



GCSC Competition Secretary

Role

- The co-ordination of the yearly competition plan for the club, including the meet/gala entries for each.
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Skills

- Good organizational skills
 - Ability to communicate effectively
 - Good administration skills
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Main Duties

- Liaise with the Coaching team to produce an annual Competition Plan
 - Liaise with Workforce Officer to engage with volunteers when required.
 - Organize officials/chaperones for meets (excl GCSC open meets)
 - Update the fixtures calendar on the website
 - Arrange transport for NASL team events
 - Timely production of licensed meet details for website/notice board
 - Liaise with the coaching team re swimmers entry details for meets/galas
 - Organize coach passes for meets/galas
 - Liaise with the Treasurer for cheques re meet entries
 - On a timely basis provide the Treasurer with account details of monies paid in & out re meets/galas & transport
 - Manage & administrate league team registrations
 - Manage & administrate entries for GCASA and SWASA Championships & events
 - Manage and administrate all the meet/gala entry process (excl GCSC open meets)
 - Communicate effectively with officials from other organisations
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Commitment

- Determined by the Competitions Schedule ie. Up to 10 – 15 hours per week during busy period, plus the Committee and Coach Meetings.
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Benefits to Self

- Contribution to ensuring a well managed club and an opportunity to make a real difference to the success of the club giving the swimmers the right opportunity to compete.
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