

ELLESMERE PORT AMATEUR SWIMMING CLUB

(Affiliated to ASA North West Region)

JOB DESCRIPTION: COMPETITION SECRETARY

JOB TITLE: Age Group / Competition Secretary

RESPONSIBLE TO: Executive Committee

SKILLS REQUIRED:

- Communication Skills - Well Organised
- Enthusiastic - Ability to motivate

MAIN DUTIES

1. Obtain entry forms, for club members, for Age Group and open competitions i.e. Peninsular Group, Liverpool & District, Cheshire County and A.S.A. North West Region.
2. Publicise events on Club Notice board.
3. Liaise with Chief Coach to correctly identify swimmers of the right ability for the level of meet.
4. Distribute entry forms to the swimmers, setting closing date for return of forms and fees.(allow plenty of time for the forms to be checked ,before sending to the relevant competition secretary before the closing date)
5. Send entries to relevant competition secretary.
6. On receipt of returned entries distribute to swimmers in time for the event.

Time Commitment: (e.g.2 hours plus per week approximately)

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____