

GALA SECRETARY OPEN & COUNTY MEETS 10

Role

Organise all club open and Devon County and Swimwest or National entries

RESPONSIBLE TO: Swimming Committee Chairman

SKILLS REQUIRED:

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

MAIN DUTIES

Advise all members through web site and notices all relevant galas
Ensure that arrangements are made for entries to hit deadlines
Liaise with Coach to ensure all swimmers who are eligible are given the opportunity to enter
To arrange with the volunteers and officials secretaries appropriate help
Attend any Swimming Committee meetings
Attend where possible the 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