



Sevenoaks Swimming Club

Founded 1915

Affiliated to: ASA South East Region, Kent County ASA, RLSS

Job Description: New Member Secretary

Responsible to: The Sevenoaks Swimming Club Committee

Main Purpose: To deal with queries related to prospective members, arrange trials, ensuring minimum standards and to send welcome pack to all those accepted into the club

Skills Required:

- well organised
- computer literate

Time Commitment: 1-2 hours per month and 1 week per term during the trials period

Key Tasks:

1. Set dates for the trials in liaison with coaches, Membership Secretary, etc.
2. Advertise on the notice boards and website
3. Receive application forms and respond to any queries
4. Send out letters of notification 2-3 weeks in advance
5. Compile applications into age order, and produce lists together with any comments
6. On the day, sign in children and sort them as appropriate.
7. At the end of their swim, thank and send them home
8. Deliberate/discuss the new intake with coaches
9. As soon as possible send out acceptance/regret letters
10. Send out 'welcome packs' that include swim times and information on SSC policy documents etc
11. Promote Swim 21 accreditation
12. Ensure the Health and Safety of members at all times
13. Adhere to and promote the Amateur Swimming Association's Child Protection Policy
14. Adhere to and promote the Club's rules, regulations and other policy statements

Undertake any other tasks appropriate to this level of responsibility

Signatures: New Members Secretary: Date:

Chairman: Date: