

## ASA REGISTRATION OFFICER

Paula Parker

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### Responsible to: Bluefins Committee

Role: Ensure all members are appropriately registered with ASA

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### Main Duties

- Record details of all members
- Issue membership cards to each member
- Ensure all swimmers are registered with ASA at the appropriate level
- Ensure all coaches and Club officials are registered with ASA
- Ensure ASA membership fees are paid at the appropriate time
- Abide by all policies and codes as required by the Club
- Comply with the Club's Health & Safety policy and any other Health & Safety regulations that are appropriate
- Follow and promote ASA Child Protection Policy

### Commitment

Ongoing weekly responsibility

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