



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

## TIME RECORDER/DATA INPUT

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### **Role**

To ensure that accurate and up to date times are recorded and updated for all members.

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### **Skills**

- Administration skills desirable
  - Good working knowledge of competition software package.
  - Well organised and efficient.
  - Reliable.
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### **Main Duties**

- Enter all monthly club time trials into the computer system.
  - Enter all Championship times into the computer system monthly.
  - Ensure all results from Age Groups/Galas are updated on computer system as and when required.
  - Retrieve data from computer when requested by swimmers/committee members.
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### **Commitment**

Ongoing responsibility,

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### **Benefits to Self**

Contribution to ensuring a well managed club.

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