



Sevenoaks Swimming Club

Founded 1915

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

Job Description: Junior Water Polo Secretary

- Responsible to:** The Sevenoaks Swimming Club Committee
- Main Purpose:** To manage the Club's Water Polo section generally, and to be responsible for organising and managing the competitive timetable
- Skills Required:**
- well-organised with administrative skills
 - communication
 - knowledge of the sport
- Time Commitment:** Approximately 1 hour per week

Key Tasks:

1. Act as a point of liaison between the Junior Water Polo section and the Committee
2. Act as a point of liaison for new members to the Junior Water Polo section
3. Arrange the fixtures programme
4. Submit competition reports to the Press Officer, notice board, newsletter and website
5. Produce a brief report for Committee meetings
6. Promote Swim 21 accreditation
7. Ensure the Health and Safety of members at all times
8. Adhere to and promote the Amateur Swimming Association's Child Protection Policy
9. Adhere to and promote the Club's rules, regulations and other policy statements
10. Undertake any other tasks appropriate to this level of responsibility

Signatures: **Junior Water Polo Secretary:**..... **Date:**

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