Competition Secretary

Introduction

The Club Fixtures/Competitions Secretary is responsible for the development and management the Clubs competitions calendar. To manage the Club’s entries to Open Meets including away meets. To liaise with the Coaching Team to set the Club’s competition programme.

Skills and ability needed

* You will be enthusiastic with a good knowledge of the Club and people within it.
* You will have a passion for the sport and a good knowledge of the Club, county, regional and national competition structure.
* You will be an excellent communicator with good verbal, written and IT skills.
* You will have excellent organisational skills including calendar management.
* You will have a sound knowledge of Open meets.

Main areas of responsibility

* To develop and manage the Clubs competitions calendar as agreed with the Coaching Team, working with the Management Committee to agree on all upcoming fixtures.
* To manage the delivery of all competitions hosted and attended by the Club, including communications with relevant competition organisers and clubs involved.
* To liaise with the Club Treasurer to provide accurate financial information including fees and expenses.
* To maintain up-to-date contact details of all qualified technical officials in the Club.
* 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 submit the entries in a timely manner to the Host club, and liaise with the Host club where necessary.
* To work with the Officials Coordinator to ensure the Club provides officials to meets it attends.
* To work with the Volunteer Coordinator 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.

Required Commitment

This will vary depending on the time of year and maybe periodical with more time being required prior to the launch of a home meet. This role will also require attendance at club Management Committee meetings, and ongoing competition responsibilities. The processing of entries to approximately 10 open meets per annum.

Available support

* Access to resources and guidance via the ‘Club Hub’.
* Direct contact with and support from the England Programmes.

Benefits for you!

This is an exciting and engaging role the success of which will significantly impact the Club and will be determined by your own motivations and enthusiasms. As well as your ability to develop and manage the Clubs competition calendar, it is an opportunity to take on a new challenge and support the success and achievements of the Club and its members.

Training requirement

* Current Safeguarding and Protecting Children certificate.