

# N . Z . F . R . S

## MEMBERSHIP DATA BASE

### PURPOSE :

NZFRS will maintain a database of all members as required by the Incorporated Societies. This will ensure there is an up-to-date record of membership.

### PROCEDURES:

1. The NZFRS membership database has been developed to
  - Record NZFRS membership and
  - Provide a central reference point for membership data.

2. Responsibilities:

#### Clubs

- Ensure all current members have completed the registration form.
- Prepare report or notification to the Board Secretary when updates are made.

#### NZFRS Sports Committees

- Maintaining an up-to-date database of officials, including qualifications
- Maintaining an up-to-date database of competitors including grade and medal tests
- Maintaining an up-to-date database of coaches including qualifications.
- Notify the Board Secretary with alterations to accreditations of Coaches & Officials

#### Board Secretary

- Management and overall responsibility of the membership database.
- Update Federation number fields for new members
- Update the official qualifications and coach accreditations in the database when advised by the relevant Sports Committee.

3. Data will be entered via the Sporty platform and the location of the database will be with the Board Secretary.
4. Reports will be provided by the Board Secretary upon written request.

Approved	November 2001
Last Amended	November 2021
Next review	November 2023