

Bradford Dolphin Swimming Club

Championship Secretary



Role

To manage the club's entries to Open Meets including away meets. To liaise with the Head Coach to set the club's competition programme.

Skills

- Well organised and efficient.
- Sound knowledge of open meets.
- Confident and effective communicator.

Main Duties

- To produce a competition calendar, to be agreed with the Head Coach.
- Distribute entry forms to the swimmers, setting closing date for return of forms and fees.
- Liaise with Coach to appoint Team Manager(s) where required.
- To submit the entries in a timely manner to the Host club, and liaise with the Host club where necessary.
- To liaise with the Treasurer to ensure payment for meets is processed in a timely manner.

Commitment

- Annually – Compile a list of meets for coming competitive year
- Processing of entries to approximately 5 open meets per annum.
- Monthly – Amend list of meets as more information comes in.
- Weekly – As necessary. Be responsible for coordinating entries to away meets.

Benefits to Self

- Contribution to the club's successful competition programme.

- Develop skills in motivating others.