

## **JOB DESCRIPTION: CLUB CHAMPIONSHIP SECRETARY**

**JOB TITLE:** Club Championship Secretary

**RESPONSIBLE TO:** General Committee

**SKILLS REQUIRED:**

- 1 Well Organised
- 2 Ability to motivate
  
- 3 Communication Skills

**MAIN DUTIES**

- 1) Organise all club championship events in consultation with the appropriate club personnel i.e. Head Coach, Hon Sec
  
- 2) Advise all gala arrangements.
  
- 3) Ensure that arrangements are made for pool hire.
- 4) Liaise with General secretary to Produce a programme of events & entry forms. Photocopy programme & distribute to officials & spectators.
- 5) To arrange appropriate help at all club championships (see appendix).
6. To follow and promote the ASA Child Protection & Code of Ethics policy
7. Liaise with Trophy secretary for any awards & collection of trophies.
8. Attend any sub committee meetings.
9. Attendance at appropriate galas.
10. Enter entries on sport systems computer programme, print entry cards & distribute cards.

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

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

### **Appendix**

**Sell programmes, card boxes, announcer, computer operator, electronic timing, runners, whips, drinks, heat starts.**