



SWIMMING WAIKATO CLUB TOOLBOX

POSITION DESCRIPTION - Club Registrar

Responsible To: Members of the Swimming Club committee and community

Supported By: Swimming Waikato's Events and Administrative Support

Purpose:

To ensure all existing and new swimmers are registered with both Swimming Waikato and Swimming NZ

Responsibilities and Duties:

- Use the Swimming NZ Database to keep swimmers' contact details up to date
- Use the Swimming NZ Database to ensure each swimmers' membership type is correct to enable swimmers to compete at swim meets
- Ensure the Club Fee structure is recorded accurately in the Swimming NZ database
- Use the Swimming NZ Database to ensure the financial status of all swimmers is accurate
- Maintain the club membership list
- Manage the swimmer transfer process

Knowledge & Skills Required

- Good communication and interpersonal skills
- Computer literate

Tools

- Access to computer with MSOffice software

Estimated Time Commitment Required

- Variable- up to 2 hrs/month (seasonal)