

WEYBRIDGE ROWING CLUB

Race Entries Secretary

Summary: To submit Weybridge Rowing Club entries to events

Accountable and Responsible for:-

- Work with Weybridge Rowing Club Officers, develop a calendar of deadline dates for entering events
- Ensure that entries that have been received by the due date are submitted on time
- Ensure entry fees are paid and that event secretaries have the required information
- Manage the entry fees account and liaise with the Treasurer to ensure entry fees are reimbursed to the club in a timely fashion.
- Manage appropriate and timely reimbursement of trailer fees expenses and ensure that the Club race account is not in deficit.
- Liaise with the section co-ordinators to expedite entries.