

NEWTON ABBOT SWIMMING CLUB

JOB DESCRIPTION: COMPETITION SECRETARY

JOB TITLE: Competition Secretary

RESPONSIBLE TO: Committee, Head Coach.

SKILLS REQUIRED:

- Well organised
- Communication Skills
- Administration Skills

MAIN DUTIES

Working with the assistance of the Competition sub-committee

- 1) Responsible for the compilation and management of the club 12 months gala fixtures in conjunction with the team manager, club coach and competition sub-committee as appropriate.
- 2) Issue gala invitations for inter club galas and maintaining list of attendees, returning acceptance slips to other clubs.
- 3) Prepare draft fixture list/calendar for discussion at committee meeting as soon as Devon competition dates are known. Mini League, Gorman, Membury etc. are usually the same time each year. as early as possible.) Issue fixtures lists to all club officers, officials, website and notice boards. Add new detail and reprint as necessary.
- 4) Liase with club secretary regarding the booking of pool for inter-club and championship gala dates.
- 3) Liase with trophy controller to order awards (medals, ribbons etc) for championship and sponsored galas.
- 4) Follow and promote the ASA Child Protection policy.
- 5) Submit entries for Devon Team galas and Devon Inter Club Championships.
- 6) Provide information to eligible swimmers regarding entry to Devon Championships and age group competitions, Devon Development Galas, Devon Long Distance, and Western Counties Competitions including all Masters competitions. Collate and submit entries.
- 7) Enter all gala programs on Team Manager program copying/updating previous year's program where possible.
- 8) Annual Gala Display details on Notice Board and website. Prepare entry forms least 4 weeks before date of first races. Conditions and closing date for entries should be displayed. Remind teachers/coaches to encourage swimmers to enter. Prepare program. Check that we have all necessary officials and equipment.
- 9) Enter results of all competitions on Team Manager program. Export results either to disc or by email for Coach, membership secretary (master file) and any other user. Print results, copies to Publicity Officer, webmaster and notice board. Ensure annual gala results are given to trophy steward as soon as possible. Enter times achieved at Open meets, training sessions etc and export to other system users.

- 10) Ensure invitations to presentation evening are sent to award winners
- 11) Report to committee meetings and give annual report on competitions to AGM
- 12) Ensure that up to date rules for competitions are known to all concerned
- 13) Ensure that all club activities are carried out according to A.S.A. Laws. Programmes and notices for all events must contain the words "under A.S.A. Laws".
- 14) Deal with invitations to galas run by NASC: Gorman Trophy, Dyrons Cup, Senior Schools Gala, Primary Schools Gala. Follow up schools / clubs to confirm entries
- 15) Deal with invitations received for away galas, discuss with coach, team manager and competition sub-committee.
- 16) Book pool and equipment/layout required for all home galas. If confirmation of booking is not received promptly follow it up as bookings have been mislaid in the past.
- 17) Book coaches for away galas. Check prices from time to time with different coach firms. We may get a better rate for block bookings rather than individual.
- 18) Ensure programs for inter club galas, Gorman Trophy, Williams Shield, Membury Shield, Scott Ormsby, Mini League, Devon & Cornwall & Speedo league etc. are all received/issued to club coach and team manager in good time. Most of these do not change from year to year and can be copied from club computer and updated if information is not received from organising club.
- 19) Ensure that all paperwork is available at home galas: Timekeeper slips, referee/judges slips, results sheets, video notice and book, safety notice, handbooks, electronic starter, stop-watches, clipboards, pens, rulers, stapler, sellotape etc.
- 20) Ensure sufficient officials are available for each gala (see checklist)

Time Commitment: _____

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____