



## **CHEAM MARCUDA SWIMMING CLUB**



### **“JOB” DESCRIPTION FOR ASA MEMBERSHIP SECRETARY.**

1. To receive communications from ASA concerning ASA Memberships and make the Cheam Marcuda S.C. committee aware of anything relevant to the club and its members
2. To ensure that each new membership application is accompanied by either an ASA non- competitive or an ASA competitive swimmer membership form and that any relevant fee has been paid.
3. To maintain an up to date record of all current members, including: name; address; date of birth; telephone numbers; joining date; medical conditions and school and to provide medical information on swimmers to coaching staff as necessary.
4. To add to this database regularly new members as they join throughout the year, using membership application forms received via the treasurer.
5. To remove members known to have left the club from the database as soon as possible.
6. To check the renewal list of competitive swimmers supplied by the ASA annually, usually received January/February and to establish which swimmers do not wish to renew – please make them aware that this will mean they cannot enter certain competitions i.e. Surreys, Speedos, Open Meets.