**ENTRIES SECRETARY**

**Role Descriptor**

**PURPOSE**

To ensure athletes are entered correctly into meets and athlete’s results are kept up to date.

**MAIN FUNCTIONS AND DUTIES**

* Following the club meet calendar source meet information.
* Run eligibility reports per squad and in liaison with coaching team check suitability of meet and squads/athletes to attend.
* Check entries received with coaches/athletes and submit entries.
* Use differing entry systems to submit entries.
* Notify accepted/reserve/rejected swims.
* Pass entries onto Treasurer for collection of fees and refunds due.
* Pass entries to STO officer for submission of necessary officials.
* Attend Committee Meetings.
* Keep database up to date with new/transfer/leavers from the club/programme

Results/Rankings/Records

* Import results using Team Manager/Team Unify
* Source/create result files that cannot be directly imported to Team manager/Team Unify.
* Issue copy of results from each meet where required
* Forward results to the website administrator/Secretary to be displayed on the club website/notice board as required.
* Prepare monthly report for Committee Meetings.
* Liaise with Records Officer for collation of club records and applications for Scottish Swimming & SASA District records.

**SKILLS / ATTRIBUTES**

* Good organisation and communication skills
* Reliable & trustworthy
* Approachable & friendly
* Able to maintain confidentiality
* Confident in keeping order during meetings
* Prepared to make instant decisions when necessary

**REQUIREMENTS**

* PVG Scheme Membership
* Complete a self-declaration
* Be a member of Scottish Swimming
* Attend appropriate training
* Sign and adhere to the Club’s Volunteer Code of Conduct

**TRAINING AND SUPPORT**

* Child Wellbeing & Protection in Sport Workshop (renewable every 3 years)
* Virtual support network through the HIVE learning platform

**TIME COMMITMENT**

Time commitment can vary dependant on size and nature of club and events attending.