

Swim England Bedfordshire Role Description for Competition Secretary

The Competition Secretary shall be a member of a club affiliated to the Association and a member of Swim England.

The role will include:

1. Seek Executive approval to respond to invitations for inter-county competitions.
2. Select team in accordance with methodology set out in the policy agreed by the Executive and the competition conditions, with reference to Aquatics GB ranking databases (long and short course)
3. Circulate a draft list of swimmers selected to Head Coaches for comment.
4. Make appropriate arrangements for kit, travel and subsistence, where agreed by the Executive.
5. Appoint team staff to include coaches and team managers ensuring that the Swim England Team Manager, Coach and Chaperone Policy is adhered to and offering opportunities to a range of clubs.
6. Ensure that the Coaches and Team Managers are appropriately trained and has a copy of the role description and other relevant information.
7. Liaise with the President over any invitation for them to attend competitions
8. Issue selection letters to selected swimmers, with appropriate medical consent forms. Revise team selection where necessary
9. Advise the Official's Secretary of the requirements for officials, as required by the competition conditions.
10. Submit the team, and make changes, in accordance with the competition conditions
11. Have available, information of contacts and medical consent forms for those taking part in a competition.
12. Ensure that results of the competition are available to coaches.
13. Ensure the awarding of County Colours as per the county policy and maintain the county colours database.

Provide a report to the monthly Executive meetings, where appropriate, and an annual report to the AGM.