

CLUB COMPETITIONS SECRETARY

The Club Competition Secretary is required to be highly organised and structured in managing all competition entries. Highly developed communication skills are also desirable to ensure that all relevant personnel are informed of emergent information relation to meet entries.

Skills

- Approachable
- Good listener
- Good communication skills
- Good organisational and administrative skills
- Fully conversant with Microsoft Office or similar products
- Skilled in the use of Hy-Tek and SportsSystem meet management software (on receipt of training)

Main Duties

- Assist the head coach in the management of the Club's Competition Budget, ensuring that there is no overspend and providing spending forecasts to the Executive Committee on a monthly basis and as required for declared reasons
- Liaise with the with the Head Coach and other Club coach to prepare all entries for all swim meets in accordance with their coaches instructions and club policy
- Receive all entries on or before the stated club closing date
- Process all entries to meets in a timely manner
- Inform squad / group reps of all accepted and rejected meet entries to the respective coaching groups
- Liaise with Treasurer with regard to financial matters relating to entries and reject, processing refunds within seven days of notification of rejection
- Advise all new swimmers on club policy and methodology of handling competition entries
- Attend the relevant sections of the Club Coaches meetings at the Head Coach's request
- Update the coaches meeting on the current state of the budget, informing them where attendance at competitions might not be financially viable
- Liaise with the Club Secretary on names and numbers of poolside helpers and assistants required at meets to enable the purchase of poolside passes



Commitment

The role of Club Competition Secretary requires several hours of time to be committed for each meet entered by the Club.

Benefits to Self

- A rewarding role assisting the coaches in delivering a competitive Club across all levels

