



Sevenoaks Swimming Club

Founded 1915

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

Job Description: Championship Trophy Secretary

- Responsible to:** The Sevenoaks Swimming Club Committee
- Main Purpose:** Collect trophies from members, coordinate engraving, organise trophies and other awards for the presentations
- Skills Required:**
 - well organised
- Time Commitment:** Approximately ten hours over the two months of the Championship/presentation period

Key Tasks:

1. Collect in all trophies from the previous year's holders
2. Receive championship results from the Championship Secretary
3. Coordinate the engraving of all trophies and plates
4. Organise payment to the engraver
5. Ensure all trophies and plates are polished and in good repair
6. Be present on the presentation to organise the trophies, plates and other awards for presentation
7. Promote Swim 21 accreditation
8. Ensure the Health and Safety of members at all times
9. Adhere to and promote the Amateur Swimming Association's Child Protection Policy
10. Adhere to and promote the Club's rules, regulations and other policy statements
11. Undertake any other tasks appropriate to this level of responsibility

Signatures: **Championship Trophy Secretary:** **Date:**

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