

COLCHESTER SWIMMING CLUB - JOB DESCRIPTION: MEET ORGANISER

ROLE

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

MAIN DUTIES

- Compile and manage the season's fixtures list (in conjunction with the Head Coach and Club Committee as appropriate).
- Issue the fixtures list to the club committee, coaches, website and notice board.
- Arrange Colchester Swimming Club Open Meet Programme – currently 1 x Sprint Meet, Midsummer Madness, per year.
- Organise and generate high quality entry packs and distribute to club swimmers
- 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 (training will be given)
- 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 Committee meetings.
- Contribute positively to the running of the Club.

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

Commitment

Variable 0 - 15 hours per week leading up to events.