

# Deepings Swimming Club



## **JOB DESCRIPTION: REGISTRATIONS OFFICER**

**JOB TITLE:** Registrations Officer.

**RESPONSIBLE TO:** Deepings Swimming Club Committee and ASA

**SKILLS REQUIRED:**

- Well organised and accurate
- Communication Skills
- Administration Skills
- Computer Literate

**MAIN DUTIES:** JOINT RESPONSIBILITY

- 1) To maintain, administer and manage the completion of the ASA Registrations for DSC for swimmers, poolside staff and club officials.
- 2) To liaise with the ASA and club Welfare Officer to ensure the information maintained for DSC is accurate and current.
- 3) To issue ASA Registration Forms to new swimmers, or Dual Registration or Resignation Forms to appropriate club members and ensure that they are completed and forwarded to the ASA.
- 4) To ensure ASA Membership Cards are issued to DSC club members with accurate information.
- 5) To liaise with the Fees & Membership Secretary and Treasurer to ensure the appropriate fees are paid to the ASA for DSC Category 1 & 2 Swimmers Membership.
- 6) To follow and promote the ASA Child Protection policy and ASA Code of Ethics.

**Signatures:** Officer \_\_\_\_\_ Date: \_\_\_\_\_

Chairperson \_\_\_\_\_ Date: \_\_\_\_\_