Document Date Update		04/03/2018	
Role			
Entries Secretary			
Requirements of role			
To manage and process gala entries for the club squads			
Duties	**Frequency**		**Deadline**
Identify possible galas for club squads to enter	ongoing		
Liaise with coaches to decide which galas are suitable for the club/squads to be entered into	ongoing		
Send out invite emails to parents for entry into galas	ongoing		
Collate replies and enter swimmers into Team Manager system for entry to gala. Liaise with coaches to select events swimmers have to be entered in for.	ongoing		
Produce entry file, using Team Manager, and send off to hosting club including completed documentation and payment for swim fees	ongoing		
Receive confirmed swims from host club then collate swims and calculate fees due before emailing out to swimmers parents.	ongoing		
Collect gala results, either from hosting club or SwimScotland website and import into Team Manager	ongoing		
Input results from developer time trials into Team Manager	occasionally		
Maintain email distribution lists after squad moves	occasionally		
Mandatory Qualifications and Training Required	**Notes**		
Member of Scottish Swimming			
Role Specific Training - Non Mandatory	**Notes**		
Training on how to use Team Manager software			
Regulated work status			
PVG Required	Organised through WPO		
Self Declaration Required	Organised through WPO		
Code of Conduct Requirements	**Required Y/N**		
Sign and adhere to the Club's Officials &Volunteer Code of Conduct	Y		
Notes			
Nominated Short term Depute in case of Holiday Illness etc			
Entries Secretary			