

# Warrington Swimming Club

**Role Title:** Championship Secretary

**Responsible To:** Management Committee

**Role Purpose:**

- To organise the club swimming championships on a date, at a time and at a venue decided by the Management Committee
- To arrange and manage the club championships in accordance with the agreed policies, strategies and objectives of the club
- To report the performance of the swimmers in the club championships to the Management Committee, the club members and such outside agencies as is considered appropriate

## **Main Duties and Tasks:**

1. To make recommendations as and when required on the date, time and venue for holding the club championships
2. To ensure the availability and suitability of the proposed venues on the required dates and to confirm the use of the necessary facilities and equipment
3. To issue the entry and championship conditions along with the entry fees, the closing dates for the championships and make available appropriate methods of entry and the collection of fees at the appropriate time
4. In conjunction with the Chief Swimming Coach and other officials as required formulate and publish the programme of events
5. To receive the fees and the entries to the championships and allocate swimmers to events in accordance with the number of entries, the entry selection, the age group constraints and the size of the pool.
6. Appoint the necessary officials, helpers and support staff in sufficient numbers to cover the required activities to be undertaken in accordance with the ASA competition and championship Laws and Regulations.
7. Manage and control the championships at the time of the championships and deal with any issues arising at the time
8. Publish the results of the championships to the club management, club members and partners as required.

## **Skills Required**

1. The use of own initiative in the collection of basic information and decision making associated with the preparation and organisation of the championships
2. On the advice of the management Committee investigate any queries or problems associated with the recorded details of all entries of club members.
3. Possess a sound working knowledge of the Constitutional Rules of the club and of the ASA Competition Laws and Regulations.
4. Possess a sound practical working knowledge of the policies of the club with an understanding of administration and financial recording procedures
5. Posses good communication, presentation and numeric skills.

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6. Must be articulate.
7. Must be computer literate.

## **Key Performance Indicators**

- 1 Make reports as and when required to the Management Committee in a format required by the Management Committee unless prevented by exceptional circumstances.
- 2 Effectiveness of work schedules and control of resources to ensure that agreed targets are reached and where possible exceeded.
- 3 Effectiveness of the contribution to, and help in, the delivery of the committee activities, plans, targets and standards that support the attainment of the objectives of the club.
- 4 Ensure work schedules and resource requirements are established, published, distributed and delivered that will ensure agreed targets are reached and where appropriate exceeded.
- 5 Ensure a formal monitoring and evaluation system of the administration and delivery of records and documents is achievement for the delivery of agreed targets, on time is established and maintained within the club and for external organisations
- 6 The publication and delivery of competition results, supporting papers, documents and reports as necessary to satisfy the constitutional and management requirements of the club and other external bodies at local, county, region and national level