



Job Description

Membership Secretary

1. Enrol new swimmers.

- Liaise with Heads of Swim School regarding available spaces.
- Ensure both D.S.C membership form and A.S.A membership forms are completed.
- Give D.S.C membership form to Head of Swim School for contact details to be added to the computer data base.
- File D.S.C. membership form in the main file.
- A.S.A membership form to be handed to A.S.A membership Secretary.
- Provide every new member with a D.S.C handbook.
- Remove expired membership forms from file and place in old membership file.
- Provide Family member card to level ten and above.

2. Waiting list and enquiries.

- Place names of swimmers waiting for places in the waiting list book.
- Contact swimmers in order when places become available.
- Be available on main swim sessions to answer any enquiries in person
- Phone or forwarded E- mail enquires to be replied as soon as possible.

Swimming Fees Collector

1. Collect swimming fees from members.

- Collect swim fees according to their level.
- Enter swimmers name and amount into fees book.
- Enter date, amount paid and sign membership card.
- Record payment on Head of Swim Schools spread sheet of swimmers.
- Liaise with Head of Swim School as to any outstanding payments.
- Liaise with Treasurer regarding swimmers who pay by monthly standing order.
- Liaise with treasurer regarding any returned cheques and make arrangements for alternative payment.

2. Account and Give fees to Treasurer.

- Total amount collected in fees book.
- Total amount of cash and cheques collected.
- Enter amounts on D.S.C invoice.
- Hand cash cheques and completed invoice to treasurer.
- Take receipt signed by treasurer from bottom of invoice and file.



Job Description

Swim hats and equipment sales

1. Purchase hats and equipment.
 - Place orders with companies that D.S.C has accounts with.
 - Ensure stock levels are kept to a workable minimum.

 2. Hat and equipment sales.
 - Sell Hats and equipment to D.S.C members.
 - Swim school hats to be sold colour relevant to swimming level.
 - Enter swim school hat sales into hat sales book.
 - Enter squad hats and equipment into Kit sales book.
 - Total amount of sales in book.
 - Total amount of cash and cheques.
 - Complete D.S.C Invoice.
 - Hand cash, cheques and completed invoice to treasurer.
 - Take receipt signed by treasurer from bottom of invoice and file.
 - Liaise with head of swim school and coach for swimmers who qualify for gala swim kit package and ensure they have kit form before issue.
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| Signed | Date..... |
| Chairman | Date..... |