



Sevenoaks Swimming Club

Founded 1915

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

Job Description: Information Secretary

- Responsible to:** The Sevenoaks Swimming Club Committee
- Main Purpose:** Maintain the Club's database Club members
- Skills Required:**
 - computer literate
 - attention to detail
 - well organised
- Time Commitment:** 1-2 hours per week, increasing during peak competitive periods such as the Club Championships

Key Tasks:

1. Ensure that the structure of the database is effective
2. Make any upgrades to the database design as necessary or desirable
3. Maintain the integrity of the information on the database
4. Receive competition results and update swimmer information accordingly
5. Update website information accordingly
6. Produce rankings lists and other documents as required
7. Produce other mail merge reports that might be required from time to time
8. Promote Swim 21 accreditation
9. Ensure the Health and Safety of members at all times
10. Adhere to and promote the Amateur Swimming Association's Child Protection Policy
11. Adhere to and promote the Club's rules, regulations and other policy statements
12. Undertake any other tasks appropriate to this level of responsibility

Signatures: Membership Data Secretary: Date:

Chairman: Date: