The Race Secretary ....................................... of the ........................................... Club.

**Responsible To**

The Race Secretary is directly is directly responsible to the President of ................................. Club and members of .......................................... Club.

**Responsibilities and Duties**

The Race Secretary should:

* Enter swimmers in competition in accordance with the conditions of entry for each meet.
* To provide information to swimmers of all competitions for which they are eligible to enter.
* To handicap all Club handicap races or other competitions.
* To keep a register of all members showing the times recorded for all distances over which members compete in races and amend the register with sufficient frequency for it to be an accurate record of the swimmers’ times for the respective distances stated. Such register shall be open for inspection at such times and in such manner and by such persons as the Committee shall direct, and shall at all convenient times be open to inspection by such person or persons as the Centre may appoint.
* To furnish to the Centre, the Annual Return of Clubs on the Return of Clubs from, and such Return of Clubs shall be a faithful copy of the membership register of the Club as at the date specified in the rules of SNZ.

**Knowledge and Skills Required**

Ideally the Race Secretary is someone who:

* Can communicate effectively.
* Is well organised and can delegate tasks.
* Can maintain confidentiality on relevant matters.
* Has a good working knowledge of the constitution.

**Estimated Time Commitment Required**

The estimated time commitment required as the Race Secretary of .......................... Club is ............................... hours per week.

The Race Secretary is appointed for a .............. period.