

# DURHAM CITY HARRIERS AND ATHLETIC CLUB



## Membership Process

1. Membership Secretary receives application forms .
2. Details are uploaded on to the membership database for each new member. This database is kept on the DCH laptop. Access to the laptop is password protected. A copy of the membership database is backed up onto CD monthly. Backup copies of the membership database are deleted after 12 months.
3. If the application is for a junior member the 2 consent forms are checked and the medical form is given to the Senior Coach at the first available opportunity. The second consent form relating to photography is kept as a hard copy in the appropriate files.
4. Membership forms once processed are kept in appropriate file.
5. Each new member (>11years) is added to the England Athletics database and new members are informed of their membership number.
6. New members (and parents of juniors) are contacted by email or letter to confirm membership.
7. Cheques received as part of the membership process are passed on to the Treasurer at the first appropriate opportunity.

Signed:

A handwritten signature in black ink, appearing to be 'A Billett', with a stylized flourish at the end.

A Billett

Chair

Date: 1<sup>st</sup> June 2011