



## Competition Secretary

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1. Rolls
2. Skills
3. Main Duties
4. Commitment
5. Benefits to Self

### 1. Rolls

To enter swimmers into selected Galas.



# The Killerwhales Swim Club of Havering

## 2. Skills

- Well organised and efficient
- Sound knowledge of the club
- Confident and effective communicator
- Understanding and impartial

## 3. Main Duties

- Receive gala entrants from Coaches and enter into agreed events.
- Advise of gala arrangements e.g. warm up times, venues.
- Ensure that all appropriate athletes are registered to swim in the appropriate competitions/events
- Agree with the Head Coach an annual Gala programme
- Collect gala entry fees.
- To follow and promote the ASA Child Protection policy
- To respect and maintain confidentiality of swimmers, parents and all matters relating to the running of the Club

## 4. Commitment

Ongoing weekly responsibility as well as club events

## 5. Benefits to Self

An extremely rewarding role within your club

Updated 25/Oct/2010