



MEET & ASSISTANT MEET SECRETARY CLUB ROLE DESCRIPTOR

PURPOSE

To ensure athletes are entered correctly into meets and athlete's results are kept up to date.

MAIN FUNCTIONS AND DUTIES

- Following the club meet calendar source meet information.
- Run eligibility reports per squad and in liaison with coaching team check suitability of meet and squads/athletes to attend.
- Ensure Team Unify system is key up to date.
- Check entries received with coaches/athletes and submit entries.
- Use differing entry systems to submit entries.
- Liaise with club Meet Secretaries re processing of meet entries for SS/ND entries.
- Notify accepted/reserve/rejected swims.
- Pass entries onto Treasurer for collection of fees and refunds due.
- Pass entries to STO Co-ordinator for submission of necessary officials
- Attend Committee Meetings
- Keep database up to date with new/transfer/leavers from the UOA programme.

Results/Rankings/Records

- Import results using Team Manager/Team Unify
- Source/create result files that cannot be directly imported to Team Manager/Team Unify
- Issue copy of results from each meet where required
- Forward results to the website administrator to be displayed on the club website
- Prepare monthly report for Committee Meetings
- Liaise with Records Officer for collation of club records and applications for Scottish Swimming & ND records.

SKILLS / ATTRIBUTES

- Good organisation and communication skills
- Reliable & trustworthy
- Approachable & friendly
- Able to maintain confidentiality
- Confident in keeping order during meetings
- Prepared to make instant decisions when necessary

REQUIREMENTS

- Complete a self-declaration
- Be a member of Scottish Swimming
- Attend appropriate training
- Sign and adhere to the Club's Volunteer Code of Conduct

TRAINING AND SUPPORT

Child Wellbeing & Protection in Sport Workshop (renewable every 3 years)

TIME COMMITMENT

Time commitment can vary dependant on matters arising and events attending.