



GALA ENTRY SECRETARY

Role

To manage gala entries across the club.

Skills

- Approachable.
 - Well organised and efficient.
 - IT literate.
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Main Duties

- Liaise with the Head Coach to become aware of each seasons gala programme.
 - Liaise with the Honorary Secretary and Website Administrator to make parents and swimmers aware of upcoming galas and associated entry closing dates.
 - Liaise with the training squad gala collectors to collate gala entries.
 - Submit gala entries using the SportsSystems Entry Manager or OpenMeets as appropriate.
 - Liaise with the Gala Coordinator to ensure that appropriate entry management is in place for club hosted galas and championships.
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Commitment

An ongoing responsibility for dealing with gala entry matters.
Attending monthly management meetings.

Benefits to Self

An opportunity to contribute to a successful swimming club.
