



***Bethnal Green Sharks Swimming Club***  
(Affiliated to London Region, M.C.A.S.A. and Tower Hamlets Sports Council)

## COMPETITION SECRETARY

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### **Role**

To ensure all swimmers have the opportunity to enter competitions for personal development.

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### **Skills**

- Administration skills.
  - Organised and efficient.
  - Approachable.
  - Organised.
  - Ability to work to deadlines.
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### **Main Duties**

- Liaise with other swimming clubs on forthcoming age group competitions/galas.
  - Liaise with swimmers and parents of competing opportunities..
  - Distribution of entry forms
  - Collection of entry forms and fees within closing date deadline.
  - Ensuring all entry forms and fees are sent to the appropriate club.
  - Being the main point of contact for club members/other clubs with regard to competitions.
  - Provide details of all swimmers to Head Coach/Poolside Personnel
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### **Commitment**

Ongoing responsibility.  
Meetings as and when required.

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### **Benefits to Self**

An opportunity to make a real difference to the success of your club and the swimmers.

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