



Sevenoaks Swimming Club

Founded 1915

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

Job Description: Home Gala Helpers Secretary

Responsible to: Home Gala Secretary

Main Purpose: Responsible for ensuring that every home gala has appropriate helpers poolside

Skills Required:

- well organised

Time Commitment: Varying dependent on the point in the Club’s competitive calendar but approximately 1-2 hours per home competition

Key Tasks:

1. Identify home gala fixture dates with the Home Gala Secretary
2. Identify and maintain lists of potential helpers
3. Allocate helpers to the required roles for each home gala
4. Provide lists of helpers ‘on the night’
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: Home Gala Helpers Secretary:

Date:.....

Chairman:.....

Date:.....