



NEWTON ABBOT SWIMMING CLUB

JOB DESCRIPTION: REGISTRATION OFFICER

JOB TITLE: Registration Officer

RESPONSIBLE TO: Club Committee

SKILLS REQUIRED:

- Administration
- Book-Keeping
- Tact and Discretion

MAIN DUTIES

- 1) Ensure registration forms are completed for all new members and submitted promptly to the ASA.
- 2) Check invoices/statements received from the ASA and pass approved invoices to the treasurer for payment
- 3) Hand out ASA membership cards to swimmers/parents
- 4) Check annual ASA membership lists issued in January and compare with NASC data base to ensure all members are listed. Note as lapsed anyone who has not renewed their membership. Check all members are registered in the correct category. Prepare annual summary sheet
- 5) Advise the treasurer of the payment due to the ASA
- 6) Liaise with the competition , open meet and water polo secretaries to ensure all swimmers entering competitions are registered in the correct category
- 7) Follow and promote the ASA Child Protection policy
- 8) Abide by all policies and codes as required by the club, including the Club code of Ethics and Conduct and the ASA Code of Ethics

Time Commitment:

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____