



Wenlock Olympians A.C.

Club Membership Secretary

The Club Membership Secretary is responsible for athlete registrations at club and governing body level and providing information about the club and its membership procedures.

Responsibilities:

- Managing club membership and acceptance of new members.
- Managing the club's annual membership renewal in March of each year.
- Managing the athlete registration renewal process with England Athletics.
- Progressing athlete registrations for new members with EA as appropriate.
- Maintaining records of all athletes – competitive and social.
- Maintaining records of club members who carry out the role of volunteers, coaches and officials.
- Working with the club treasurer to reconcile membership payments, discounts, refunds etc.
- Providing coaches and team managers with age group and eligibility information.
- Providing a suitable contact list to be used by coaches and team managers for medical or other urgent needs.
- Responsible for managing athlete transfer requests to other clubs.
- Advising members of their registration with EA and providing affiliation registration numbers.
- Reporting to the Steering Group on membership issues.
- Ensuring data privacy and agreeing GDPR obligations with the club data controller.
- Arranging handover or succession planning for the position.