



GCSC ASA Registration Secretary

Role

Co-ordinate and manage all activities relating to ASA registration of GCSC members

Skills

- Well organised and efficient
 - Sound knowledge of the Club and understanding of ASA registration categories
 - Able to use a computerised system to manage registrations
 - Confident and effective communicator
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Main Duties

- Ensure all members are registered appropriately with the ASA (including medical conditions)
 - Ensure all members have their ASA membership number/card
 - Regular liaison with Membership Secretary to identify new or updated members
 - Regular liaison with Treasurer / Assistant to ensure GCSC pays correct ASA fees for current swimmers in a timely manner
 - Annual membership return and co-ordination of annual payment to ASA
 - Liaison with ASA as necessary and quick resolution of queries with ASA membership
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Commitment

On-going commitment as needed. Additional time required in preparation for annual return.

Benefits to Self

Contribution to ensuring a well managed club and an opportunity to make a real difference to the success of GCSC.

Knowledge of ASA process and awareness of club financial commitments.
