

# Adirondack Swimming, Inc Registration Batch Checklist

Club Name: \_\_\_\_\_ Club Code: \_\_\_\_\_

Please complete this entire form with each batch of registrations.  
Include ONLY those registrations that match the payment enclosed.

### Include with this Batch;

1. All Athlete registration forms, PRINTED FROM TEAM MANAGER WITH NO WRITTEN CORRECTIONS, *signed by the athlete or parent*, that are included in the electronic file.  
**BE CERTAIN TO ATTACH A COPY OF EACH ATHLETES LEGAL ID TO FORMS**  
**ATHLETES REGISTERED IN AD IN 2005 or AFTER DO NOT NEED TO PROVIDE DUPLICATE ID**
2. All Non-Athlete registration forms, completed properly (be sure to check off appropriate choices).  
*All Coach Certification copies for every coach included with Non-Athlete registrations.*
3. Your Club Registration form, completed properly.  
*All Teams MUST Have, Main Contact, Registered Head Coach and Registered Safety Coordinator.*
4. Any Team Transfer forms you may have.  
*Be certain the Team Transfer forms are signed off by Both New and Old Teams.*
5. A Team Manager Batch Report, PRINTED AFTER EXPORT, for Each Batch Included.
6. A Floppy Disk or CD Containing the Team Manager Batch File(s) Included in the Batch.  
*You may email the Batch file to the AD Registrar if you choose. Registration takes place Only when the AD Registrar has the batch file, ALL the necessary forms and full payment.*

### Fee Summary 2012

TYPE	NUMBER	AMOUNT	TOTAL
Athlete Registrations New	_____	X \$64.00	= \$ _____
Athlete Registrations Renew	_____	X \$64.00	= \$ _____
Seasonal Athlete Registrations New	_____	X \$39.00	= \$ _____
Seasonal Athlete Registrations Renew	_____	X \$39.00	= \$ _____
Outreach Athlete Registration New/Renew	_____	X \$5.00	= \$ _____
Non-Athlete Registrations Individual	_____	X \$64.00	= \$ _____
Non-Athlete Registrations Family	_____	X \$127.00	= \$ _____
Non-Athlete Registrations Coach	_____	X \$64.00	= \$ _____
<i>Certification copies must be attached to each</i>			
Club Registration	_____	@\$200.00	= \$ _____
<i>All New Clubs and Renewals Received By Dec 1<sup>st</sup> are eligible for a \$100.00 discount</i>			
Seasonal Club Registration	_____	@\$60.00	= \$ _____
Athlete Transfer Forms	_____	X \$5.00	= \$ _____
<b>Non-Registration from Pre-Meet Recon Fine</b>	_____	<b>X \$25.00</b>	<b>= \$ _____</b>
<b>Non-Registration from Post-Meet Recon Fine</b>	_____	<b>X \$100.00</b>	<b>= \$ _____</b>
<b>Total Due Adirondack Swimming, Inc</b>			<b>= \$ _____</b>

Batch Number: \_\_\_\_\_ Paid by Check Number: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Return This Summary, along with the listed items to;  
Kathleen Furman Registrar - Adirondack Swimming, Inc 1007 Arapaho Path Scotia, NY 12302