

Roles & Responsibilities

Skills Required

- Organised
- Excellent IT skills
- Respects confidentiality
- Good planning skills
- Effective communication skills
- Good time management skills

Commitment

- The time commitment will vary depending on the size of the club.
- The Competition Secretary will need to be available and accessible during the competition season.

Roles and Responsibilities

- Comply with Swim Ireland recruitment policy
- Communicate with coach regarding competition entries
- Issue competition information to members in good time
- Collect competition entries
- Ensure communication of annual competition calendar
- Enter club members and teams in competitions in good time
- Liaise with Treasurer around the collection of fees
- Deal with competition queries club members may have in appropriate time
- Prepare and distribute club officials rota
- Provide support to competitions team managers
- Ensure compliancy with meet licensing requirements where hosting a club gala

Benefits of volunteering in this role

- Pride in your ability to support your club.
- Working with other volunteers to make your club a success
- Experience working with other volunteers, using Hytek software and event management is a skill you can use in current and future employment
- Meeting new people and making friends
- Setting a positive example to all members within your club

Requirements

Mandatory – All Clubs

- Safeguarding 1 workshop (Ireland)/Safeguarding Children & Young People in Sport (NI)
- Garda Vetting/ Access NI
- Swim Ireland Club Membership
- Signed Code of Conduct

Recommended – All Clubs

- Managing people, situations and conflict workshop
- Club development days and live webinars
- Online modules - Effective Committees and Effective Meetings
- Hytek training

