



Bletchley & District Swim Club

Affiliated to the ASA South East Region and the Oxon & North Bucks ASA

JOB DESCRIPTION: FIXTURE SECRETARY

RESPONSIBLE TO:

The members of the club for insuring, the correct running of the club in accordance with the club constitution and the rules of the ASA.

MAIN DUTIES:

1. The Fixtures Secretary is to be the first point of contact for other club regarding galas.
2. The Fixtures Secretary will book the clubs home galas, confirming the bookings in writing, and grade the meetings in consultation with Head Coach/Teaching staff.
3. The Fixture Secretary will invite Swimming Clubs within the area to participate in our home Galas, giving details of venues, starting times, swimmers ages and distances along with an acceptance or refusal slip.
4. The Fixtures Secretary to update Head Coach/Teaching staff of invitations to away Galas and accept invitations of suitable grade galas.
5. The Fixtures Secretary to up date Fixtures List and providing a copy to Club member as required.
6. All correspondence regarding Galas plus acceptances and refusals should be kept on file for future reference, particularly acceptances, which the Fixtures Secretary has been unable to use, in case teams who have booked a lane in a Gala are forced to drop out.
7. The Fixtures Secretary must ensure that 4 weeks before a Gala he sends out programmes to the Fixtures Secretaries of competing Clubs plus maps if needed.
8. The Fixtures Secretary must make sure the Club receives programmes and maps in good time for away Galas.
9. The Fixtures Secretary also receives notification of Open Meets and The County Championships. They will pass these to the Head Coach/Teachers to identify suitable swimmers, then return the appropriate paperwork and on receipt of entry cards give them to the Coach/Teachers to pass on to the swimmers
10. Liaise with club treasurer to obtain cheques to pay for any open meet entries.
11. To follow and promote the ASA Child Protection policy and attend all mandatory courses as required by the ASA/Child protection.

Print Name: _____ Time Commitment: _____

Signatures: _____ Date: _____

Chairperson _____ Date: _____