

## Wandsworth Swimming Club

### COMPETITION SECRETARY

#### Role

To agree and manage the club's competition programme

#### Skills

- Understanding and impartial
- Well organised and efficient
- Sound knowledge of the club and competition structure
- Confident and effective communicator
- Financial skills a benefit

#### Main Duties

- Responsible for planning in liaison with the Management Coach and publishing WSC's Strategic Competition Calendar for each level of competition and agree the entry coordination responsibilities for each event
- Act as a central reference point for the receipt of all competition information distributing to event coordinators as appropriate
- Collates, submits and verifies entries to all meets in WSC's Strategic Competition Calendar
- Manages the financial transactions associated with those entries
- Advise participants of gala arrangements
- Ensure that appropriate arrangements are made for the transport of teams to galas
- Ensure that all appropriate athletes are registered to swim in the appropriate competitions/events
- Submit competition news and results to the Development Officer for publication
- Promote team spirit and appropriate behaviour at competitions
- Promote the ASA Child Protection Policy
- Organise the Club Championships in conjunction with the Management Coach and Swim21 Coordinator
- Arrange the venue and organisation of officials and poolside help for interclub fixtures where WSC are host

#### Commitment

Ongoing weekly responsibility as required by competition calendar and Committee Meetings

#### Benefits to Self

Contribution to ensuring a well managed club, successful meets and an opportunity to make a real difference to the success of WSC

#### Further Development /Support

ASA Team Managers Training & Development Programme. 'How to Communicate Effectively', 'Developing your Sports ActionPlan'; resources provided by Running Sport, available to download from their website [www.sportengland.org/runningsport](http://www.sportengland.org/runningsport). Further training is available through the ASA Regional Training Network.

#### Useful Websites

ASA website	<a href="http://www.britishswimming.org">www.britishswimming.org</a>	ASA London	<a href="http://www.londonswimming.org">www.londonswimming.org</a>
Sport England	<a href="http://www.sportengland.org.uk">www.sportengland.org.uk</a>	DO-IT	<a href="http://www.do-it.org.uk">www.do-it.org.uk</a>
NSPCC	<a href="http://www.nspcc.org.uk">www.nspcc.org.uk</a>	CSV	<a href="http://www.csv.org.uk">www.csv.org.uk</a>
Volunteering England	<a href="http://www.volunteering.org.uk">www.volunteering.org.uk</a>	Sports Coach UK	<a href="http://www.sportscoachuk.org">www.sportscoachuk.org</a>
Millennium Volunteers	<a href="http://www.millenniumvolunteers.gov.uk">www.millenniumvolunteers.gov.uk</a>		