

Purpose

To ensure athletes are entered correctly into meets and athlete's results are kept up to date. To set up and run our own Club meets.

Main Functions and Duties

- Following the club meet calendar source meet information.
- Run eligibility reports per squad and in liaison with coaching team check suitability of meet and squads/athletes to attend.
- Check entries received with coaches/athletes and submit entries.
- Use differing entry systems to submit entries.
- Liaise with club Meet Secretaries re processing of meet entries for competitions (Composites).
- Notify accepted/reserve/rejected swimmers.
- Pass entries onto Treasurer for collection of fees and refunds due.
- Pass entries to STO officer for submission of necessary officials.
- Attend Committee Meetings.
- Keep database up to date with new/transfer/leavers from the club/programme

Results/Rankings/Records

- Import results using Team Manager/Team Unify
- Source/create result files that cannot be directly imported to Team manager/Team Unify.
- Issue copy of results from each meet where required
- Forward results to the website administrator/Secretary to be displayed on the club website/notice board as required.
- Prepare monthly report for Committee Meetings.
- Liaise with Records Officer for collation of club records and applications for Scottish Swimming & SASA District records.

Club Meets (Internal or hosting)

- Apply for Licenses and Meet dates
- Prepare Meet Information
- Prepare Hy-Tek/Team Unify entry files using Meet Manager.
- Forward Meet Information and entry files to Clubs, SASA District website and Swim Scotland website.
- Input entries and produce draft programme.
- Process withdrawals leading up to the meet.
- Produce final programme, start sheets and cards (if required).
- Produce final results for clubs, Scottish Swimming & British Swimming

Skills / Attributes

- Good organisation and communication skills
- Reliable & trustworthy
- Approachable & friendly
- Able to maintain confidentiality
- Confident in keeping order during meetings
- Prepared to make instant decisions when necessary

Requirements

- PVG Scheme Membership
- Complete a self-declaration
- Be a member of Scottish Swimming
- Attend appropriate training
- Sign and adhere to the Club's Volunteer Code of Conduct

Training and Support

- Child Wellbeing & Protection in Sport Workshop (renewable every 3 years)
- Virtual support network through the HIVE learning platform

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.