



Sevenoaks Swimming Club

Founded 1915

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

Job Description: Open Gala Secretary

- Responsible to:** The Sevenoaks Swimming Club Committee
- Main Purpose:** Responsible for identifying suitable open competitions, advertising them to Club members, supervising applications where necessary.
- Skills Required:**
 - well organised
 - good communication skills
 - an understanding of the regulations governing open competitions
- Time Commitment:** Varying dependent on the numbers of competitions and swimmers. Can also include attendance at a number of such competitions

Key Tasks:

1. Identify appropriate open competitions
2. Circulate to the Club members via the notice board, newsletter and website
3. Deal with queries
4. Confirm with ASA Registration Secretary that swimmers are appropriately registered
5. Ensure that swimmers have full information on report times, etc
6. If in attendance, ensure that team behaviour is controlled
7. Submit results to press officer, notice boards, newsletter and website
8. Motivate team and individual swimmers to achieve objectives
9. Promote Swim 21 accreditation
10. Ensure the Health and Safety of members at all times
11. Adhere to and promote the Amateur Swimming Association's Child Protection Policy
12. Adhere to and promote the Club's rules, regulations and other policy statements
13. Undertake any other tasks appropriate to this level of responsibility

Signatures: Open Gala Secretary: Date:

Chairman: Date: