



# Bletchley & District Swim Club

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

## JOB DESCRIPTION: GALA 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. Hold a list of people available to fill the positions listed in 3.
2. Ensure the smooth running of a home gala by:
  - Ensuring plastic cups, squash, tray, raffle prizes, raffle tickets are acquired prior to the gala.
  - Providing approximately 100 copies of the programme to sell and for the pool side the poolside.
  - Ensure that the backstroke flags are brought to the gala and to arrange for the flags to be dried and the end of the current gala.
  - Ensuring lane ropes, recording tables, chairs and a working microphone are available and ensuring that the announcer reads out the safety information regarding fire exits and shallow diving as well as the required dress code for the pool venue.
  - All costs incurred will be recouped, on production of receipts.
3. Providing the following personnel:
  - Persons to sell programmes and raffle tickets
  - Display the Child protection notice and fill in register as required
  - Persons to record the results of the races
  - 1 person to announce the races and results
  - 2 timekeepers
  - 2 judges
  - 1 referee
  - 1 Chief Time Keeper
  - 1 Starter
  - 1 person to provide soft drinks on poolside
  - 1 Team Manager
4. Arrange for 2 timekeepers and 1 judge to be supplied for all Away Gala's.
5. Prior to the gala, ensure that enough soft drinks are brought to the poolside, as generally no facilities are available on the poolside.
6. After the gala, check that the poolside is left clean and tidy, the lane ropes put away, back stroke flags taken down and arranged to be dried and collect any lost property i.e. bags, swim wear, et cetera. Any valuable items should be left with the pool venue staff.
7. Arrange for any monies taken at the gala should be given, to the treasurer.
8. 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: \_\_\_\_\_