

## OFFICIALS SECRETARY 12

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### Role

Organise all club officials and liaise with volunteer secretary to encourage members to become officials

**RESPONSIBLE TO:** Club Chairman

### **SKILLS REQUIRED:**

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

### **MAIN DUTIES**

Advise all members through web site and notices of all officials courses and seminars  
Liaise with Club and Open meet secretaries re officials required to travel with teams or attend club galas  
Attend any Club Management Committee meetings  
Liaise with general committee on finances for any officials courses or travel expenses  
Keep up to date with all rule changes and advise all members and coaching team through website  
Arrange for entries to be entered onto club database showing all qualified officials  
To follow and promote the ASA Child Protection policy

**Time Commitment:** 1 hour a week

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### **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](http://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](http://www.britishswimming.org) > *Volunteers and Officials*

### **Useful Websites**

ASA website [www.britishswimming.org](http://www.britishswimming.org)  
Sport England [www.sportengland.org.uk](http://www.sportengland.org.uk)  
NSPCC [www.nspcc.org.uk](http://www.nspcc.org.uk)  
Sports Coach UK [www.sportscoachuk.org](http://www.sportscoachuk.org)