

CHCC Day Men League
Membership Coordinator Duties

Attends September's "Open House"

Receives membership applications and payment from existing members and new members for Day Men's Curling League.

When receiving applications ensures that all information on this form is up-to-date with our records in order to up-date existing files. Membership Coordinator up-dates address and telephone number, maintains record of all application forms in order to keep an up-dated version of paid members.

All applications and payments are forwarded to the Carleton Heights Membership Coordinator for Master Registry.

Contact Non Paid Members to see:

- If they are returning for this season
- If membership has been paid or when membership will be paid.

Up-dates Membership list throughout the season with new information as received from league or Executives.

Notifies Day Mew's Match Co-ordinator of new members in order for these members to be assigned a group (A B C or D) and to have name plate made to our members board.

Maintains contact with Club Membership Co-ordinator to check on Membership up-dates.

Attends general "Day Men's Executive" meetings as required.

Up-date Executive as required with information on paid up members and non returning members.

During the course of the season maintain and up-date several files on a constant basis: Membership History file

Present Membership list

Day Men's President Trophy

Flegel Trophy

Flowers Trophy

Membership History file, containing the names of past and present members with years played in the league

Present Membership list for the current season, containing the paid and non paid members, as well as their telephone numbers. It also contains list of members who are not returning this season.

Day Men's President Trophy, The Flegel Trophy and The Flowers Trophy:

These files contain names of past winners in each of the events for present and past years. The files are up-dated with the names of the new winners every year once the competition is over and winners are proclaimed for that season.