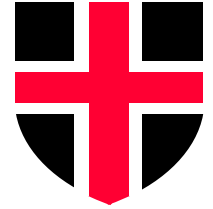


*D u r h a m C i t y*



**AMATEUR SWIMMING AND WATER POLO CLUB**

## **Role Description: Competition Secretary**



### **Role of Competition Secretary**

The competition secretary shall be appointed by the club committee in accordance with the club constitution to manage the entry of club swimmers into appropriate competitions. The competition secretary shall upon appointment, become a member of the club committee and an officer of the swimming club.



### **Duties of Competition Secretary**



- Seek out and receive information from other clubs; N&DCASA, NEC etc information on forthcoming galas.
- Agree with the coaches and relevant teachers which are the most appropriate galas to support. The secretary shall bear in mind the needs of the various levels of swimmer within the club, the calendar and the desire to allow our swimmers to compete at the highest possible level.
- Take the recommendations to the club committee and agree the competition programme with the committee. Be honest and open about varying choices etc.
- Sort out, with the help of the committee and coaches the appropriate chaperone/steward cover for the galas in accordance with the agreed club protocol.
- Prepare an entry form for posting on the club notice boards and/ or website. The entry form should include the name and date of the gala; the grade eg open, B grade etc; the venue, if this is not obvious; any conditions eg age; qualifying times or cut off times relating to entry; the entry fees; the dates by which entries are to be submitted. A copy of the blank master form is attached to this description.
- Prepare paperwork and advertise the gala on the club notice boards and/ or website.
- Prepare, in conjunction with the coaches and relevant teachers, a list of likely candidates for the gala. Circulate to those swimmers eligible.
- Collect entries from swimmers, coaches and teachers including the entry fees.
- Check the entries for completeness and accuracy. Although the swimmers and their parents are ultimately responsible for the accuracy of the entry, the secretary should review these for the submitted times, the ASA registration number etc.
- Pass all gala monies on to the club treasurer and obtain a cheque for entry fees from the treasurer.
- Submit entries to the gala organisers in either electronic or paper format.
- Submit with the entries, applications for coach passes.
- Receive entry cards from the gala organisers.
- Confirm, just prior to the gala, the availability of the coaches and adult support.
- Be available to answer or otherwise deal with queries from the swimmers and parents.



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- Be available to advise coaches and stewards that even though they are travelling to the gala they should not offer lifts to swimmers as this could leave them in a one-to-one situation with swimmers. They may offer lifts if asked by parents or swimmers.
- Attend any meetings etc and liaise with competition secretaries from other clubs to ensure that the opportunities for Durham swimmers are maximised.

For galas organised by the swimming club the following additional tasks are required.

- To be available to act as the gala promoter unless another promoter is appointed by the club committee.
- Agree with the committee and the coaches and teachers the programme for club galas.
- Receive entries and arrange the swimmers into heats.
- Liaise with the club secretary as required.

### **Time Commitments**

Will vary, but will include attendance at club meetings

Approved: January 2011

