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| **ASA Online Membership System** |

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Dear Online Administrator,

Please see the ASA, County and Region fees for 2015 below.

ASA Fees 2015

Category 1 - £8.50
Category 2 - £25.50
Category 3 - £5.00

North West Region Fees 2015

Category 1 - £5.50
Category 2 - £5.50
Category 3 - £5.50

Lancashire County Fees 2015

Category 1 -  £0.30
Category 2 -  £0.30
Category 3 -  £0.30

Region Fee per club - £50.00
County Fee per club - £10.00

Kind regards

Membership Services The ASA, SportPark, Pavilion 3, 3 Oakwood Drive, Loughborough University, LE11 3QF Office: 01509 640727 Fax: 01509391001 renewals@swimming.org [www.swimming.org](http://www.swimming.org/)

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Dear Colleague

The ASA club membership year is January 1 to December 31. To allow us to ensure all batches are completed before creating your renewal batch on the Online Membership System (OMS) all batches will need to be submitted to the ASA by midnight on Sunday 7th December 2014 and any category 2 forms related to these batches need to be received no later than Wednesday 10th December 2014. If we have not received category 2 forms for members within these batches we will register these members as category 1.

From the 8th December you will not be able to submit any further batches in OMS, however you will still be able to view your clubs data. This will allow us to process any outstanding batches during December so your renewals batch is as accurate as possible. We will then reset all your data in order for you to renew your club members in January.

It is extremely important that if you have added or updated member’s records that you submit your batch to us on Sunday 7th December 2014. If you do have any urgent memberships during December then please contact ASA Membership Services by email or telephone. If there are any un-submitted batches after the 7th December the ASA membership’s team will submit and process these on your behalf.

At present there are no charges for your new members or those upgrading. With this in mind we would encourage you to ensure that any members wishing to compete in the early part of next year are upgraded now to ensure they have no problems entering competitions due to them not being registered in the correct category.

Kind Regards

Emma Langham
ASA Membership Services Manager