

JOB DESCRIPTION: OFFICIALS ORGANISER

ROLE: This role is to manage the officials within the club to ensure we have maintain a database of all officials affiliated with the club.

RESPONSIBLE TO: Executive Committee

SKILLS REQUIRED:

- Well organised
- Communication Skills
- Administration Skills

MAIN DUTIES

- Encourage new officials to undertake training.
- Maintain list of officials.
- To deal with all officials training enquiries
- To process and register new trainees
- To maintain records of trainees process
- Recruit and organise officials for events, liaising with the meet promoter as needed.
- Organise officials for all club galas.
- Ensure sufficient officials are available for each gala based on the recommendation of the gala referee
- As soon as annual fixture list is available send letter to club officials asking for their availability for home galas.
- Attend quarterly committee meetings
- 3 - 4 weeks before gala dates confirm time, location and travel arrangements and complete officials checklist. Seek alternatives for any non-availability.
- Follow and promote the DBS and ASA Child Protection policy.
- Abide by all policies and codes as required by the club, including the Club Code of Ethics and Conduct and the ASA Code of Ethics

Time Commitment: _____

Signatures: Officer _____ Date: _____

Chairperson/Secretary _____ Date: _____