



Nottingham Northern Swimming Club
Beechdale Swimming Centre
Beechdale Road
Bilborough
Nottingham
NG8 3LL
www.northernsc.co.uk

JOB DESCRIPTION FIXTURES SECRETARY

Responsible to:

Nottingham Northern Swimming Club Management Committee

Skills required:

Well organised
Communication Skills
IT Skills

Main Duties:

Responsible for the compilation and management of the club 12 months gala fixtures – in conjunction with the team manager, club coach and swimming committee as appropriate
Issue gala invitations for inter club galas and maintaining list of attendees.
Returning acceptance slips to other clubs.
Issue fixtures lists to all club officers, officials, swimmers and noticeboards annually.
Liaise with relevant committee members for the booking of pools for galas.
Maintaining a list of officials and helpers.
Organising officials and helpers for all galas.
Order awards for championship/sponsored galas and be responsible for club trophies.
Liaise with Head Coach and Committee Members for volunteer requirements.
To follow and promote the ASA Child Protection Policy.

Signatures:

Officer..... Date.....

Chairperson.....Date.....