

Swim England Bedfordshire

Role Description for Championship Secretary

The Championship Secretary has overall responsibility for planning and organising the annual County Championships.

The Championship secretary should oversee the arrangements, which should be carried out with the support of other members of the Executive and the assistance of competing clubs.

This will include:

1. Reporting to the Executive on the proposals for the Championships for the following year
2. Agree dates, format, schedule and methodology for setting qualifying standards with the Executive at the appropriate time.
3. Act as Promoter for the championships
4. Be the first point of contact for requests for information from clubs.
5. Publish entry information and receive entries.
6. Ensure that arrangements have been made for the return of trophies and the provision of medals.
7. Publish draft accepted entries.
8. With the support of the Officials Secretary and County Welfare Officer, ensure that the Championships are appropriately staffed and have the necessary checks in place as appropriate for their role.
9. After the Championships publish results.
10. Report to the Executive on the Championships, including a financial report produced in conjunction with the County Treasurer.