

Job Description

Job title: Fixtures Secretary

Job description:

1. Liaise with the Competition Secretary to ensure all internal and external competitions / gala's have the required number of supporting officials and other volunteers.
2. Use the clubs admin system to identify and assign the correct number of officials and other volunteers for each competition / gala.
3. Communicate with the selected officials and other volunteers to confirm their availability to support the advertised competitions / galas – and where necessary, select backup / alternatives if needed.
4. Liaise with the Volunteer Coordinator with regards to any volunteer shortages the club may have.
5. Use the clubs admin system to ensure all volunteers selected to support a competition / gala are correctly qualified & registered as per the competition / gala rules.
6. To follow and promote the ASA Child Protection Policy.

Requirements:

The ideal applicant will have good organisational and communication skills.

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.