

NEWTON ABBOT SWIMMING CLUB

JOB DESCRIPTION: OPEN MEET SECRETARY

JOB TITLE: Open Meet Entry Organiser

RESPONSIBLE TO: Head Coach / Club Committee / Members

SKILLS REQUIRED:

- Enthusiastic
- Well Organised
- Ability to communicate with people

MAIN DUTIES

- Obtain details of Open Meets from Swimming Times etc.
- Consult with Head coach as to suitability of meet.
- Put details on Notice Board, send to website and inform swimmers/parents
- Distribute entry forms, enter on Team Manager database program or collate if manual .Obtain cheque from Treasurer and submit entries. Order coaches pass if required
- Reconcile cheques with list of entries and pass to treasurer when entries accepted.
- Check with Registration officer that swimmers are registered with the ASA in the appropriate category
- Inform swimmers re venue, date, start time etc
- Enter open meet results on Team manager program and forward to other users of the database
- Ensure results are sent to competition secretary, chief coach, publicity officer and website
- Abide by all policies and codes as required by the club, including the Club code of Ethics and Conduct and the ASA Code of Ethics
- Follow and promote the ASA Child Protection policy

Time Commitment _____

Signatures:

Open meet Organiser _____ Date _____

Chairperson _____ Date _____