
GREENWICH BOROUGH MARINERS

Swimming Club

(Affiliated to K.C.A.S.A. & London Region A.S.A.)

GALA SECRETARY

Role

Responsible for the safe keeping of all the Club's trophies

Skills

- Good administration skills
- Good computer skills and knowledge of gala entry software
- Well organised and efficient
- Sound knowledge of the ASA rules governing galas

Main Duties

- Bring to the attention of the Head Coach all advertised open galas
- In conjunction with the Head Coach agree galas to be entered or each Club training cycle
- Distribute entry forms for all galas to be entered
- Check accuracy of all entry forms
- Collect monies from all swimmers entered and forward to Treasurer
- Submit entry forms with Club cheque, obtained from Club Treasurer, for appropriate amount
- Advise swimmers of accepted and rejected entries
- Advise swimmers of pool location and warm up times

Commitment

As and when required