

## **Entries Secretary**

**Purpose:** To organise and enter athletes in competitions on the calendar and ensure all the appropriate paperwork is completed

### **Main Functions and Duties**

- Study competition calendar of Swim Scotland website and liaise with coaching team to select appropriate competitions to target
- Circulate information to swimmers eligible for entry
- Receive and collate entries and confirm with coaches
- Process entries and submit to competition organisers
- Advise swimmers and Treasurer of cost
- Circulate draft programme and ensure entries are correct
- Liaise with Club Technical Officials Convenor to ensure provision of officials and poolside cover
- Process results and distribute to swimmers and coaches
- Maintain up-to-date records of all accredited times achieved

### **Skills and Attributes**

- Good organisation and communication skills
- Enthusiastic
- Reliable and trustworthy
- Team player

### **Requirements**

- To liaise with the Club coaching team, committee, Treasurer
- PVG Scheme Membership
- Be a member of Scottish Swimming
- Sign and adhere to Club Code of Conduct for Volunteers
- Be a member of SASA and the Club

### **Training and Support**

- Support of the Club Committee
- Safeguarding and Protecting Children Workshop

### **Time Commitment**

- Can vary dependent on number of events attending