



Committee Role Description

Job Title:	REGISTRATION & SUBSCRIPTION SECRETARY
Scope:	To manage the annual player registration process
Reports to:	Romsey Wasps Committee
ACTUAL DUTIES INVOLVED	
<ul style="list-style-type: none"> • Keep records of all players, ensuring that any information is kept confidential and any use of the information does not breach the Data Protection Act. • Liase with the Age Group Head Coaches and Managers of each age group to ensure that all players are registered with the club and the RFU. • Register all players with the RFU. • Arrange re-registration of players with the RFU when required. • Provide Age Group Head Coaches and Managers with appropriate information about players in their age group. • Collect subscription fees as set by the Wasps Committee at the AGM and forward to the Treasurer. <p>The Registration & Subscription Secretary should have a full understanding of and adhere to:</p> <ul style="list-style-type: none"> • The Club's Child Protection Policy • The Club's Child Protection Policy Procedures • The Club's Coaches' Code of Conduct 	
LIAISON WITH	
<ul style="list-style-type: none"> • Wasps Age Group Coaches, Managers and the Treasurer • The RFU 	
MEETINGS TO ATTEND	
<ul style="list-style-type: none"> • The monthly Wasps Committee Meeting • The Annual AGM 	

CHANGE CONTROL			
Version	Date	Author	Changes Made
1	Sept 2010	Derek Marshall	Initial Release