

SA Masters Athletics Inc

Job Description - REGISTRAR

Purpose

To process the applications for SA Masters Athletics (SAMA) membership and to maintain the membership database.

Duties

1) Receive “Application for Membership” forms

Membership forms and fees are received from new and active members. The fees must be passed onto the Club Treasurer as soon as possible.

The forms are retained by the Registrar and filed after details from the forms are entered into the Club database. A new form must be obtained each financial year and Life members should be included to ensure we have the correct contact details.

2) Process Club members details

All information on membership forms is retained in the database.

The database is in a Microsoft Excel workbook.

Membership of SAMA consists of the following categories

- Life
- Ordinary – metropolitan
- Ordinary – country / interstate
- Concession (metropolitan only)
- Couples (Two members living at the same address)
- Social (Non competing members)
- Associates (Non competing members, usually officials)

The database of membership also contains a list of people who have no membership affiliation to SAMA but are listed so they can get our Newsletter.

The membership year runs from April 1st each year. That fact that many become non-financial at that date and that some of these may compete in the Nationals is ignored as it has been agreed that the previous year's membership will suffice for our Nationals at Easter.

3) Prepare monthly reports for SAMA committee meetings

Copies of past reports are available from the Club Secretary.

The reports should include the number of new members and renewals for the month. Total membership numbers should be presented by age group and gender.

The reports should be designed to meet the needs of the committee and ad hoc reports may be required.

4) Provide a new membership package to new members

A new membership package may include the following:

- Welcome letter from Club president
- Current season (winter or summer) calendar
- Copy of last newsletter
- Club rules
- Hot weather policy

Walkers may require a copy of the “walking notes” and other information may be given to new members at the registrar's discretion.

5) Follow up non-renewals

During June / July a list of non financial members should be prepared. This list may be presented at a committee meeting and then a strategy may be adopted to follow up the “late” payers.

In the past, questionnaires have been used to help establish the reasons for non renewal. The registrar may attempt to follow up the non renewals by email, telephone or letter.

A note, to non-financial members is inserted in the June newsletter reminding them that their membership is due for renewal and this will be their last copy unless they renew their membership. At the issue of the August newsletter any members still non-financial are removed from the membership listing.

6) Provide information to SAMA committee members and Australian Masters Athletics (AMA) committee members

- Club Secretary – until August when non-financials are removed from the main database a total of financials (including life) needs to be supplied each month to enable capitation to be paid.
- Newsletter Editor – Member names, addresses and email addresses are sent prior to distribution of each newsletter edition
- Running Coordinator – Member names and date of birth are sent when requested or ideally new member details are sent weekly.
- AMA Registrar – When requested member contact and age details only are sent.
- Other SAMA Committee members – occasionally other committee members will require addresses, telephone numbers, etc.

7) Database security

A copy of the database should be periodically saved to computer from the website. (The secretary will also do this.)

To meet SAMA privacy policy requirements it is important that no information is given to any person other than mentioned in point (6)

8) Member emergency contact information

A print out of all members' addresses, telephone nos. and emergency contact details must be available on competition days. (Or if a computer is available as in summer a disk of data will be sufficient.)

9) Distribute receipts

Distribute as soon as possible after receipt of fees.

The current practice of the Registrar with respect to receipts is as follows:

- SAMA members who renew online are not given a receipt by the Registrar, but receive an email acknowledgement of their membership renewal
- SAMA members who renew by cash, cheque etc with a hand-written form receive a receipt by email
- SAMA members without an email address only receive a receipt by mail on request

10) Initiate a draw and prizes for “early bird” draw and / or “members recommending new members” draw.

The ‘early bird’ draw encourages members to pay fees prior to the due date, 31 March.

The “members recommending other members” encourages active members to introduce new members to the Club.

The draws must be approved each year by the committee.

11) First time competitors

All new competitors should be given:

- Club Flyer
- Temporary Waiver Form – **to be signed on the spot.**

12) Print labels for AMA annual booklet

Each year around November AMA will request printed labels of our members to enable them to post booklets direct.

MAIN DATABASE

New members are added in alphabetical order (except in the case of couples where the man is listed first). Where couples are listed the address and phone numbers are not shown for the second entry unless they are different. (This is to avoid sending two newsletters to the same address.) If a sort is done after adding new members remember to check couples afterwards as others with the same surname may be placed between couples – they will need to be adjusted.

1. Should it be necessary to add a new member at the start or end of the listing – do so one or more lines into the listing and then do a sort back to alphabetical. This will ensure all calculations required in the report section function correctly as included in the database workbook is a look up table that is used to constantly classify a member's age group from their birth date.