COMPETITION SECRETARY

Purpose of Post

To act as focal point for all communication regarding time trials, competitions and galas within and outside of the Club

To maintain adequate records of communications

To ensure that swimmers entries for events are accurate and submitted in a timely manner

Principle Responsibilities

Receive correspondence, log, and reply or forward to the Club Secretary in a timely manner

To ensure along with the Head Coach that a balanced programme of competition is available to all swimmers of appropriate age and ability

Ensure that notices advertising galas are posted on all Club notice boards giving adequate notice for competitors

To collate entries and monies received for competitions, complete entry forms and submit with appropriate fees to hosting organisation. Checking whenever possible that entries are accurate

To report correspondence of interest to the Club Committee at meetings

To arrange times and venues of Club Galas, time trials etc.

To act as Meet Co-ordinator for any events the Club hosts

To maintain current trophy list, bringing deficiencies to the attention of the Club Committee

Direct Collection of Entry fees and payment to organisers via Club Treasurer

Decision Making Authority

Along with Head Coach decide which galas to advertise to members for entry to ensure a balanced programme of meets is offered to enable development of all swimmers

Contact with Others

County, District and National ASA

Other swimming clubs

Committee members

Volunteers and employed Head Coach

Parents and swimmers

Most Challenging and / or Difficult Parts of the Post

Advertising galas in timely manner

The collection of entries in a timely manner

Building effective relationships with parents, carers and swimmers

Ascertaining the availability of suitable competitions