

COMPETITION SECRETARY

Role

To ensure the smooth running of club fixture requirements

Skills

- Administration skills desirable
 - Good verbal and written skills
 - Well organised and efficient
 - Sound knowledge of the club
-

Main Duties

- Responsible for the compilation and management of the club gala fixtures (in conjunction with the Team Manager, Club Coach and Swimming Committee as appropriate).
- Issue gala invitations for inter club galas and maintaining list of attendees, returning acceptance slips to other clubs.
- Issue fixtures list to all Club Officers, Officials, Swimmers and notice boards annually.
- Liaising with Club Secretary regarding the booking of pool for inter-club and championship gala dates.
- Updating of PB lists following all gala's and distributing to website co-ordinator and placed in Read File to ensure details kept up to date

Commitment

Ongoing responsibility including club committee meetings

Benefits to Self

Contribution to ensuring a well managed club and an opportunity to make a real difference to the success of your club
