



Job Description: Swimming Club Gala Coordinator

Position: Gala Coordinator

Location: Walnuts

Employment Type: Volunteer

Job Summary:

The Swimming Club Gala Coordinator is a pivotal role within our swimming club, responsible for the successful planning, organisation, and execution of all club-hosted galas and competitions including Club Championships. This position requires exceptional organisational skills, attention to detail, and effective communication abilities to ensure seamless coordination and an enjoyable experience for swimmers, coaches, officials, and spectators.

Responsibilities:

- Organise and manage logistics of club galas and competitions (internal, inter-club and open) according to calendar outlined by the competition secretary and in consultation with other relevant stakeholders - Headcoach, Chair, Competitions secretary, Trophies coordinator, Team Managers, Officials and communications officer and other members of the committee as appropriate
- Coordinate venue selection, bookings, and necessary arrangements to facilitate the smooth operation of galas
- Work with pool provider in terms of cost, timing, equipment, use of facilities, set-up and set-down timing, risk analysis, and ascertain and communicate rules of the provider as appropriate
- Develop and manage gala budgets, ensuring effective allocation of resources and cost control
- Liaise with external clubs and organisations fostering positive relationships within the swimming community
- Coordinate with officials and referees to ensure their availability
- Recruit, train, and schedule volunteers for gala-related roles such as timekeeping, marshalling, pool-side refreshments, subsistence for officials and coaches, gifts for officials, door and raffle tickets and raffle prizes
- Work closely with the club's communication team to promote galas, ensuring effective publicity and engagement with club members and the wider swimming community
- Help produce promotional material (printed, website and emails) for internal and external use
- Produce gala documentation such as the printed Gala programme for spectators, warm-up schedules and club seating arrangements
- Plan ticket sales and any arrangements for spectators, seating and refreshments
- Provide and manage poolside passes and check accreditations
- Coordinate marshalling and medal arrangements, officials' room and oversee volunteer briefings
- Be point of contact for enquiries and communication with other clubs, leading up to the gala and afterwards such as sending out information about gala arrangements, results and salutations

Qualifications:

- Strong passion for swimming and knowledge of competitive swimming galas and competitions
- Exceptional organisational and time management skills, with the ability to handle multiple tasks and meet deadlines



- Excellent communication and interpersonal abilities to effectively interact with swimmers, coaches, officials, and external stakeholders
- Attention to detail and a proactive approach to problem-solving
- Proficiency in computer applications, including spreadsheet software and database management
- Knowledge of swimming regulations and competition rules, ensuring compliance and fair play
- Previous experience in event planning, gala coordination, or swimming administration is advantageous