

Shenley Scorpions

Basketball Club

Job Description



Title: Registrations Officer

Responsible to: Chair

Responsible for: Club Registrations

Main Duties

- To register all players, coaches and volunteers with England Basketball using information from club membership forms.
- To distribute England Basketball licence cards to all Team Head Coaches.
- To ensure all club volunteers including coaches, assistant coaches, trainee coaches, team managers and all committee members are CRB cleared.
- To ensure club public liability insurance remains up-to-date.
- To send every Team Head Coach a spreadsheet including; player name, parents name, parents phone numbers (home and mobile), contact email address and details of any medical conditions or disabilities.
- To ensure Shenley Scorpions Basketball Club remains registered with:
 - COIN (Milton Keynes Library database of sports clubs)
 - MK Council Sports Development – Sports Clubs Directory
 - Bucks Sport – Sports Clubs Directory
 - MKWeb.co.uk – Index of Sports Clubs
 - Voluntary Sector Gateway MK – Directory of Voluntary Organisations
 - Volunteer Centre MK
 - MKCVO
 - Running Sports
 - England Basketball
 - Clubmark