



Sevenoaks Swimming Club

Founded 1915

Affiliated to: ASA South East Region, Kent County ASA, RLSS

Job Description: Officials Secretary

- Responsible to:** The Sevenoaks Swimming Club Committee
- Main Purpose:** Responsible for ensuring that every home gala has appropriate number and level of ASA officials
- Skills Required:**
 - well organised
- Time Commitment:** Annually about 4-6 hours plus 1-2 hours per home gala

Key Tasks:

1. Identify home gala fixture dates with the Home Gala Secretary
2. Identify and maintain lists of ASA officials
3. Circulate guidance to officials on Child Protection and Photography at galas
4. Send an invitation to all officials on the list to officiate at one or more of our home gala/championship dates
5. Allocate officials to the appropriate roles for each home event
6. Write to advise each official confirming their role(s)
7. Provide lists of officials 'on the night'
8. Identify potential candidates to qualify as KCASA officials
9. Maintain details of the qualification process and courses so that candidates can be linked up with appropriate courses
10. Promote Swim 21 accreditation
11. Ensure the Health and Safety of members at all times
12. Adhere to and promote the Amateur Swimming Association's Child Protection Policy
13. Adhere to and promote the Club's rules, regulations and other policy statements
14. Undertake any other tasks appropriate to this level of responsibility

Signatures: **Officials Secretary:** **Date:**

Chairman:..... **Date:**