of this email for TuksSport Online Application (part of Step 2).

Officials

Please note that it is club policy to register at least one Official in each family, however families who do not register at least one parent as an official will be levied a fee of R 1500.00.

Please also note the club policy with regard to the Officials levy per NTS run gala which can be found in **section 6.4** on Page 19 of the [TuksSwimming](#) Membership Manual. Please take note of the arrangements.

Please note that if you are an official and you are registering your child for competitive swimming, you only need to complete all the information on the form once, and we will use the information collected to complete the Officials Registration for you.

Please note the following when registering Officials:

2 Swimmers + 1 Official

Please select the "Mother/ Guardian" or "Father / Guardian" option on one of the swimmers registration, and select the "Already Registered an Official for the Family" option for the other.

2 Swimmers + 2 Officials

Should you want to register 2 Officials in the family and you have 2 or more swimmers to register, please select the Father / Guardian option for one of the swimmers and the Mother / Guardian option for the next swimmer.

1 Swimmer + 2 Officials

Should you want to register 2 Officials in the family and you only have 1 swimmer to register, choose either the Father / Guardian or the Mother / Guardian option with the Swimmers Registration, and then click on the link in the email sent to the other Parent / Guardian and register him / her separately (without a swimmer attached to the official).

NTS Gala Programme:

Unfortunately neither the SSA nor the NTS season calendars have been finalised yet. The Calendars will be circulated once they become available.

LINK 1: (Step 1)

<https://docs.google.com/forms/d/e/1FAIpQLSdmuxuvi4TGfCeSk3zEB7cENrSPktkeZYTpAF74XeIT0cBfw/viewform>

Once you have completed the online form, you will receive an email confirming your application has been submitted. Attached to the email, will be the relevant forms that need to be signed. Please note that the forms will be completed for you with all the information you supplied online.

LINK 2: (Step 2)

You will receive the link in the automated response once Step 1 has been completed. (Please note that there may be delays in response emails from step 1 if there are a number of people registering at the same time. If you do not receive it within 24 hours, please contact tuksswimreg@hpc.co.za or tuks.aquatics@hpc.co.za

We trust that you will enjoy your time at **TuksSwimming**, and that you will accomplish the goals you have set for yourself.

Yours sincerely

TuksSwimming