

Fixture Secretary Job Description

Open Meets

- plan an annual meet programme based on previous fixtures/experiences
- source and advertise meets, set closing dates
- process and publish entries/liaise with Website coordinator
- offer advice to parents/carers on entries
- confirm poolside cover is available/forward names to TM
- submit files & payment to meet organiser
- forward fee summary to treasurer/check fees have been paid
- communicate confirmation/scratches session times etc to entrants
- process/advertise results

Friendlies

- agree fixture dates between clubs
- if a home fixture book referee and notify pool that competition set-up is required
- co-ordinate between organisers and Team Manager team submission
- process results

Club Galas

- confirm suitable dates for Colours Gala and 3 rounds of Club Championships (normally 2 Friday evenings and 1 Sunday afternoon Sept-Nov)
- book pool as required/ensure pool are aware of competitions being held in club training sessions, request competition set-up
- co-ordinate entries to Club Champs
- book Club Champ referees (other officials coordinate with TM)
- set up Club Champ files on Meet Manager prepare paperwork for programmes/officials
- Run on the day results
- Check and report final results

General Duties

- keep both versions of HYTEK TM accurate and up to date
- liaise between Swim Wales/West Wales/Meet Organisers on all gala/fixture queries
- maintain fixtures and results on club website
- supply up to date times to TM/coaches etc as requested
- periodically feedback times to each individual club member
- forward up to date times to county coaches/Fixture Secretary
- Treasurer and Fixture sec to monitor/manage fees owing