

Scarboro Surf Lifesaving Club

Job Description – Race Secretary



1. Position

Race Secretary

2. Position Purpose

Responsible for the coordination of Intra Club Competition Events

3. Key Relationships

This position reports to
Competition Officer

Race Secretary

4. Approved by

Director of Administration

Name: Nick Stewart

Date: 28 June 2013

Club President

Name: Elise Irwin

Dated: 28 June 2013

Scarboro Surf Lifesaving Club

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5. Major Responsibilities **Key Accountabilities**

- Encourages Club Members to compete in intra club events
- Conducts all beach, water and other events under handicap or open conditions
- Records the results of all events each week and makes available for viewing
- Endeavors to have all Club results published in the main morning newspaper on the day following the event or events

6. Primary Accountability **Performance Measures**

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|---------------|--|
| Handicapping | Provides a fair handicapping system for events |
| Meetings | Attends Club meetings as required |
| Reporting | Event results available for viewing |
| Club Policies | Intra Club Events comply with Club policies |

7. Required Competencies

- Ability to organise and delegate tasks
- Communicate effectively and possess good interpersonal skills
- Maintain confidentiality on relevant matters