

**VERULAM AMATEUR SWIMMING CLUB**  
**(Affiliated to ASA East Region)**  
[www.verulam-asc.org.uk](http://www.verulam-asc.org.uk)

## FIXTURES SECRETARY

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**ACCOUNTABLE TO :** The Management Committee

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**SKILLS REQUIRED:**

- Excellent communication skills both verbal and written
  - Demonstrated organisational skills with the ability to meet tight deadlines
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**PURPOSE OF THE JOB**

To ensure the club calendar of fixtures are accurate and up to date

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**MAIN DUTIES:**

1. This involves making up a calendar of fixtures for the next calendar year. This session starts at the end of July/beginning of August.
  2. You need to hunt down as much of the league, BAGCATS and county events as well as open meet dates as possible and then fit our own events around these dates.
  3. These dates need to be booked with the Pool Co-Ordinator and once confirmed, send out invitation letters to all other clubs in the area (approx 45-50) for our galas.
  4. Responses need to be collated and a record of those who've requested a lane at our gala(s).
  5. Invitations from other clubs will need to be actioned with a 'yes' or 'no' response after discussion with the Head Coach and Committee.
  6. When programmes of a forthcoming gala or league fixture are received they are to be passed onto the appropriate gala selector. You also need to inform the gala co-ordinator if we are hosting or if there are any peculiar requirements.
  7. To follow and promote the ASA Child Protection Policy.
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**Time Commitment:** \_\_\_\_\_

**Signatures:** Fixtures Secretary \_\_\_\_\_ Date \_\_\_\_\_

Chairperson \_\_\_\_\_ Date \_\_\_\_\_

