



Sevenoaks Swimming Club

Founded 1915

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

Job Description: Home Gala Secretary

- Responsible to:** The Sevenoaks Swimming Club Committee
- Main Purpose:** Responsible for the compilation and management of the Club's annual gala fixtures in conjunction with the Team Manager and coaching team as appropriate.
- Skills Required:**
 - organised
 - communication skills
 - administration skills including record-keeping
- Time Commitment:** 1-2 hours per home gala, and varying dependent on the point in the Club's competitive calendar.

Key Tasks:

1. Identify fixture dates with the coaching team and County and District ASAs to ensure that dates do not clash
2. Liaise with the Committee and make pool bookings in line with the dates agreed above
3. Issue gala invitations for inter-club galas and maintaining a list of attendees and returning acceptance/non-acceptance slips as appropriate
4. Maintain contact with sponsors
5. Organise awards and trophies for galas as applicable
6. Ensure essential paperwork and equipment is poolside for each gala
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: **Home Gala Secretary:** **Date:**

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