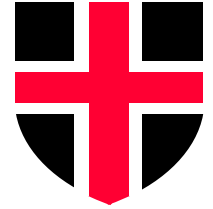


D u r h a m C i t y



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 club members (swimmers, WP and volunteers). Forward to Club Treasurer on monthly basis.
- Maintain an up to date database (Hytek) of swimmers and WP 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.
- Ensure that all those who swim have completed a Club Membership Form and an ASA Registration Form, preferably on or before their first day of swimming.
- Where medical conditions are shown these should be recorded on Hytek and the relevant squad coach be notified.
- In conjunction with the Club Treasurer ensure that new starter's membership fees have been paid. Hand money/ 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 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.

Time Commitments

Will vary, but will include attendance at club meetings

Approved: February 2011



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