



## **CHEAM MARCUDA SWIMMING CLUB**



### **“JOB” DESCRIPTION FOR COMPETITION SECRETARY**

1. To consider invitations received to participate in trophy galas using these to form the competition calendar in conjunction with the League fixtures (currently Arena, Rother, Octopus and Wey B) avoiding clashes with County Championships.
2. Other dates to be included on the competition calendar should be the Sutton Borough Gala, Primary School/Junior Borough Gala, Surrey Schools' Galas, Internal Galas, Youth Games and Interborough Gala.
3. When considering fixtures, ensure that as far as possible a good range of age groups and abilities are included in the galas selected.
4. Send for information about Open Meets and Biathlons that may provide good quality competition, details can be found in Swimming Times and other clubs websites. Discuss with coaching team and team manager which competitions they would like to offer swimmers. Prepare entry forms and distribute to swimmers. Liase with team manager re: completion of forms as they will require swimmers times to be included.
5. Send for entry forms for the London Swimming Championships usually available in February - the information is not sent to all clubs you have to request it.
6. Make sure that you receive the entry forms for the Surrey County Championships - usually sent out to all Surrey Clubs in Oct/Nov.
7. Keep a record of results - you will need to prepare a report for the AGM.