

Race Night Secretary

Outline of Duties

- ❖ Create program for each season
- ❖ Setup Meet Manager (MM) program for each week's club night
- ❖ Setup online entries
- ❖ Enter online entries into Team Manager (TM)
- ❖ Organise officials for club night if possible
- ❖ Setup and run club night at the pool
- ❖ Finalise club night and submit to MSW and race secretary
- ❖ Organise Age Championships
- ❖ Organise stationary for the season (Batteries, Ink, Paper)
- ❖ Organise presentation and trophies for current season