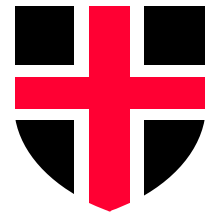


Durham City



AMATEUR SWIMMING AND WATER POLO CLUB

Role Description: Membership Coordinator

Role of Membership Coordinator

The Membership Coordinator shall be appointed by the Club committee in accordance with the Club constitution to manage the entry of new members to the Club. The Membership Coordinator shall upon appointment, become a member of the Club committee and an officer of the swimming Club.

Duties of Membership Coordinator

- Maintain an up-to-date Club spreadsheet of all Swimmers and WP members. Forward to Club Treasurer on monthly basis.
- Maintain and keep up to date the club database (Hytek) of club members including Swimmers, WP players and Volunteer members.
- Maintain up to date swimming squad registers. Prior to the beginning of each month print off each swimming squad register for the coaches to complete.
- Will be the clubs Data Controller.
- Ensure that all members including volunteers have completed a Club Membership form and an appropriate ASA Registration Form, on or before their first day of swimming or volunteering.
- Where medical conditions are known these are recorded on Hytek and the relevant squad coach be notified.
- In conjunction with the Club Treasurer ensure that new starter's Joining and Membership fees have been paid. Hand cheques over to Club Treasurer.
- Maintain a waiting list of swimmers who would like to join the Club.
- Liaise with the coaches as to availability of space.
- Liaise with the coaches regarding swimmer movements between squads.
- Allow the Club to publish your name and club e-mail address as the first point of contact for new applicants. Obtain as much information as possible regarding the ability of the applicant, swimming history etc.
- Advise Freeman's Quay of any new member so that pool access is available.
- Advise parents about Club swim shop for Club costumes etc
- Deal with queries from parents
- Process completed ASA forms via ASA and hand out ASA membership cards.
- Deal with any ASA queries regarding membership.
- Check and complete ASA Annual return.
- Be aware of the times of the squad swimming and the monthly fees.
- Be aware of the names etc of the chair, secretary, treasurer etc.
- Be the lead person at New Parents meetings

Time Commitments

Will vary, but will include attendance at Club meetings

Approved: February 2011