



## NACSCI Job Description

Position: Race Secretary

Issued: 15<sup>th</sup> April 2018

### **Primary Objective:**

Race Secretaries have an extremely important role ensuring the successful management of the race team during the Short and Long course seasons.

Maintenance of the data ensures accurate traceability of records and ensures accurate transferrable data bases.

### **Responsibilities:**

- Setting up of NACSCI race meets within Meet Manager (Long, Short Course and Open water)
- Manage and maintain Team Manager data base via the importation of files as made available by local, regional, State & national meets
- Maintain current versions of Team manager & Meet Manager data bases
- Administration of manual entries and payment to non-online swim meets
- Liaise with Club head coach in relation to targeted meets and formulating relay entries.
- Support Clubnight Race Secretary during Clubnight and Age championships



- Manage communications between area, regional and state club race secretaries
- Manage queries from club parents in relation to swim meets
- Liaise with Metro South West Swimming (MSW) in relation to area meets and athlete development
- Liaise with Swimming NSW in relation to state meets
- Liaise with Swimming NSW in relation to Online data and processes

### **Meetings, communication and key relationships:**

- Present swim meet update at all committee meetings
- Chair the annual general meeting
- Communicate with external Club race secretaries prior and during NACSCI athlete involvement.
- Ensure that all sub-committees are regularly reporting to the committee.

### **Essential Skills and Requirements:**

- Hold or willing to apply for a current volunteer's "working with children" check
- Strong interpersonal and oral communication skills including the ability to effectively liaise with athletes, coaches and administrators
- Strong organisational skills
- Sound knowledge of the selection procedures and rules/regulations of swim meet competitions
- Good Time management

Nepean Aquatic Centre Swim Club Inc.



*The estimated time commitment required as the Club Race Secretary is 3-4 hours per week during swim seasons. 2 – 4 hours per month between seasons plus an additional 4 hours per week when hosting a NACSCI meet.*