

COMPETITION SECRETARY 7

Role

Responsible for the co-ordination and management of the club's 12 month fixture list in conjunction with the Team Manager and Head Coach

RESPONSIBLE TO: Club Chairman

Skills

- Well organised and able to delegate
- Enthusiastic and a good motivator
- Approachable
- Confident and effective communicator

Main Duties

Issue gala invitations for inter club galas and our own club junior and championship galas, maintaining list of attendees and returning acceptance slips to other clubs if required.

- 1) Issue fixtures lists to all club officers, officials, swimmers and notice boards annually.
- 2) Liaising with club secretary regarding the booking of pool for inter-club and championship gala dates.
- 3) Maintaining list of officials and helpers.
- 4) Organising officials and helpers for all club galas.
- 5) Order awards (medals, ribbons etc) for championship / sponsored galas and be responsible for club trophies.
- 6) Liaise with volunteer co-ordinator as to volunteer requirements.
- 7) To follow and promote the ASA Child Protection policy.

Time Commitment: Determined by the club i.e. 1 hours per week plus Committee Meetings

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____

How to Communicate Effectively

A resource provided by Running Sport, available to download from their website www.sportengland.org/running/sport

Further 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 618700

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
Volunteering England www.volunteering.org.uk
CSV www.csv.org.uk
Sports Coach UK www.sportscoachuk.org