



Bethnal Green Sharks Swimming Club
(Affiliated to London Region, M.C.A.S.A. and Tower Hamlets Sports Council)

ASA REGISTRATION SECRETARY

Role

To ensure that all members are registered in the correct category with the ASA .

Skills

- Administration skills.
 - Organised and efficient.
 - Good communicator.
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Main Duties

- Registration fees sent to the ASA annually. Tracking of swimmers attendance.
 - Distribution of ASA registration cards to appropriate swimmers.
 - Liaise with the ASA or outside bodies with regard to registrations.
 - Ensure correct fees are collected and sent within appropriate deadlines.
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Commitment

Ongoing responsibility.
Meetings as and when required.

Benefits to Self

Contribution to ensuring a well managed club.
