



## **COMPETITIONS SECRETARY**

### **Role**

To ensure the smooth running of club galas and competition entries, and ensure quality and effective communication regarding competitions between the coaches and members.

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### **Skills**

- Effective administration skills
  - Good working knowledge of Microsoft Office and ability to learn new software, e.g. Meet Manager
  - Good verbal and written skills
  - Well organised and efficient
  - Sound knowledge of the club and the competition cycle
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### **Main Duties**

#### **Open Meets**

- To liaise with chief coach re forthcoming galas
- To provide entry forms and meet details to all qualifying swimmers
- To process within time constraints all gala entries
- To process payment for and maintain financial records for all meets attended by CASC swimmers and pass these to the Treasurer
- To remind attending swimmers of details of the meet in the preceding week
- To process and maintain records of times achieved
- To advise webmaster of all CASC participating events
- To maintain Hytec records and details of members ASA numbers in conjunction with Membership Secretary

#### **Club Championships**

- To liaise with chief coach, swimming secretary and committee re scheduling for galas and pool hire
- To apply for license if required
- To provide programmers and recorders sheets for each gala and arrange for printing
- To comply with conditions of license regarding reporting to the ASA
- To process all entries and ensure with the Membership Secretary that all competitors meet the criteria
- To provide parents with entry forms with up to date PBs
- To process payment and maintain financial records and pass to Treasurer
- To liaise with Workforce Coordinator regarding officials and helpers for each gala
- To liaise with Trophy secretary re ordering of awards
- To maintain paper and computerised records of all galas

#### **Team Events**

- To liaise with sub-committee and chief coach re team selection and notification
- To arrange transportation if required
- To form and oversee a sub-committee responsible for all aspects of NSL and Octopus leagues. Duties include attending AGM's where necessary, liaising with Chief coach re team selection and notifying swimmers, liaising with Workforce Organizer and other club members to supply officials, recorders and whips where necessary when CASC are hosting a league swim.
- To attend CBSA meetings if necessary, representing CASC. To organise officials, timekeepers and poolside helpers for those galas that CASC host for CBSA.

**Other**

To form part of the Performance Panel to monitor and review swimmer progress.

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**Commitment**

Ongoing responsibility including all club committee meetings, regular and urgent communications with club members and webmaster and as defined by the competition cycle.

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