

Deepings Swimming Club



JOB DESCRIPTION: FIXTURES SECRETARY

JOB TITLE: Fixtures Secretary

RESPONSIBLE TO: Deepings Swimming Club Committee

SKILLS REQUIRED:

- Well organised
- Communication Skills
- Administration Skills

MAIN DUTIES

- 1) Responsible for the compilation and management of the club's 12 month gala fixtures (in conjunction with the Club Committee, Selection Sub-committee and Club Coach as appropriate).
- 2) Issue gala invitations for inter club galas as agreed by the Club Committee and maintaining list of attendees,
- 3) Returning acceptance slips for invitations to inter club to other clubs as agreed by the Club Committee.
- 4) Manage and Issue the Gala Calendar to all club officers, officials, notice board, and Web Site Coordinator annually.
- 5) Liaising with Club Secretary regarding the booking of pool for inter-club and Club Championship gala dates.

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____