

Competition Secretary

St.Helens Swimming Club

JOB DESCRIPTION: COMPETITION SECRETARY

JOB TITLE: Competition Secretary

RESPONSIBLE TO: Club Committee

ADDITIONAL REQUIREMENTS: CRB Check through St.Helens ASC.

SKILLS REQUIRED:

- Well organised
- Communication Skills
- Administration Skills

MAIN DUTIES

- 1.** Responsible for the compilation and management of the club 12 months gala fixtures (in conjunction with the Head Coach).
- 2.** To coordinate Club Helpers who assist in the organisation of the Clubs competitions.
- 3.** Issue gala invitations for inter club galas and maintaining list of attendees, returning acceptance slips to other clubs.
- 4.** Issue fixtures lists to all club officers, officials, swimmers and notice boards annually.
- 5.** Liaise with Club Secretary regarding the booking of pool for all gala dates.
- 6.** Maintain list of officials and helpers.
- 7.** Organise all officials and helpers for all club competitions.
- 8.** Order awards (medals, certificates etc) for championship / sponsored galas and be responsible for club trophies.
- 9.** Assist the Head Coach to implement a reward scheme for all members based on the current ASA model. Include Water Skill awards, ASA Challenge awards, National Teaching Plan Levels 1 - 12, Distance and Speed Awards. Ensure all first time competitors for the club have achieved the ASA Competitive Start Award.
- 10.** To attend a minimum of 50% of committee meetings per year.
- 11.** To ensure that the Club achieves and maintains the standards required for Swim21 accreditation.
- 12.** To follow and promote the ASA Code of Ethics.
- 13.** To follow and promote the Clubs Code of Conduct.
- 14.** To follow and promote the ASA Child Protection policy.

Time Commitment: Minimum 2 hours per week + attendance at meetings and galas.