



Job Description

Updated 15th July 2017

Role Title	<ul style="list-style-type: none"> Race Secretary 																									
Duties	<ul style="list-style-type: none"> The Race Secretary is responsible for processing and submitting race entries for all SwimZone Racing members and is split between meets we host and meets other clubs host. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%;">Our Meets</th> <th style="width: 20%;">Meets We Attend</th> </tr> </thead> <tbody> <tr> <td>Prepare Meet File for Meet Coordinator</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td>Process Manual Entries (Learn2Swim Clubs)</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td>Distribute / Post Pysch Sheets to Race Secretaries and Web Site Administrator*</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td>Advise withdrawals, Request Late Entries, Handle Entries where problems with database</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">Yes</td> </tr> <tr> <td>Meet Results to Meet Coordinator</td> <td style="text-align: center;">AOD Operator*</td> <td style="text-align: center;">No</td> </tr> <tr> <td>Provide Treasurer and Meet CoOrdinator and Administrator with fee summary report for Need4Speed</td> <td style="text-align: center;">Yes</td> <td></td> </tr> <tr> <td>On a rotational basis- provide assistance to the operation of the equipment (support Noel, Martyn, Karl, Paula)</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">Yes</td> </tr> </tbody> </table> <ul style="list-style-type: none"> Inform Website Administrator of upcoming meets for distribution/ posting to website. Provide a reliable club point of contact for Swim Wellington, Swimming NZ, and other Race Secretaries. Produce eligibility reports using the SNZ database - only available once the meet is 			Our Meets	Meets We Attend	Prepare Meet File for Meet Coordinator	Yes	No	Process Manual Entries (Learn2Swim Clubs)	Yes	No	Distribute / Post Pysch Sheets to Race Secretaries and Web Site Administrator*	Yes	No	Advise withdrawals, Request Late Entries, Handle Entries where problems with database	Yes	Yes	Meet Results to Meet Coordinator	AOD Operator*	No	Provide Treasurer and Meet CoOrdinator and Administrator with fee summary report for Need4Speed	Yes		On a rotational basis- provide assistance to the operation of the equipment (support Noel, Martyn, Karl, Paula)	Yes	Yes
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	<p>online.</p> <ul style="list-style-type: none">• Attend monthly meetings• Assist club members with race entries where required• The estimated time commitment required as the Race Secretary of SwimZone Racing is 2-4 hours per week.
Skills & Competencies	<ul style="list-style-type: none">• Ideally a Race Secretary is someone who is:<ul style="list-style-type: none">○ Computer literate○ Can communicate effectively○ Has good interpersonal skills○ Is positive and enthusiastic.○ Is well organised.
Relationships	<ul style="list-style-type: none">• The Race Secretary is directly responsible to the Board of SwimZone Racing and the members of SwimZone Racing.• Coaches, Swimmers, Meets Coordinator and Squad Managers• Swimming Wellington and Race Secretaries of other Wellington swimming clubs