

## **Gala Secretary Role**

To liaise with Chief Coach and Junior Head Coach over competitions they wish PBSC to enter to prepare for Counties, Regionals and National competitions.

To become familiar with software for entering gala's this will include Team Unify (TU), Sports System (SS), Team Manager (TM), and other entry systems. Familiarisation with Meet Manager (MM) will also be useful.

Set up meets in good time for swimmers to enter with clear communication to swimmers/ parents and send entries to the gala hosts in sufficient time to ensure entries are accepted. (Gala's fill up quickly so this should be as early as we realistically can).

Answer questions from swimmers/ parents and provide support where necessary.

Gala entries should include the electronic file in appropriate format, details of the numbers of pool side passes required with total cost and often a summary sheet. This should also be forwarded to PBSC Treasurer with BACs details to make payment arrangements.

Where there are qualifying times, entries need to be checked to ensure they qualify and reject and approve entries as appropriate, this will sometimes involve cross checking with Swim England rankings.

Its good practice to post our entries on OnDeck so people can check their entries are correct.

Once clubs have sent out the accepted/ rejected entries these need to be posted onto On Deck/ TU. At this point an invoice can be created on TU for swimmers charges.

After the event, swimmers times need to be entered onto TU and Team Manager to ensure our data base is up to date. This is usually in the form of an electronic file which will be available from the host team on request.

For team events such as National Arena League, Herts Major League and Peanuts League whilst the gala secretary doesn't need to be involved in entries (unless they are also part of the Selection Committee) as this is a selection event and by invitation, you may be asked by the Selection Committee to assist by manually adding times to the TU and TM database.

### **Time Commitment:**

- Variable – dependent on the time of year – gets busy for Counties and regionals. Some weeks it's very quiet
- 10 – 15 hours per week when it's very busy, otherwise much less however, this can be spread if we have more than one person doing the role (which is what we need).
- If you can only do say, 5 hours per week, then we will have to reduce the meet entries accordingly and only focus on the priorities

### **Person Profile:**

- Comfortable with IT and can find your way around software applications.
- Accurate

