

Role outline: New Members Appointed Person



NAME OF CLUB: Marlow Kites Netball Club

ROLE: NEW MEMBERS APPOINTED PERSON

RESPONSIBLE TO: CLUB COMMITTEE

CORE DUTIES

- Respond to new enquiries and liaise with Lead coach for appropriate trial and placing. If placings are not available, waitlist or provide potential alternatives in the area, as appropriate.
- Ensure all new members are given appropriate contact information of relevant coaching staff for training and league matches.
- Supply information of England Netball membership, affiliation, fees and registration to the club as well as ensuring awareness of Safeguarding and Health and Safety policies and protocols
- Ensure accurate and up to date player registration information is stored safely and securely in the club system
- Ensure signed copies of the club's code of conduct are received
- Provide information of club kit.
- Liaise with Fee Coordinator and coach regarding placement