



# HONITON SWIMMING CLUB

Honiton Leisure Centre ♦ School Lane ♦ Honiton ♦ EX14 1QW

ACTIVELY SUPPORTING THE PURSUIT OF EXCELLENCE BY ENCOURAGING SWIMMERS TO GAIN THEIR FULL POTENTIAL

26<sup>th</sup> July 2015

## Dear Members

After many loyal supporting years our Secretary Ralph Lynch has decided to stand down from his position in order for him to dedicate more time to coaching and to gain his Level 2 qualification. The club wishes to extend an enormous THANK YOU to Ralph for his immense dedication and commitment to his role which will be rightfully recognised at a later date.

As the Secretary's role is an electoral position the club cannot function without this position being filled and it is for this reason I am writing to ask you to consider standing for this role. I appreciate you may have concerns about whether the responsibilities and time commitments are compatible with your personal life styles but can assure you the club will look at making adjustments to meet personal setups. Ralph has stated he will be happy to remain in a shadowing position during the transition stage and if necessary the club would consider the introduction of a shared role (i.e. minute taker and communication secretary). The club needs to fill this position before the start of the new swimming season in September.

Whilst writing I would also like to ask for your consideration in a Kit Coordinators role that we are introducing. The main responsibilities of this role will be to manage the new club kit which will involve taking orders, managing payments in conjunction with the Treasurer, maintaining stock levels and where appropriate assisting with an upgrade scheme.

Please remember the club cannot run without help from parents/guardians and I therefore urge you to consider these roles in order for us to meet the clubs constitution and future requirements.

Please feel free to contact any member of the committee to share your expressions of interest. You can find the Secretary's Duties document in the library section on the clubs website.

Yours sincerely

*Graham Rooms*

**Chairperson**

KINDLY SUPPORTED BY

**Otter  
Windows**



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Charitable Trust



## COMMITTEE MEMBERS

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GRAHAM ROOMS

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RALPH WATSON

Head Coach

RALPH LYNCH

Secretary

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Treasurer

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JOHN LILLEY

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SARAH LILLEY

Event Secretary

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