



OXFORDSHIRE & NORTH BUCKINGHAMSHIRE COUNTIES

List of Roles and Responsibilities for organising and running ONB County Championships

Introduction

Below are tables for the key roles and responsibilities for organising and running ONB County Championships before and during the meet.

Daily Lead Meet Roles		
Roles and responsibilities for each competition session at ONB County Championships.		
	Role Title	Description
	Session Lead Referee(s) (possibly Technical Director)	Allocation of officials roles for each session (prepared in advance) Pool Safety Inspection Officials Briefing Take Control of Meet Club Briefings if required Send promotor spreadsheet/reports for each session for licensing
	Daily Promoter (delegated)	A promoter to oversee the smooth running of the meet for the day Support all teams and deal with any issues as arise
	Daily Assistant Promoter – 1 person per day	Support promoter in session set up – posters, warm up signs, hands out heat sheets, results, presentations, set up
	Session Welfare – 1 person per session	Monitor behaviour around centre Do walk round of key areas every 20mins Be available for any issues
	AOE – 2 people per session	Run AOE equipment (need previous experience) Help checking equipment before meet
	Meet Administrators – 2 people per day	Meet session paper work – withdrawals, heat sheets, officials paper work, DQ's, result sheets, build finals, swim off's, support referees
	Commentator – warm up	Reading out safety announcements before and after warm up. Lead coach will lead warm up.
	Commentator – Racing	Take over after end of warm up safety announcement. Commentate on racing, read out results/DQ's & announcements
	Volunteer Co-ordinator – 1 person per session	Lead person to organise the session volunteer roles. Check volunteers in and give instructions/set up for their role



Daily Lead Meet Roles		
Roles and responsibilities for each competition session at ONB County Championships.		
	Role Title	Description
	Warm up organiser	Lead coach to organise warm up coaches for each session. Report to day promotor if any issues or need to do changes.
	Communicator Co-ordinator	Social media posts of presentations Update ONB website with results Communicate any updates e.g. Wave Power