

Job Description

Job title: Registration Secretary

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The primary role of the Registration Secretary is to ensure that all club members/swimmers are correctly registered with the ASA for insurance cover and swimmers eligibility to enter Local, County, District, National and International designated meets and that registration is renewed annually.

1. To submit registration forms to the ASA.
2. To up date the Club database with the details of swimmers and officials category of ASA registration.
3. To distribute ASA Membership cards.
4. To complete the ASA annual return for the Club and submit the correct fee for ASA membership within the Club. Pass ASA invoice to club Treasurer.
5. To follow and promote the ASA Child Protection Policy.

Requirements:

The ideal applicant will have good organisational skills, knowledge of computer systems, preferably with email links. A pleasant, friendly manner and the ability to treat registration issues in strictest confidence are essential.

Reporting to:

The Swindon Dolphin Executive Committee, while working primarily with the Membership Secretary, Club Secretary & Treasurer.

Appointed by:

Nominated by the Swindon Dolphin Membership at the clubs AGM as per the Swindon Dolphin Constitution.