

JOB DESCRIPTION: COMPETITION SECRETARY

JOB TITLE: Competition Secretary

RESPONSIBLE TO: General Committee

SKILLS REQUIRED:

- 1 Well organised
- 2 Communication Skills
- 3 Administration Skills

MAIN DUTIES

- 1) Responsible for the compilation and management of the club 12 months gala fixtures (in conjunction with the head coach and swimming committee as appropriate).
- 2) Issue gala invitations for inter club galas, maintain list of attendees, returning acceptance slips to other clubs.
- 3) Issue fixtures lists to all club officers, officials, swimmers and notice boards annually.
- 4) Liaising with club secretary regarding the booking of pool for inter-club and championship gala dates.
- 5) Issue entry forms for open meets.
- 6) Liaise with volunteer co-ordinator as to volunteer requirements.
- 7) To follow & Promote the ASA Child Protection & Code of Ethics policies
- 8) Collect entries with fees & forward on competitor cards.
- 9) Request club cheque using club request form & bank money with treasurer using official club banking slip.

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____