

Hillingdon Swimming Club

Role Description

COMPETITIONS SECRETARY

Role

To manage the administration related to competition entries

Skills

- Good communication skills
 - Administration skills desirable
 - Basic IT skills
 - Well organised and efficient
 - Sound knowledge of the club
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Main Duties

- ❖ Future years planning (identifying Meets/galas suitable for all swimmers)
 - ❖ Input to RNSS Development Plan regarding Competition activities
 - ❖ Circulation of competition entries and fee collection
 - ❖ Competition administration
 - ❖ Maintaining competition contact list
 - ❖ Liaise with coaches, Team Manager and Squad reps.
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Commitment

Ongoing
