

Bicester Blue Fins

Job Description

Open Meet Co-Ordinator

- Well organised
- Communication skills
- Administration skills

Responsibilities

- 1) Obtain information from other clubs regarding their open meets (Swimming magazine, Internet etc) for fixtures programme.
- 2) Hold regular meetings and communicate with Head Coach to select meets.
- 3) Send out Meet information to swimmers.
- 3) Collect and collate entries and payments to submit to host club.
- 4) Issue refunds (as needed) to swimmers.
- 5) Collect outstanding entry fees or refunds from host club.
- 6) Assist the Treasurer/Assistant with banking as needed.
- 7) Keep records of all transactions.
- 8) To follow and promote the ASA Child Protection policy.