



# Sevenoaks Swimming Club

**Founded 1915**

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

## Job Description: Championship Secretary

- Responsible to:** The Sevenoaks Swimming Club Committee
- Main Purpose:** Organise the annual Club Championships, ensuring that they run according to the Club's Championship Conditions, ASA Laws and ASA Technical Rules
- Skills Required:**
- very well organised
  - attention to detail
  - computer literate
  - record-keeping
- Time Commitment:** This is an annual commitment with an initial set-up timing of approximately 10-15 hours. Attendance ideally required for the whole every Championship session and there is an additional 1-4 hours per session to deal with pre- and post- session paperwork

**Key Tasks:**

1. Agree the Championship timetable and events with the coaches and Committee preferably a year in advance
2. Co-opt members of a Championship sub-committee as necessary
3. Identify entry arrangements
4. Amend the Championships Conditions to reflect any changes as necessary
5. Advertise the Championship timetable and entry conditions via the notice board, newsletter and website
6. Issue entry forms if appropriate
7. Ensure that any computer programme or other system being used has up-to-date PB data on all the swimmers
8. Receive entries and enter information in the appropriate format
9. Sort entries to produce appropriately organised events
10. Produce a programme of events
11. Arrange for the check-in to be made
12. Amend event data as necessary
13. Produce timekeeper slips for each heat/event
14. Enter result information into the computer programme or other system being used
15. Process any disputes in relation to the running of any Championship events
16. Produce results sheets for the Press Officer, Championship Medals Secretary, Championships Trophy Secretary, and the notice board
17. Arrange for results to be uploaded on to the Club's website
18. Ensure that results are used to update Club members personal data
19. Promote Swim 21 accreditation
20. Ensure the Health and Safety of members at all times
21. Adhere to and promote the Amateur Swimming Association's Child Protection Policy
22. Adhere to and promote the Club's rules, regulations and other policy statements
23. Undertake any other tasks appropriate to this level of responsibility

Signatures: **Championship Secretary:** ..... **Date:** .....

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