



EDENBRIDGE PIRANHAS SWIMMING CLUB

ROLE OF COMPETITIONS SECRETARY

OVERALL REQUIREMENT

To ensure the smooth running of club galas and competition entries, and ensure quality and effective communication regarding competitions between the coaches and members.

SKILL SETS REQUIRED

- Effective administration skills.
- Good working knowledge of Microsoft Office and ability to learn new software.
- Good verbal and written skills.
- Well organised and efficient.
- Sound knowledge of the club and the competition cycle.

MAIN DUTIES

Open Meets

- To liaise with chief coach re forthcoming galas.
- To provide entry forms and meet details to all qualifying swimmers.
- To process within time constraints all gala entries.
- To process payment for and maintain financial records for all meets attended by Edenbridge Piranhas Swimming Club swimmers and pass these to the Treasurer.
- To remind attending swimmers of details of the meet in the week preceding the gala.
- To process and maintain records of times achieved.
- To advise web planner of all Edenbridge Piranhas Swimming Club participating events.

Club Championships

- To liaise with chief coach, club secretary and committee re scheduling for galas and pool hire.
- To apply for license if required.
- To provide programmers and recorders sheets for each gala and arrange for printing.
- To comply with conditions of license regarding reporting to the ASA.
- To process all entries and ensure with the Membership Secretary that all competitors meet the criteria.
- To provide parents with entry forms with up to date PBs.
- To process payment and maintain financial records and pass to Treasurer.

- To liaise with Committee regarding officials and helpers for each gala.
- To liaise with club secretary re ordering of awards.
- To maintain paper and computerised records of all galas.

Team Events

- To liaise with sub-committee and chief coach re team selection and notification.
- To arrange transportation if required.
- To form and oversee a sub-committee responsible for all aspects of all leagues participated in by Edenbridge Piranhas Swimming Club. Duties include attending AGM's where necessary, liaising with Chief coach re team selection and notifying swimmers, liaising with the Committee and other club members to supply officials, recorders where necessary when Edenbridge Piranhas Swimming Club are hosting a league swim.

Other

To form part of the Performance Panel to monitor and review swimmer progress.

Commitment

Ongoing responsibility including all club committee meetings, regular and urgent communications with club members and web planner and as defined by the competition cycle