



Sevenoaks Swimming Club

Founded 1915

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

Job Description: Club Kit Secretary

- Responsible to:** The Sevenoaks Swimming Club Committee
- Main Purpose:** To order and sell Club kit such as swimwear, hats, Swim 21 Log Books and other items of equipment that is deemed appropriate
- Skills Required:**
 - communication skills
 - administration skills, including small amounts of record-keeping
- Time Commitment:** 1½ hours per month selling kit at the Centre, and 2 hours three or four times a year to reorder kit

Key Tasks:

1. Keep a record of Club kit bought and sold
2. Sell Club kit on a monthly basis
3. Replenish stocks as required, maintaining an appropriate level of supply
4. Advise the Committee of demand for a new item
5. Maintain copies of stock orders and pass invoices on to the Club Treasurer
6. Promote Swim 21 accreditation
7. Ensure the Health and Safety of members at all times
8. Adhere to and promote the Amateur Swimming Association’s Child Protection Policy
9. Adhere to and promote the Club’s rules, regulations and other policy statements
10. Undertake any other tasks appropriate to this level of responsibility

Signatures: **Club Kit Secretary:** **Date:**

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