

VERULAM AMATEUR SWIMMING CLUB
(Affiliated to ASA East Region)
www.verulam-asc.org.uk

ASA REGISTRATION CO-ORDINATOR

Skills Required:

- IT literate
 - Excellent organisational skills
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Experience Needed:

- Effective communication skill-verbal and written
 - Access to a PC
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Main Duties:

1. To follow and promote the ASA Child Protection policy
 2. To process and update the current membership records for all club members with correct ASA forms
 3. To process all ASA fees when renewals are due
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Commitment : Occasional

Benefits to Self

Contributing to the registration of all members of the club ensuring their valid participation in competition and their safety through insurance

Signature: ASA Registration Co-Ordinator : _____ Date: _____

Chairperson : _____ Date: _____



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How to Communicate Effectively

A resource provided by Running Sport, available to download from their website www.sportengland.org/runningsport

Further training opportunities are available through the ASA Regional Training Network, for your nearest training centre visit the ASA website www.britishswimming.org or telephone the ASA on 01509 618700

If you have any queries regarding volunteering within the sport contact your County Volunteer Coordinator, details available on the ASA website www.britishswimming.org > [Volunteers and Officials](#)

ASA Volunteer Contact
Matt Sturgess - ASA National Volunteer Coordinator
Tel: 01509 632254 Email: volunteering@swimming.org

Useful Websites

ASA website	www.britishswimming.org
Sport England	www.sportengland.org.uk
Volunteering England	www.volunteering.org.uk
Millennium Volunteers	www.millenniumvolunteers.gov.uk
DO-IT	www.do-it.org.uk
CSV	www.csv.org.uk
Sports Coach UK	www.sportscoachuk.org

