PERTH CITY
SWIM CLUB

ENTRIES SECRETARY
Role Descriptor

PURPOSE

To establish and manage entries for the Club's competition programme to deadlines.

MAIN FUNCTIONS AND DUTIES

1. Meet Entries

- To manage all aspects of meet entries for the club to deadlines
  - Establish meets in calendar with key information and obtain swimmer declarations
  - Review meets with Head Coach and ensure that only eligible swimmers are included to the entry
  - Submit entry form with electronic Meet Manager File to Host and obtain accepted entries
  - Liaise with Treasurer to ensure that payments are made to host for entries and charges taken from swimmer accounts
  - Publish accepted entries, clarifying scratches and any reserves
  - Communicate any withdrawals to Host and Team Manager
  - Obtain and Publish results
  - Liaise with Treasurer and Host to ensure that any refundable entry fees for withdrawals and reserves are agreed to be repaid to swimmers.
- Liaise with Home Gala Convenor to support the Club Championship and Home Galas
- Utilise TeamUnify for all aspects of Meet Entries

2. Planning

- Work with the Head Coach to identify and plan a year's competition programme of meets for the next season
- Ensure that the programme supports the Clubs Development Plan
- Prior to the season start, publish via TeamUnify the planned full year's programme of events, highlighting for members suitability by squads/abilities.

3. Communication and correspondence

- Be the first point of contact for receipt of all competition information and distribute where appropriate
- Coordinate all swimmer entry enquiries
- Using TeamUnify ensure that all relevant competition information is publicised and that members are aware of deadlines
- Attend committee meetings and give reports as required to key club officers
- Establish, maintain and develop relationships with other clubs and partners as required

SKILLS / ATTRIBUTES
- Well organised and efficient
- Confident and effective communicator

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- Sound knowledge of competition structure
- Be computer literate and confident using online entry systems – both TeamUnify and HyTEK
- Reliable & trustworthy
- Approachable & friendly

REQUIREMENTS
- Be a member of Scottish Swimming
- Sign and adhere to the Club's Volunteer Code of Conduct
- Attend appropriate training

TRAINING AND SUPPORT
- TeamUnify Account Manager