



Sevenoaks Swimming Club

Founded 1915

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

Job Description: Masters Secretary

- Responsible to:** The Sevenoaks Swimming Club Committee
- Main Purpose:** To manage the Club's Masters section generally, and to be responsible for organising and managing the competitive timetable
- Skills Required:**
- well-organised with administrative skills
 - communication
- Time Commitment:** Up to approximately 1/2 hour per week

Key Tasks:

1. Act as a point of liaison between the Masters section and the Committee
2. Act as a point of liaison for new members to the Masters section
3. Liaise with the Masters Lead Coach (Check session training schedule is available if Lead Coach is absent)
4. Issue Masters competition programme to the team, Committee, Newsletter Editor and Website Manager
5. Post Masters competition updates and entry notices on the Club notice board
6. Encourage Masters to enter SSC Annual Championships
7. Circulate entry forms for Kent County, Southern Counties and National Championships and co-ordinate the team relay entry
8. Issue competition results to the Committee, Newsletter Editor, Website Manager and post on Masters notice board.
9. Issue competition result press release to local press if appropriate
10. Produce a brief report for Committee meetings
11. Maintain schedule of Masters records
12. Maintain Masters notice board at Sevenoaks Leisure Centre
13. Promote Swim 21 accreditation
14. Ensure the Health and Safety of members at all times
15. Adhere to and promote the Amateur Swimming Association's Child Protection Policy
16. Adhere to and promote the Club's rules, regulations and other policy statements
17. Undertake any other tasks appropriate to this level of responsibility

Signatures: **Masters Secretary:** **Date:**

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