



# Bletchley & District Swim Club

Affiliated to the ASA South East Region and the Oxon & North Bucks ASA

## **JOB DESCRIPTION: DATA BASE ADMINISTRATOR**

### **RESPONSIBLE TO:**

To the committee for the upkeep and safe custody of the club data base.

### **MAIN DUTIES:**

1. Advising the committee of the requirements and implications of the data protection act 1998 and act as the club data security adviser.
2. The data base administrator must adhere to the data protection act at all times.
3. Produce and keep backups of data base of PC.
4. Keeping the data base up to date to include:
  - New members details passed from the membership secretary.
  - New member's medical conditions and keeping the data base list of swimmers with health problems up to date.
  - New swimmer times from gala's entered.
  - Keeping the data base up to date for the ASA officials.
  - Keeping the data base up to date for Bagcat Age group factors and Bagcat points table as issued by the ASA.
5. Provide training to operators of the club data base.
6. Provide updates to all data base operators.

**Print Name:** \_\_\_\_\_ **Time Commitment:** \_\_\_\_\_

**Signatures:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Chairperson** \_\_\_\_\_ **Date:** \_\_\_\_\_