

Race Secretary Duties

The role of the Race Secretary is to co-ordinate the participation of club swimmers in competitive events hosted by Swimming Australia, Swimming Queensland, Brisbane Swimming and other clubs.

Duties include:

- Monitoring the Queensland Swimming and Brisbane Swimming websites and our “nominations_sandswim” email address for details of swimming meets.
- Liaising, as necessary, with the Head Coach as to meets the coach wishes to target.
- Maintaining the “Swim Meet Info and Results” section of our website. This involves loading meet flyers and, where available (from meet hosts or as provided by parents of competitive swimmers), entries, timelines, timekeeping rosters and results.
- Loading meet results into our “Team Manager” system and uploading to our website.
- Ad-hoc communications (usually email) to swimmers and other swimming clubs as required.
- Update our club records databases, as necessary, following information provided by parents of competitive swimmers.

The competition swimming season runs from May to April and is basically split into two – May to August for short-course swimming and September to April for long-course swimming. Peak times are May and June for short course meets and from October to March for long course.

The dates of the Queensland and Brisbane championship meets and preparation meets are known well in advance. Clubs may only compete at the preparation meet to which they have been allocated. Transition and development meets arise throughout the season and members may nominate for any transition or development meet that suits. The Race Secretary will need to regularly monitor the Queensland Swimming and Brisbane Swimming websites to upload meet details as they are announced.

Swim Central is the new national operating system for clubs and members. Most swim meets now require members to enter online using the Online Meet Entry (OME) system through their Swim Central account. Using the national results database, OME shows the events the swimmer qualifies for and takes payment on-line.

OME puts the responsibility on the swimmer (parent) to nominate for events and to keep the race secretary informed. The swimmer (parent) will also likely be told event information (entries, timelines, timekeeping rosters, results etc.) directly from the host club, bypassing the Race Secretary. Parents should forward this information to the Race Secretary, so it may be uploaded to the website.

Skills required – a basic understanding of MS Word, MS Excel and MS Access (the TM system is essentially an Access database). Some basic web skills.