

# N . Z . F . R . S

## MEMBERSHIP DATA BASE

### PURPOSE :

NZFRS Board Secretary will record and maintain a current database of all members. This will ensure there is an up to date membership database.

### PROCEDURES:

1. The NZFRS membership database has been developed to
  - Record NZ Federation of Roller Sports Inc membership and
  - Provide a central reference point for membership data.
  
2. Responsibilities:
  - Board Secretary
    - Functional management of the membership database and overall responsibility of the database.
  
  - NZFRS Sports Committees
    - Maintaining an up to date database of officials, including qualifications
    - Maintaining an up to date database of skaters including grade and medal tests
    - Maintaining an up to date database of coaches including qualifications.
  
3. 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
Amended	April 2012