

JOB DESCRIPTION: OPEN MEET MANAGER

ROLE

To organise and promote the Club Open meets and Club Championships, ensure meets run smoothly and safely

RESPONSIBLE TO: Executive Committee

SKILLS REQUIRED:

Well organised and efficient

- Knowledge of the swimming community and swimming event organisation
- Business awareness
- IT/media publishing skills
- Confident and effective communicator

MAIN DUTIES

- Compile and manage the season's fixtures list in conjunction with the Head Coach.
- Issue the fixtures list to the club committee, coaches, website and notice board.
- Arrange Romford Town Swimming Club Open Meet Programme – currently DJ Gala (Sept/October) and End of season gala (July), per year.
- Organise and generate high quality entry packs and distribute to club swimmer
- Maintain a database of clubs attending RTSC galas.
- Ensure timely advanced licensing of events with ASA
- Liaise with pool management to ensure timely booking of facilities and catering.
- Liaise with Club Committee, club membership and swimming community to ensure sufficient officials and helpers are available to run the meet smoothly and safely
- Generate high quality meet programmes and results information using sport system or Hytek
- Act as meet promoters and coordinators during the events
- To follow and promote the ASA Child Protection and Code of Ethics policies.
- Liaise with Press Officer
- Abide by and promote all club policies.
- Attend monthly and quarterly committee meetings.
- Maintain confidentiality at all times
- Be aware and understand the facility Emergency Action Plan and Normal Operating Procedures (EAP & NOP) and the club's EAP.

Signatures: Officer _____ Date: _____

Chairperson/Secretary _____ Date: _____