



Patrons: Sharron Davies MBE, Stephanie Millward MBE

Competition Secretary

Role

To manage the club's entries to Open Meets including away meets. To liaise with the Head Coach to set the club's competition programme.

Skills

- Well organised and efficient
- Sound knowledge of open meets
- Confident and effective communicator

Main Duties

- To produce a competition calendar, to be agreed with the Head Coach
- To collect the swimmers entries for Open Meets and process them using the appropriate entry software
- To arrange booking of accommodation & transport for away meets obtaining correct committee consent
- To Liaise with Coach to appoint Team Manager(s) where required
- To submit the entries in a timely manner to the Host club, and liaise with the Host club where necessary
- To work with the Officials Co-ordinator to ensure the club provides officials to meets it attends
- To work with the Volunteer Co-ordinator to ensure the club provides volunteers for meets when required
- To liaise with the Treasurer to ensure payment for meets is processed in a timely manner

Commitment

- Processing of entries to approximately 10 open meets per annum

Benefits to Self

Contribution to the clubs successful competition programme