



# Sevenoaks Swimming Club

Founded 1915

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

## Job Description: Senior Water Polo Secretary

- Responsible to:** The Sevenoaks Swimming Club Committee
- Main Purpose:** To manage the Club's Water Polo section generally, and to be responsible for organising and managing the competitive timetable
- Skills Required:**
  - well-organised with administrative skills
  - communication
  - knowledge of the sport
- Time Commitment:** Approximately 1 hour per week

### Key Tasks:

1. Act as a point of liaison between the Water Polo section and the Committee
2. Act as a point of liaison for new members to the Water Polo section
3. Arrange a fixtures meeting in March
4. Arrange the fixtures programme
5. Liaise with Kent Fixtures Secretary
6. Issue a fixture list to team members, the Committee, the Newsletter Editor and the Website Manager
7. Notify referees two weeks prior to fixtures
8. Arrange timekeeper and table officials
9. Notify Kent Fixtures Secretary of results, fouls and goal scorers
10. Submit competition reports to the Press Officer, notice board, newsletter and website
11. Produce a brief report for Committee meetings
12. Promote Swim 21 accreditation
13. Ensure the Health and Safety of members at all times
14. Adhere to and promote the Amateur Swimming Association's Child Protection Policy
15. Adhere to and promote the Club's rules, regulations and other policy statements
16. Undertake any other tasks appropriate to this level of responsibility

**Signatures:** Senior Water Polo Secretary: ..... Date: .....

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