

Weston Super Mare Swimming Club

Job description- Swimming Fixture Secretary



JOB TITLE: Open Meet Fixture Secretary

RESPONSIBLE TO: Management Committee

SKILLS REQUIRED:

- Well organised
- Communication Skills
- Administration Skills

MAIN DUTIES

1) Responsible for the compilation and the club 12 months gala fixtures (in conjunction manager, club coach and swimming committee



management of with the team as appropriate).

2) Source and publicise Open Meets to club

swimmers.

3) Issue fixtures lists to all club officers, swimmers and notice boards annually.

officials,

4) Liaise and build repour with fellow meet co-ordinators within the region to enhance club reputation.

5) Collection of club entries and process in accordance with meet conditions.

6) Reconciliation of club entry fees and consolidate for club entry.

7) Organise volunteer officials required for club representation at open meets.

8) Distribution and advise of confirmation of entry to swimmers and head coach.

9) Collection of open meet results and forwarded to P.B co-ordinator for publication.

10) To follow and promote the ASA Child Protection policy.

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____