



Oxfordshire & North Buckinghamshire Counties ASA

SWIMMING SECRETARY – ROLE DESCRIPTION

JOB TITLE

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

JOB PURPOSE

To organise and act as “promoter” of the Oxfordshire & North Buckinghamshire Counties ASA Championships & Age Group Competitions.

RESPONSIBLE TO

The Oxfordshire & North Buckinghamshire Counties ASA Committee

MAIN TASKS, DUTIES AND RESPONSIBILITIES

To organise the successful running of the championships & age group competitions including:

- Draft meet conditions
- Booking competition venues
- Decide meet schedule & programme
- Establish qualifying criteria
- Apply for championship meet licences
- Build and/or amend Hytek meet file
- Release meet entry file to competing clubs
- Process meet entries (accepted and rejected) and publish
- Draft and agree meet budget, manage meet finances, expenses and banking
- Purchase medals and trophies
- Ensure all competitions trophies are engraved
- Prepare meet programmes for issue
- Purchase all equipment and supplies as necessary to ensure the smooth running of the competitions
- Oversee the organising of the volunteer workforce
- Be present at all meets to ensure smooth running
- Liaise with the meet lead referee
- Produce meet result and schedule and issue
- Produce meet financial statements
- Conduct a meet de-brief and make change recommendations for future meets
- Ensure the safe conduct of the competition liaising with pool operators and competition referees in do so.
- Carry out the duties of a promoter in accordance with Swim England guidance

SKILLS & ATTRIBUTES

The person volunteering for this role will benefit from a good understanding of the sport, should be a good communicator, both written and verbal, and needs to be

confident with IT systems i.e. Excel and Word (knowledge of Hytek beneficial but not essential although you will need to be IT savvy). You will benefit from having excellent organisation skills and the ability to coordinate a large volunteer workforce. You should be approachable and able to stand your ground when necessary.

TERM

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

You should be available to shadow the incumbent Swimming Secretary during the 2022 championships, who will be available to train, advise and support you through the your first year in role.