

# Stroud Swimming Club

## GALA SECRETARY

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### Role

To arrange home and away galas for the Club in accordance with the Coaching Team's requests and make all necessary bookings for any league galas. To prepare and update the Club's calendar with dates of galas, competitions and other events.

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### Skills

- Well organised and efficient
  - Good communication skills
  - High profile at various meets, galas and competition to build links with other clubs
  - High profile within the Club to encourage volunteer support
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### Main Duties

- Respond to invites to galas in conjunction with coaching team
  - Send out invitations and make arrangements (hire pool and arrange volunteers) for home galas
  - Agree programme, age groups, age at date to be sent out for any home galas and pass on programmes etc to coaching team for away galas
  - Send agreed gala programme to visiting clubs at least three weeks before galas
  - Book all coach travel for all away galas and pass on departure times to coaching team and any other relevant persons as soon as possible
  - Pass on all relevant information to ensure calendar is updated
  - Arrange for programmes, score sheets, raffles tickets and prizes, time slips, starting equipment to be available for any home galas and other home events such as Club Championships
  - Organise volunteers to help at home galas and other home events such as Club Championships
  - Keep up to date list of relevant useful contacts within region
  - Maintain the Club's calendar
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### Commitment

As and when invitations arrive or coaching team make requests and at all home galas

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### Benefits to Self

Contribution to ensuring a well-managed club and an opportunity to make a real difference to the success of your club

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### **Further Development/Support**

How to Communicate Effectively

*A resource provided by Running Sport, available to download from their website*

[www.sportengland.org/runningsport](http://www.sportengland.org/runningsport)

'The Role of the Secretary' ; 'Taxation and Sport' ; 'Fundraising Grants and Sponsorship' ; 'Organising fixtures and Competitions'

*Resources provided by Running Sport, available to download from their website*

[www.sportengland.org/runningsport](http://www.sportengland.org/runningsport)

Further training opportunities are available through the ASA Regional Training Network, for your nearest training centre visit the ASA website

[www.britishswimming.org](http://www.britishswimming.org) or telephone the ASA on 01509 618700

If you have any queries regarding volunteering within the sport contact your County Volunteer Coordinator, details available on the ASA website

[www.britishswimming.org](http://www.britishswimming.org) > *Volunteers and Officials*

### **ASA Volunteer Contact**

Matt Sturgess - ASA National Volunteer Coordinator

Tel: 01509 632254 Email: [volunteering@swimming.org](mailto:volunteering@swimming.org)

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### **Useful Websites**

ASA website

[www.britishswimming.org](http://www.britishswimming.org)

Sport England

[www.sportengland.org.uk](http://www.sportengland.org.uk)

NSPCC

[www.nspcc.org.uk](http://www.nspcc.org.uk)

Volunteering England

[www.volunteering.org.uk](http://www.volunteering.org.uk)

Millennium Volunteers

[www.millenniumvolunteers.gov.uk](http://www.millenniumvolunteers.gov.uk)

DO-IT

[www.do-it.org.uk](http://www.do-it.org.uk)

CSV

[www.csv.org.uk](http://www.csv.org.uk)

*Sports Coach UK*

[www.sportscoachuk.org](http://www.sportscoachuk.org)