

YORKSHIRE CHAMPIONSHIP SECRETARY JOB DESCRIPTION

Have a full working knowledge of Sportsystems Meet Management Software

Attend Swimming Committee meetings.

Yorkshire Championships

Produce schedule of events and Standard Entry Times in liaison with Swimming Committee Secretary

Produce Championship conditions

Ensure all the relevant info. dates, schedule of events poolside pass forms and championship conditions are sent to the webmaster for publication on the Yorkshire website.

Set up Sportsystems program for all championship Galas and the Teams Gala.

Produce a Sportsystems entry file for both Championships and Teams Gala and send to the webmaster for publishing on the Yorkshire website.

Ensure this includes instructions on how each club must set up their own entry file.

Receive all entry files from each club and input into Sportsystems program.

Receive application for poolside passes and cheques for entries.

Keep a list of cheques received and also any BACS payments that have been paid.

For each Championship Gala including the Teams Gala do the following:

After the closing date for entries, process all Galas and produce a draft copy of the program.

Forward this draft copy to the Webmaster for publishing on the Yorkshire Website.

Send a draft copy to all club Gala administrators by email for checking.

Supply a list of clubs who have ordered poolside passes to the Treasurer.

Chase up any outstanding entry payments and when they are all in give the list and cheques to the Treasurer.

Carry out any amendments for errors or omissions and produce the master program copy to send to the printers. Liaise with the Treasurer to determine how many programs to order.

Liaise with the Treasurer and the person who gets the officials. Ensure there is enough technical officials and we have an announcer, warm-up steward and competitors stewards.

Obtain a list of officials to put in the program. The program also to include the Championship Conditions and the Yorkshire Long Course Records.

Find some help for Recording on the day of the Championships. One for Data Entry and One for Results checking and collating. Championship Secretary to act as Meet Manager.

Ensure you have required equipment available. Laptops, Printers, paper and spare toner.

On day of meet set up equipment in the Timing Suite.

Run Sportsystems program.

Delete withdrawals and produce starts lists for officials and coaches/team managers.

Ensure the Website is setup to receive Live Online results.

Collate results and distribute to announcer, wall etc.

Produce a Word processed result of the each session and convert to pdf to publish on the Live Online results.

Collate the points to determine winner of the George Lester and Yorkshire Bank Trophies

On the Monday morning after the Galas export the full results from Sportsystems to the ASA to go on the ASA Rankings.

Yorkshire Open Masters.

Liaise with Masters Secretary to produce schedule of events for the Yorkshire Open Masters.

Set up Sportsystems program for Masters.

Receive entries and fees and input into Sportsystems.

Keep a list of email addresses of swimmers.

After closing date for entries process the gala and produce a draft program.

Draft program sent via email to swimmers.

After one week , make any amendments reprocess the gala.

Run the Starts List module and produce a Master Starts List program to send to all swimmers.

Produce a number of printed programs to issue on the day of gala.

Balance up entry cheques and send to the Treasurer.

Find some help for Recording on the day of the Gala. One for Data Entry and One for Results checking and collating. Ensure you have required equipment available. Laptops, Printers, paper and spare toner.

On day of meet set up equipment in the Timing Suite.

Run Sportsystems program.

Collate points to find winner of the Pickering Trophy and Leo Beatty trophy.

Publish live results on the internet.

After the event export the results to the ASA for Ranking.

Yorkshire Winter Competition.

Produce schedule of events and Standard Entry Times in liaison with Swimming Committee Secretary

Ensure all the relevant info. dates, schedule of events poolside pass forms and championship conditions are sent to the webmaster for publication on the Yorkshire website.

Set up Sportsystems program for the Winter Competition

Produce a Sportsystems entryfile and send to the webmaster for publishing on the Yorkshire website.

Ensure this includes instructions on how each club must set up their own entry file.

Receive all entryfiles from each club and input into Sportsystems program.

Receive application for poolside passes and cheques for entries.

Keep a list of cheques received and also any BACS payments that have been paid.

After the closing date for entries, process all Galas and produce a draft copy of the program.

Forward this draft copy to the Webmaster for publishing on the Yorkshire Website.

Supply a list of clubs who have ordered poolside passes to the Treasurer.

Chase up any outstanding entry payments and when they are all in give the list and cheques to the Treasurer.

Carry out any amendments for errors or omissions and produce the master program copy to send to the printers. Liaise with the Treasurer to determine how many programs to order.

Liaise with the Treasurer and the person who gets the officials. Ensure there is enough technical officials and we have an announcer, warm-up steward and competitors stewards.

Obtain a list of officials to put in the program. The program also to include the Yorkshire Short Course Records.

Find some help for Recording on the day of the Gala. One for Data Entry and One for Results checking and collating. Championship Secretary to act as Meet Manager.

Ensure you have required equipment available. Laptops, Printers, paper and spare toner.

On day of meet set up equipment in the Timing Suite.

Run Sportsystems program.

Delete withdrawals and produce starts lists for officials and coaches/team managers.

Ensure the Website is setup to receive Live Online results.

Collate results and distribute to announcer, wall etc.

Produce a Word processed result of the each session and convert to pdf to publish on the Live Online results.

On the Monday morning after the Galas export the full results from Sportsystems to the ASA to go on the ASA Rankings.

Other Duties.

Produce reports to the Board meetings.

Produce an Annual report in November.

Deal with any correspondence received in liaison with the Swimming Committee Secretary and the Yorkshire Secretary.