



<b>Policy</b>	<b>Assessment &amp; Enrolment of new members</b>
<b>Responsibility of</b>	<b>Club Secretary, Coach Coordinator, Recorder/Enrolment</b>

To ensure all new members wanting to join the Mangere Swimming Club are directed to the Secretary (club contact) to arrange an assessment time with the Coach coordinator. The set day for assessments will be Monday and Thursday evenings between 5.30pm and 6pm.

Process;

1. All enquiries regarding assessments must be referred to the Mangere Swimming Club Secretary
2. Secretary will pre-book an assessment time for the child, then advise the Coach Coordinator or assessing Coach
3. If assessment criteria is satisfied, Coach Coordinator/Coach will discuss and give feedback to parent before allocating training days & number of sessions per week.
4. Coach Coordinator will refer new members to the Recorder/enrolment officer to arrange a start date for the child. Start date to be 10 days following the assessment.
5. Enrolment forms will be given to the new member or copies can be downloaded from the club web page <http://mangere.swimming.org.nz>
6. Recorder/enrolments officer -- New member details will be entered into the Clubs Team Manager Database
7. Details will be sent to
  - a) Treasurer for billing - name, address, phone, email, start date, number of sessions per week.
  - b) Uniform Officer for welcome pack – Name, start date, and size
8. Signed and completed Terms and Conditions will be kept on file with Club Secretary.
9. SNZ form, copy of birth certificate or passport will be kept on file with the Club Registrar.

#### **Conditions**

- a) **For Health and safety reasons all enrolment forms must be completed and returned to the Recorder /enrolments officer before any swimmer can enter the pool.**
- b) **The joining fee plus 2 months subscription fee must be paid in full and confirmed by Treasurer before the new member can enter the pool for training.**
- c) **If a new member fulfils requirements a) & b) before the allocated start date and wants to begin training immediately the enrolments officer must advise the respective coach at the earliest convenience before allocating an earlier start date.**