



Sevenoaks Swimming Club

Founded 1915

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

Job Description: Badge & Log Book Secretary

- Responsible to:** The Sevenoaks Swimming Club Committee
- Main Purpose:** To order and sell speed and other special award badges and the Swim 21 swimmer log books
- Skills Required:**
 - communication skills
 - administration skills, including small amounts of record-keeping
- Time Commitment:** 1½ hours per month selling badges/log books at the Centre, and 2 hours three or four times a year to reorder badges

Key Tasks:

1. To keep individual records of badges/log books achieved and bought
2. To sell badges/log books on a monthly basis
3. To replenish stocks as required, maintaining an appropriate level of supply
4. To keep copies of stock orders and pass invoices on to the Club Treasurer
5. Promote Swim 21 accreditation
6. Ensure the Health and Safety of members at all times
7. Adhere to and promote the Amateur Swimming Association's Child Protection Policy
8. Adhere to and promote the Club's rules, regulations and other policy statements
9. Undertake any other tasks appropriate to this level of responsibility

Signatures: **Badge & Log Book Secretary:** **Date:**

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