

Runnymede Swimming Club

Competition Secretary

(Accountable to Runnymede Swimming Club Committee)

Role:

Assist in the planning and entries of Competitions for the Club and its members

Skills:

Administration

Team Work

Good Communication

Problem Solving

Main Duties:

1. Promote the Mission of Runnymede Swimming Club
2. Follow and promote all Club Policies and Objectives
3. In partnership with the Committee, Coaches and members manage the Clubs 12-month gala fixtures.
4. Promote gala opportunities, accept entry applications and process as required
5. Liaise with Club Secretary regarding the booking of pool time as required for events as required
6. Work in partnership to ensure Officials, Volunteers and other resources are secured as required (including trophies)
7. Work in partnership to ensure risk assessments are completed as required
8. Maintain personal qualifications as required
9. Attend Club meetings as necessary