



Bletchley & District Swim Club

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

JOB DESCRIPTION: PERSONAL BEST RECORD KEEPER

RESPONSIBLE TO:

The committee

MAIN DUTIES:

1. Keep an accurate record of individual swimmers PB's as they are attained.
2. Pass to data base administrator swimmer times for any gala's entered.
3. Issue new PB certificates as and when required.
4. Advise the Press Officer as soon as is possible of all 1st, 2nd, 3rd and PB's.
5. Keep an accurate record of swimmers sprint & middle distant awards as they are attained.
6. Provide year group/stroke ranking list for club trophies prior to AGM/club championships.
7. Provide swimmers achievements for Head coach's report at the AGM or in their absence give the report.
8. Produce ranking lists, year group and PB's lists for club notice board.

Print Name: _____ Time Commitment: _____

Signatures: _____ Date: _____

Chairperson _____ Date: _____