



Job Description: Swimming Club Competitions Secretary

Position: Competitions Secretary

Location: Walnuts

Employment Type: Volunteer

Job Summary:

The Competitions Secretary plays a crucial role within our swimming club, responsible for the efficient coordination and administration of the club's participation in external swimming competitions. This position requires strong organisational skills, attention to detail, and effective communication abilities to ensure accurate entry submissions, compliance with regulations, and timely communication with swimmers, coaches, and competition organisers.

Responsibilities:

- Monitor availability and plan the club's competition schedule, working with the Headcoach, chair and other members of the committee to plan competition as far ahead as possible
- Maintain an up-to-date calendar of competitions, including key dates, venues, and entry deadlines
- Manage the club's participation in external swimming competitions, including registration set up in Team Unify (which may involve recreating gala structure), entry submission, summary and fee payments
- Liaising with host club and informing gala secretaries of our participation, changes to entries and withdrawals
- Creating all documentation in support of the gala submission.
- Collaborate with coaches and team managers to determine swimmers' eligibility, event selection, and relay team composition where applicable to ensure accurate and timely submission of entries and adherence to competition rules
- Communicate competition details, schedules, and important information to swimmers, parents, coaches, and officials
- Instruct Treasurer to pay entry fees and collect refunds as required.
- Monitor, track and import competition results, updating club records and swimmers' personal best times accordingly
- Assist in the recruitment and training of officials, ensuring they meet necessary qualifications and certifications
- Stay informed about swimming regulations and competition rules, providing guidance and advice to relevant stakeholders
- Maintain accurate records of swimmers' qualification standards for different competitions and assist with their progress tracking
- Collaborate with the coaching staff and team managers to manage registrations, entries, and accurate tracking of swimmer participation
- Plan and create internal galas, set up gala structure in swim/gala management software
- Import and manage external club and individual entries for open competition
- Manage communication regarding external fee payment
- Generate invoices for gala entries
- Create gala conditions and liaise with county licencing officers to create licenced events
- Publish/Import results in Team Unify
- Generate and submit records to SE Rankings



- Analyse gala entries to organise training lane / coaching reduction / cancellation
- On an annual basis, register the club in leagues and facilitate any payments
- Facilitate League selection by Update Rankings Spreadsheet with up-to-date data and work with Head and Tadpoles Coach on selection within the rules of the league. Send out invites and work with the Team Manger and coaches on replacements. Generate, validate and submit Team sheets to gala organisers and send gala info and updates to the selected members. Work with membership secretary to ensure all swimmers have the correct licence in advance. Attend league AGMs.
- Collate results and achievements from galas for use in News articles

Qualifications:

- Strong organisational and administrative skills with meticulous attention to detail.
- Excellent communication and interpersonal abilities, capable of effectively interacting with swimmers, coaches, and competition organisers.
- Proficiency in computer applications, including database management and email communications.
- Knowledge of swimming competitions and familiarity with competition rules and regulations.
- Ability to work independently, manage competing priorities, and meet deadlines in a fast-paced environment.
- Previous experience in swimming administration, event coordination, or competitions management is advantageous.