

Purpose

To organise or use a working group to organise an event, and to liaise with the Head Coach to enter athletes in competitions on the calendar and ensure all the appropriate paperwork is completed in both cases.

Main Functions and Duties

- Apply for appropriate level of License for events
- Book facilities
- Produce programme and invite clubs
- Advertising & Marketing for events
- Book AOE equipment and arrange volunteers to help with this
- Arrange PA system and MC for event
- Invite Referee and officials
- Liaise with social committee re catering, tombola, raffle etc
- Arrange Trophies & medals
- Produce Coaches packs
- If needed, arrange Stop watches/ bells/ lap cards
- If appropriate, arrange Child protection
- Organise Swim shop
- Arrange float for entry and programmes.
- Organise general help to cover photocopying, door, marshalls, runners etc
- Arrange entries for gala's attending by swimmers

Skills / Attributes

- Good organisation and communication skills
- Enthusiastic
- Reliable and Trustworthy
- Team player

Requirements

- To liaise with Club Coach, Committee, Treasurer
- To ensure accurate records are kept
- To report to Club Committee on activities
- If applicable liaise with Scottish Swimming
- Be a member of Scottish Swimming
- Sign and adhere to the Club's Volunteer Code of Conduct

Training and Support

- Support of the Club Committee
- Shadow current Gala Convener
- Child Wellbeing & Protection in Sport (renewable every 3 years)

Time Commitment

- Time commitment can vary dependant on size and nature of club, and number of events attending.

NB This is not an exhaustive list and can be adapted by the club.