

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.

- To submit and update member details onto the ASA OMS website, <https://www.swimmingmembers.org/>
- To update the Club database with the details of swimmers and officials category of ASA registration.
- To distribute ASA Membership cards.
- 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 for payment.
- To follow and promote the ASA Child Protection Policy.
- To follow the Swindon Dolphin Registration Policy and Process document SDOP009.

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.