



Sevenoaks Swimming Club

Founded 1915

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

Job Description: Championship Medals Secretary

- Responsible to:** The Sevenoaks Swimming Club Committee
- Main Purpose:** Order and arrange the engraving of Championship medals for presentation
- Skills Required:**
 - well organised
- Time Commitment:** Approximately ten hours over the two months of the Championship/presentation period

Key Tasks:

1. Receive championship results from the Championship Secretary
2. Order medals
3. Organise the engraving
4. Organise payment to the engraver
5. Be present on the presentation to organise the medals for presentation
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: Championship Medals Secretary: Date:

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