

# **Bicester Blue Fins**

## **Job Description**

### **Fixtures Secretary**

#### **Skills Required**

- Well organised
- Communication skills
- Administration skills

#### **Main Duties**

1. Responsible for the compilation and management of the Club 12 months gala fixtures (in conjunction with Chief Coach and Committee as appropriate).
2. Issue gala invitations for inter club galas, and maintaining list of attendees, returning acceptance slips to other clubs.
3. Issue fixtures lists to all Club officers, officials, swimmers and noticeboard annually.
4. Liaising with Club Secretary regarding the booking of pool for inter-club and championship gala dates.
5. Maintaining list of officials and helpers.
6. Prepare and present a report at the Annual General Meeting of activities throughout the year.
7. To follow and promote the ASA Child Protection policy.

**Signatures:** Officer \_\_\_\_\_ Date: \_\_\_\_\_

Chairperson \_\_\_\_\_ Date: \_\_\_\_\_