

ARKANSAS SWIMMING, INC.

MEMBERSHIP / REGISTRATION COORDINATOR

JOB DESCRIPTION

The Membership / Registration Coordinator is an appointed, ~~non-officer~~ ~~Coordinator at large~~ ~~board member~~ of Arkansas Swimming, Inc. (ASI) Board of Directors (BOD). This position is appointed by the ASI BOD for a 2-year term with unlimited terms. The Membership / Registration Coordinator is a contracted position. ~~The stipend paid to the Registration Coordinator will be \$7500 annually (based upon \$15/hour x 50 weeks each year x 10 hours per week).~~

Please refer to *USA Swimming Rules and Regulations, Part Six: Bylaws, Rules and Regulations for the Local Swimming Committees* Article 607.2.2 for the Duties and Powers of Non-Officer Chairs and Coordinators. Specific responsibilities of the Membership / Registration Coordinator, which also may be specified elsewhere in *USA Swimming Rules and Regulations, Part Six* and the ASI Handbook include, but are not limited to, the following:

- ~~1. Responsible for the registration of group and individual members and shall make the reports required by Section 608.6 together with such reports as may be required by USA Swimming, the Board of Directors or the Administrative Vice Chair.¶~~
- ~~2. Offer guidance to ASI with respect to establishing a surcharge for USA Swimming/ASI membership registration fees.¶~~
- ~~3. Aid in the development of procedures and policy for those committees is responsible and as assigned by the BOD.¶~~
- ~~4. Provide materials for team registration and club development.¶~~

DAILY DUTIES

- Serve as the main point of contact for the LSC
- Answer incoming calls and emails

REGISTRATION / MEMBERSHIP DUTIES

- Enter athlete and non athlete registration into SWIMS database through electronic files or by hand
- Address and resolve issues with errors or conflicting registration data
- Update and record any changes to coaches' safety certifications and educational requirements
- Record and post to SWIMS database any athlete and non athlete transfers into or within the Arkansas LSC
- Update and process all club charter information
- Work with prospective clubs and organizations to achieve and maintain membership status with USA Swimming
- Maintain filing system for all LSC registration information
- Work with USA Swimming regarding LSC-specific information pertaining to registration
- Order all required registration materials
- Prepare registration documentation annually for teams and individuals and post on ASI website

- Provide information and assistance to new and renewing individual members and clubs, including software support for electronic registration
- Review all pre-meet and post-meet recons and call, email, text coaches and teams with recon errors

BILLING AND FINANCE

- Maintain current financial contacts for all ASI teams
- Distribute invoices for athlete, non athlete and club registrations
- Sort, chart and deposit any incoming checks and prepare and distribute for Treasurer

MISCELLANEOUS DUTIES

- Assist Program Operations Chair with Zones travel arrangements and other logistics
- Maintain an email database of all club contacts and head coaches and communicate key dates, events and deadlines to all clubs and organizations
- Reserve space and help prepare programming for legislative meetings
- Conduct registration calls to help teams manage registration issues
- Help with travel arrangements for USA Swimming convention
- Be available to be present at LSC committee meetings and conference calls
- Assist board members with additional assigned tasks
- Help support the Athletes Committee programming and logistics