



## **REGISTRATIONS SECRETARY**

The Club Registration Secretary is the primary affiliator for the registrations of all members of The Griff & Coton Netball Club ("**Club**").

This person affiliates and registers the Club and all its members, players and umpires to All England Netball and with the Coventry and Warwickshire Netball Association ("**CWNA**").

### **WORKS WITH.....**

- The Club's main committee

### **JOB DESCRIPTION**

This person affiliates and registers the Club and all its members, players and umpires to All England Netball and also affiliates and registers the club, players and umpires with Coventry and Warwickshire Netball Association. Ensuring both registration fees are paid prior to registration. Ensure all of this is done prior to set cut off dates. Also, arranging for all players to pay the appropriate Club Subscription Fees whether this is payment prior to the season or bacs payments over 5 months, this is to be monitored monthly and payments kept up to date.

### **RESPONSIBILITIES AND DUTIES:**

- Prior to the start of the netball season:
- Collate personal details/information from ALL MEMBERS via All England registration forms and ensure this is amalgamated within a spreadsheet
- Collect the relevant registration fee from each player
- Take new photos of each player and umpire for registration cards
- Register each player and umpire with All England Netball
- Register each player and umpire with Coventry and Warwickshire Netball Association
- Ensure the documents 'Welcome to the Griff & Coton Netball Club', 'Members Responsibilities' and 'Subscription Fees' are kept updated and distributed to ALL players.
- Repeat as necessary for any additional players or umpires throughout the season.
- Ensure subscription fees are collected either before the start of the season or if being paid by bacs monthly payment, ensure that these are paid each month by liaising with the Club Treasurer and the individual club member if necessary
- Ensure spreadsheets are kept up to date with all payments



Griff & Coton Netball Club  
Committee Role Job Description

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- Ensure all documentation is stored within GDPR guidelines (General Data Protection Regulation)
- Keep up to date contact details for ALL Members of the Club and adhere to the GDPR regulations where required
- Deal with all relevant correspondence to and from the Club with regards to registrations
- Attend club committee meetings as necessary

### **TIME COMMITMENT REQUIRED:**

- Approximately 12-15 hours prior to the start of season
- Then approximately 2-3 hours per month

### **SKILLS ATTRIBUTES REQUIRED:**

- Good organisation and communication skills
- Knowledge of Microsoft Word, Excel and Emails
- Available to attend committee meetings in the evenings and adhoc when necessary
- Available to deal with emails during the day or evening

### **BENEFITS OF THE ROLE:**

- Satisfaction of making a contribution to the Griff & Coton Club
- Meeting all club members and committee members