

Job Description

Job title: Competition Secretary

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1. Responsible for the compilation and management of the clubs competition fixtures (in conjunction with the swimming committee as appropriate).
2. Post competition fixtures on the main club notice board and web site, with entry forms if appropriate.
3. Act as the contact point for internal club competitions and galas, receive entry forms, receive and check entry fee's before handing to Treasurer.
4. Act as the contact point for external clubs regarding open meets, galas and issue gala invitations for inter club galas, maintaining list of attendees and returning acceptance slips as required.
5. Liaise with the Club Secretary & Treasurer to book pools as required for Open Meets, Club Champs, Small Pool Galas etc.
6. Liaise with the Treasurer to book coaches for team travel to league fixtures.
7. Liaise with Trophy Secretary regarding any trophy requirements relating to internal club gala's.
8. Liaise with Fixtures Secretary regarding any internal / external galas relating to Officials required.
9. To attend and provide monthly reports to the Executive covering any competition related updates / actions or issues.
10. To follow and promote the ASA Child Protection Policy.

Requirements:

The ideal applicant will have good organisational and administration skills, and be able to communicate with all levels within the club.

Reporting to:

The Swindon Dolphin Executive Committee.

Appointed by:

Nominated by the Swindon Dolphin Membership at the clubs AGM as per the Swindon Dolphin Constitution.