



# Redhill & Reigate Swimming Club



## Competition Secretary – Committee Member

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Main responsibilities:

- Work with the Head Coach to draw up a planned list of open meets to be supported by the Club
- Work with the Executive to ensure Club has the finances to support the desired list of open meets
- Add details of open meets to TeamUnify and keep members aware of opportunities to compete
- Assist members with understanding the types of open meet, which might be appropriate for them and whether licensed times are required to enter
- Keep the squad coaches up to date on open meets available for entry
- Distribute details of meets by email where entries are not supported by TeamUnify
- Prepare the meet entries for despatch to the promoting club or association (i.e. Surrey, South East Region etc.)
- Liaise with the Treasurer for payment of entry fees (and coaches passes) to the promoters and the collection of entry fees from our members
- Liaise with RRSC Officials and ensure they offer services for as many open meets as possible
- Keep members informed of details of open meets (warm up times, parking, any conditions around bringing food/drink, size of bags on poolside etc.)
- Update TeamUnify with meet results

Skills

- Well organised and efficient
- Knowledge of the swimming community and swimming event organisation, IT/media publishing
- Confident and effective communicator