



Launceston Swimming Club

## **Job title: Competition secretary**

### **Job Description**

1. In conjunction with the team manager and club coach be responsible for the compilation and management of the club 12 months gala fixtures
2. Prepare draft fixture list/calendar for discussion at committee meeting as soon as Cornwall dates are known, usually in December/January.
3. Book pool for time trials and championship gala dates and any home galas.
4. Issue gala invitations for home galas and maintain list of attending clubs.
5. Submit entries for CCASA meets and other open meets using the Hy-tek system
6. Have a knowledge and be able to provide information to eligible swimmers for relevant competitions ie counties, intermediate, development , regionals and nationals.
7. Display details of competitions on Notice board, ideally 4 weeks before closing date.
8. Issue details of competitions via email to eligible swimmers.
9. Receive and receipt entries with payments and enter onto payment spreadsheet.
10. Report to committee meetings and give annual report on competitions at AGM.
11. Utilise, update and manage team manager computer system ensuring all team manager holders systems are updated with imported results.
12. To follow and promote the ASA Child Protection Policy.

### **Requirements**

Will have good organisational skills, knowledge of computer systems. Good communication skills. Knowledge of competition structure.

### **Reporting to**

Primarily reporting to the Committee and coach. Secondary reporting to Treasurer. Good working relationship with coach and membership secretary and team manager.

### **Appointed By**

Nominated by Members at the clubs AGM as per the Constitution.