



member services Update

Annual Check List for Club Owners, Program Directors, Office Managers

Check List: Need to do for 2005

1. Education- www.usa-gymnastics.org has information on available courses. Register on-line for courses, Congress and Safety. Take Safety Course online

- Register your staff for National Congress in Indianapolis, IN
- Have all preschool teachers and beginner class instructors be USA Gymnastics KAT certified
- Have all Preschool teachers and beginner class instructors attend the Movement Education and Lesson Plan Development (MELPD) course
- Make sure all instructors and coaches are Safety Certified. Safety/Risk Management course is now available online. USA Gymnastics University at www.usa-gymnastics.org offers safety online.
- Attend educational seminars and receive continuing education credits for USA Gymnastics University – National Congress in Indianapolis, IN Tracks for your coaches, instructors and preschool teachers. Business sessions for owners, directors, managers and much more.
- Attend The CORE symposium in October in Indianapolis, IN

2. Update your information

- Update or correct personal membership information and club information. Make sure all information is up to date. Go to website and make changes or call Member Services at 1-800-345-4719
- Discard all old forms. You must use the new, most current forms for all member registrations for 2005-2006. Forms are available online. The online registration is open for the 2005-2006 season.
- Old forms are invalid. For proper insurance/risk management coverage the proper and current year date forms must be used and on file
- Make sure you have the correct spelling of names and updated addresses on all athlete and other membership forms. Make sure you make these changes when you are registering online. Please make sure all name and addresses are updated and correct on forms which are sent to the office for processing.

3. New Season 2005 – 2006

- Club packets with new forms and updated registration information have been sent. There is a \$1.00 increase per membership for Athletes, Professional and Instructor members.
- Introductory Membership – this membership is for Level 1 through 3 for all disciplines, women prep opt, TOPS and Group Gymnastics. This membership allows the athlete to participate in USA Gymnastics sanctioned events. This membership is available by online registration only. The forms are on the Internet. The fee will remain \$15. Member cards are to be printed from the internet only. This membership offers the member benefit of secondary accident insurance with a

deductible during sanctioned events. No other benefits such as the magazine are part of this membership. These members may subscribe to USA Gymnastics magazine for \$19.95. They may choose to register as a full athlete member to receive all benefits, if desired. These athletes may remain in the Introductory Level membership as long as they wish to remain at those designated entry levels.

- Register your athletes upon receipt of form and fees. Do not hold onto funds for months. The athletes and parents want to receive the full year of membership benefits and that includes the magazine.
- Completed, signed forms: It is most important that every club has a completed, signed form on file with the correct date from every athlete who competes in their club. You must maintain these hard copies in your records. Please check with your legal council to determine the proper length of time to maintain your records. Please review the Safety/Risk Management book for suggestions and reminders in this area of record keeping.
- Plan your program to celebrate National Gymnastics Day – August 6, 2005. Tell us how you celebrated.
- Make sure all Professional and Instructor memberships for your coaches and teachers remain current. You can register memberships and sanctions online.
- Maintain a current Member Club membership. If you do not have this membership, sign up today! \$160.00 for a year of benefits.

Watch the next few issues of *Technique* for updates on the Cheer program and the Introductory Coach membership. Please remember all coaches and judges participating at sanctioned meets must be safety certified. The Safety Course is available online.