

OXFORDSHIRE & NORTH BUCKINGHAMSHIRE COUNTIES AMATEUR SWIMMING ASSOCIATION Masters Secretary



Introduction

The Oxfordshire & North Buckinghamshire Counties Amateur Swimming Association (ONB ASA) Masters Swimming Secretary is responsible for promoting Masters Swimming within the County and keeping the Executive informed of developments and changes with respect to Masters Swimming and Events and Activities taking place.

Skills and Attributes

- You will be involved in Masters Swimming in any of the disciplines
- You will have good interpersonal skills, show empathy and patience
- You will have or build good relationships with Swim England at all levels for the discipline
- You will be a good facilitator
- You will be or will be prepared to become a member of the ASA.
- You will be able to put County before Club when dealing with ONB ASA matters
- You will be a confident and effective communicator.

Main Duties

- Build a network of contacts with Swim England Regional and National
- Engage with all ONB Clubs to identify needs, changes and activities and outcomes
- Engage with Swim England Region when a specific need or change is required together with the Principal Officers of the County
- Promote Training Opportunities for Clubs
- Attend Member Club meetings as the ONB representative coordinating with the other Discipline Secretaries
- Comply with and be knowledgeable about the current Swim England Policies, Rules and Regulations and the Swim England Handbook and Wavepower
- Support the collective decisions of the Executive Committee

Level of commitment required

Monitor the County Masters Secretary mailbox for requests

Attend Committee Meetings and provide a Status Report for each meeting

Expected effort to be about 2 hours per week and a minimum commitment of 2 years

What will you gain from the experience?

This is an important and highly rewarding role which provides essential support for all Masters activities within the County, Clubs and Region