

GALA SECRETARY CLUB GALAS 9

Role

Organise all club swimming events at Plainmoor pool in consultation with the Swimming Committee

RESPONSIBLE TO: Swimming Committee Chairman

SKILLS REQUIRED:

- Well Organised
- Enthusiastic
- Ability to motivate
- Excellent communication Skills

MAIN DUTIES

Advise all members of all club galas through web site and notices
Ensure that arrangements are made through the pool for hire and additional facilities
Liaise with Swimming Committee and Coaches to produce a programme of events, entry forms and programme for the galas which could be used by officials and sold to spectators
To arrange with the volunteers and officials secretaries appropriate help
Liaise with the Trophy and Awards secretary for medals and trophies
Attend any Swimming Committee meetings
Attend where possible the club galas and arrange an appropriate replacement if unavailable
Arrange for entries to be entered onto club database and results to be published on club website
To follow and promote the ASA Child Protection policy

Time Commitment: 1 hour a week

Signatures:

Officer _____ Date:

Chairperson _____ Date:

Further Development/Support

Training opportunities are available through the ASA Regional Training Network, for your nearest training centre visit the ASA website www.britishswimming.org or telephone the ASA on 01509 618799

If you have any queries regarding volunteering within the sport contact your County Volunteer Coordinator, details available on the ASA website www.britishswimming.org > *Volunteers and Officials*

Useful Websites

ASA website	www.britishswimming.org
Sport England	www.sportengland.org.uk
NSPCC	www.nspcc.org.uk
Sports Coach UK	www.sportscoachuk.org