



# Sevenoaks Swimming Club

Founded 1915

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

## Job Description: Postal Swim Secretary

- Responsible to:** The Sevenoaks Swimming Club Committee
- Main Purpose:** Responsible for the organisation of the annual Postal Swim, recording the results and Distributing awards when received from BLDSA
- Skills Required:**
  - well organised
  - administration skills, including record-keeping
- Time Commitment:** Six hours per year when the Postal Swim is being held

### Key Tasks:

1. Agree the date with the Committee and make the pool booking
2. Advertise the swim on the notice board, in the newsletter and on the website
3. List swimmers who have signed up
4. Enlist help required: starter, lane counters, etc
5. Ensure essential paperwork and equipment is poolside
6. Record results and send to BLDSA with entry
7. Post results on the notice board, in the newsletter and on the website
8. Distribute awards and results when received
9. Arrange for shield to be engraved
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: Postal Swim Secretary: ..... Date: .....

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