



JOB/ROLE DESCRIPTION: FIXTURES SECRETARY

Role

To be the main point of contact for all fixtures in which the Club and its swimmers may participate

Skills

- Good administration skills
- Good computer skills and knowledge of gala entry software
- Well organised and efficient
- Sound knowledge of the ASA rules governing galas

Main Duties

- To be the first point of contact for other clubs regarding galas
- To book the club's home galas, confirming the bookings in writing, and grade the meetings in consultation with Head Coach/Teaching staff.
- To invite Swimming Clubs within the area to participate in home Galas, giving details of venues, starting times, swimmers ages and distances along with an acceptance or refusal slip.
- To update Head Coach/Teaching staff of invitations to away Galas and accept invitations of suitable grade galas.
- To update the Fixtures List and providing a copy to Club members as required.
- To keep on file all correspondence regarding Galas plus acceptances and refusals for future reference, particularly acceptances, which the Fixtures Secretary has been unable to use in case teams who have booked a lane in a Gala are forced to drop out.
- 4 weeks before a Gala to send out programmes to the Fixtures Secretaries of competing Clubs plus maps if needed.
- To ensure the Club receives programmes and maps in good time for away Galas.
- To receive notification of Open Meets and The County Championships and to pass these to the Head Coach/Teachers to identify suitable swimmers, then return the appropriate paperwork and, on receipt of entry cards, give them to the Coach/Teachers to pass on to the swimmers.
- Liaise with club treasurer to obtain cheques to pay for any open meet entries.
- To follow and promote the ASA Child Protection policy and attend all mandatory courses as required by the ASA/Child protection.

Commitment: As and when required

Current Postholder: Currently vacant (as at 16.01.2012)