

MEET SECRETARY Role Descriptor

PURPOSE

To ensure athletes are entered correctly into meets and athlete's results are kept up to date. To set up and run our own Club meets.

MAIN FUNCTIONS AND DUTIES

- Following the club meet calendar source meet information.
- Run eligibility reports per squad and in liaison with coaching team check suitability of meet and squads/athletes to attend.
- Check entries received with coaches/athletes and submit entries.
- Use differing entry systems to submit entries.
- Liaise with club Meet Secretaries re processing of meet entries for competitions (Composites).
- Notify accepted/reserve/rejected swims.
- Pass entries onto Treasurer for collection of fees and refunds due.
- Pass entries to STO officer for submission of necessary officials.
- Attend Committee Meetings.
- Keep database up to date with new/transfer/leavers from the club/programme

Results/Rankings/Records

- Import results using Team Manager/Team Unify
- Source/create result files that cannot be directly imported to Team manager/Team Unify.
- Issue copy of results from each meet where required
- Forward results to the website administrator/Secretary to be displayed on the club website/notice board as required.
- Prepare monthly report for Committee Meetings.
- Liaise with Records Officer for collation of club records and applications for Scottish Swimming & SASA District records.

Club Meets (Internal or hosting)

- Apply for Licenses and Meet dates
- Prepare Meet Information
- Prepare Hy-Tek/Team Unify entry files using Meet Manager.
- Forward Meet Information and entry files to Clubs, SASA District website and Swim Scotland website.
- Input entries and produce draft programme.
- Process withdrawals leading up to the meet.
- Produce final programme, start sheets and cards (if required).
- Produce final results for clubs, Scottish Swimming & British Swimming.

SKILLS / ATTRIBUTES

- Good organisation and communication skills
- Reliable & trustworthy
- Approachable & friendly
- Able to maintain confidentiality
- Confident in keeping order during meetings
- Prepared to make instant decisions when necessary



REQUIREMENTS

- PVG Scheme Membership
- Complete a self-declaration
- Be a member of Scottish Swimming
- Attend appropriate training
- Sign and adhere to the Club's Volunteer Code of Conduct

TRAINING AND SUPPORT

- Child Wellbeing & Protection in Sport Workshop (renewable every 3 years)
- Virtual support network through the HIVE learning platform

TIME COMMITMENT

Time commitment can vary dependant on size and nature of club and events attending.