UWSWP ELECTION HANDOVER DOCUMENT

**Role:** Fixtures Secretary

**Name:** TBC - TBC@warwick.ac.uk



**Responsibilities & Key Deliverables for Exec:**

* Manage the arrangement of fixtures, including pool times, transport, referees and small events for swimming & water polo
* Liaise with swimming captains to enter BUCS entries into BUCScore system and any other competition entry forms such as Masters or other open meets.
* Assist with set-up, organisation and running of home run galas and respond/forward gala invitations.
* Liaise with BUCS coordinator, coaches and captains

**Skills Req’d:**

* Excellent communication with a variety of different parties
* Working to deadlines
* Working to customer’s needs
* Good IT skills
* Knowledge of Google Drive (Or similar systems ie Dropbox)

**(Can be learned on job)**

* Knowledge of SU events processes
* Knowledge of BUCScore system
* Knowledge of water polo matches, swimming meets and BUCS

**Main tasks for year:**

* Delivery of fixtures for swimming & water polo

**Primary contacts:**

* Hollie Miles, Warwick SU Sports Admin, clubadmin@warwicksu.com
* Molly Browne, Warwick SU BUCS Sports Admin, clubadmin@warwicksu.com

**Special Notes/Tips etc.:**

* Polo
	+ BUCS and UPolo will offer certain dates for fixtures. Fixtures secretary must make sure that the match days are acceptable for coaches, captains and BUCS coordinator.
	+ Fixtures secretary should contact referees approximately a month in advance home games.
* Swimming
	+ BUCScore entries is a laborious process and will probably take a few hours minimum. Liaise with captains to make sure that the times and events you are entering them for are exactly correct
	+ BUCS entries need to be signed off by BUCS Sports admin before the entry date specified on the BUCS website, and therefore need to be finished and submitted at least a day or two before the BUCS deadline. This has caught out other clubs in the past such as Athletics who then had no entries for BUCS.
	+ In organising individual entries, it is captain’s responsibility to collect names, events and times but yours to enter them.