

### MSQ SECOND CLAIM MEMBERSHIP PROCESS

Members may join another club as a second claim membership. The main club shall be referred to as the member's First Claim Club. All other clubs shall be referred to as the member's Second Claim Club.

For a First Claim Club, the club member will pay the required Club, Branch and National components of the membership fee. For any subsequent club memberships, the swimmer will pay only the club fee directly to the new club.

The process of second claims will be managed by the National Office as per previous years. The MSA member retains the same member number, but they now have only one (1) profile with the first and second claim(s) membership products attached to their profile rather than multiple profiles and multiple logins. Please note MSA second claim process is different to Swimming Australia's secondary membership.

2023 Second claim memberships will be processed from 1 January 2023

#### How it's done in Swim Central:

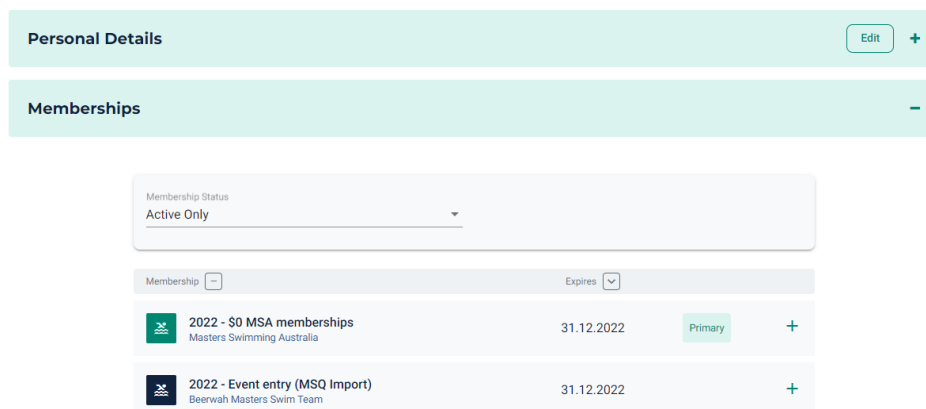
- Members fill in an updated JotForm noting whether this is a new second claim or renewing one.
- National Office checks financial status of the swimmers first claim club.
- With new second claims an email will be sent to the Club for approval and once approved will be processed
- With Renewing second claims they will be processed when received (within 5 days) and an email will be sent to the member. Members are asked to advise the Club they have renewed.
- National Office will create a Second Claim product at the National level called **2023 – Second Claim Member** (\$0 membership product).
- National Office will create a Second Claim product at the Branch level called **2023 – Second Claim Member** (\$0 membership product) as part of the bundle
- A separate Second Claim product called **2023 – Second Claim Member** with the Branch component will only be created when this is required
- National Office will create a Second Claim product called **2023 – Second Claim Member** (\$0 membership product) at Club level
- All the above products will be National Use Only and will be Active Not Live so as not to show in the Swim Central store.
- The relevant Club Second Claim product will be applied as a purchase order to the member and if no fee is applicable, it will be processed and member contacted

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- If a Branch fee is applicable the member is contacted and directed to login and pay the outstanding amount in their cart.
- Club fees are not added to the Second claim bundle as per previous years procedures, but this will be reviewed at the end of 2023.

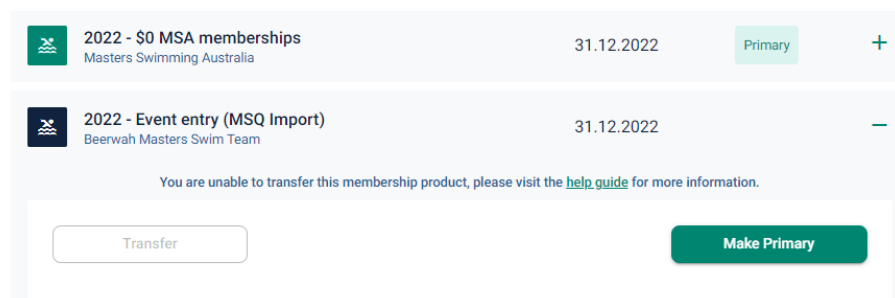
Members are informed that they now have only one login for their first and second claim profiles and to nominate to swim with either club at a meet they need to make the club they are wanting to swim for a primary club in the system before entering.

To do this the member needs to log into their profile and click on Memberships, they then click on the membership not set as primary



Membership Status	Membership	Expires	Primary
Active Only	2022 - \$0 MSA memberships Masters Swimming Australia	31.12.2022	Primary
	2022 - Event entry (MSQ Import) Beerwah Masters Swim Team	31.12.2022	

This opens up the membership product and they need to click on the Make Primary (green tab) and this will make this membership the Primary one.



2022 - \$0 MSA memberships Masters Swimming Australia	31.12.2022	Primary
2022 - Event entry (MSQ Import) Beerwah Masters Swim Team	31.12.2022	

You are unable to transfer this membership product, please visit the [help guide](#) for more information.

Transfer      Make Primary