



Sittingbourne Striders

Role Description: Membership Advisor

The primary role of the club membership advisor is the athlete registrations to the club and to British Triathlon and England Athletics (if required) for the Junior members. Athlete registration is a well-established part of the sport. It is essential that competing athletes are registered with the club as well as British Triathlon and England Athletics. The Club membership advisors are to be responsible for making sure that their athletes within the clubs management system and are registered with British Triathlon and England Athletics (This can be done through the club management area of both British Triathlon and England Athletics).

Typical responsibilities:

- Managing the athlete registration renewal process
- Progressing athlete registrations for new members
- Maintaining records of all athletes – competitive and social.
- Maintaining records of junior club members who carry out the role of volunteers, coaches and officials
- Works with the club treasurer to reconcile membership payments, discounts, refunds etc.
- Contacts members in payment arrears to pay club membership dues
- Updates coaches if required on who has paid their membership and is eligible to train and compete.
- Responsible for managing athlete transfer requests to other clubs.
- Sharing National Governing Body (NGB) registration numbers with members
- Reporting to the club secretary/membership secretary on the progress of memberships (growth/decline) etc.
- Ensuring data privacy and meeting GDPR obligations as an officer of the club who are a data controller and ensuring that when accessing the club account system that they log in with their own user account.



- Uphold the club constitution and terms of conditions of England Athletics and British Triathlon affiliation.
- Support the Committee in the organisation of the annual club race.

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| NAME (please print) | | | |
| British Triathlon Membership number | | | |
| England Athletic Membership number | | | |
| SIGNED | | DATE | |