



**NAME OF CLUB:** Fittleworth Flyers

**RESPONSIBLE TO:** Club Committee

**NAME OF VOLUNTEER:**

**START DATE:** **END DATE:**

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The primary role of the club membership secretary is club and athlete registrations, which is a well-established part of the sport. It is important that Athletes are also offered the opportunity to register with England Athletics, and that their registrations and status' are kept up to date

Typical Responsibilities:

- Managing the club affiliation renewal
- Managing the athlete registration renewal process
- Progressing athlete registrations for new members
- Maintaining records of all athletes – competitive and social.
- Maintaining records of club members who carry out the role of volunteers, coaches and officials
- Works with the club treasurer to reconcile membership payments, discounts, refunds etc.
- Contacts members in payment arrears to pay club membership dues
- Updates coaches each week on who has paid their membership and is eligible to train and compete.
- Responsible for managing athlete transfer requests to other clubs.
- Sharing National Governing Body (NGB) registration numbers with members
- Reporting to the club secretary on the progress of memberships (growth/decline) etc.
- Ensuring data privacy and meeting GDPR obligations as an officer of the club who are a data controller
- Arranging handover or succession planning for the position