



Oxfordshire & North Buckinghamshire Counties ASA

FIXTURES SECRETARY - ROLE DESCRIPTION

JOB TITLE

Oxfordshire & North Buckinghamshire Counties ASA – **FIXTURES SECRETARY**

JOB PURPOSE

To act as the secretary and coordinator for County Team Fixtures, selecting swimmers and making necessary arrangements to enable participation in County competitions.

RESPONSIBLE TO

The Oxfordshire & North Buckinghamshire Counties ASA Committee.

MAIN TASKS, DUTIES AND RESPONSIBILITIES

- Select Team for County Team Championships from rankings.
- Send out First Draft Team to county coach, Team Manager, and remaining coaches of the clubs finishing in the top 5 at counties. Coordinate their responses and make adjustments, if required.
- Send out swimmer invites to relevant club secretaries to distribute to their swimmers.
- Coordinate responses and call up replacements if necessary.
- Find volunteer officials.
- Enter team online.
- Book coach for the journey.
- Book hotel and catering if the county approve an overnight stay and training session before the competition.
- Book pool for the training session.
- Provide medals for first time swimmers and county honours for those that have represented county three times for county coach to distribute.
- Order county shirts and county hats for distribution on coach.
- Order county shirts for coaching team.
- Ensure coaching team have county banner.
- Ensure team has sufficient face paints, Pom poms and horns.

SKILLS AND ATTRIBUTES

The ideal candidate will be organised, approachable, be able to work to a budget, and have excellent communication skills.

TERM

The person volunteering for this role should ideally be in post for a minimum of 3 years.