



Job Title – Meet Secretary

Responsible to – Executive Committee

Purpose – Principal administrator for all Swim Meets

Duties and Responsibilities

- Abide by and promote all club policies.
- Attend Committee meetings and give written/verbal report as required.

For Midlands District events:

- Receive Meet Information (by email) from Midlands Convener.
- Import events file into Team Manager.
- Create eligibility report.
- Consult with coaches to confirm which swimmers should be notified of eligibility and any others who should be approached.
- Email details of Meet to eligible swimmers.
- Request times from coaches for swimmers who do not have recorded times on Team Manager (i.e. first time entering a new event). These times have to be added manually.
- Collate entry requests from swimmers and input into Team Manager in time for closing date.
- Download summary form to accompany electronic entry file.
- Apply for Coaches' passes as required.
- Request cheque for payment from Treasurer.
- Export entry file by email and post summary form and cheque to Midlands Convener prior to closing deadline.
- Receive confirmation of acceptances and rejections via Draft Programme issued by Midlands Convener. Forward information to Head Coach.

- Check our entries against Draft Programme.
- Inform swimmers of who has been accepted or rejected for each event, including information about venue, session times and fees required.
- Notify parents/carers of who to contact regarding Technical Officials and other helpers.
- Collect fees from swimmers and pass on to Club Secretary.
- Notify Midlands Convener of any withdrawals.
- Receive results file (sent by email) and forward to Head Coach.
- Update Team Manager with new results.

For Scottish National events:

- Check Scottish Swimming Meet Result Service and Scottish Swimming website for information regarding release of Meet Information and entry file for National events (3 per year).
- Ensure Coaches' passes are renewed annually.
- Download Meet Information from Scottish Swimming website.
- Apply for entry file from Gala Convener.
- As above, **but the results file has to be requested from the gala convener (it is not issued automatically).**

For all other meets:

- Check Scottish Swimming Meet Result Service and Scottish Swimming website for information which may be of interest to swimmers.
- Consult with coaches as to which galas to attend.
- Download relevant Meet Information from Meet Result Service.
- As above, **but the results file has to be requested from the gala convener (it is not issued automatically).**

NB this is not an exhaustive list and can be adapted by the Club.