



## COMPETITION MANAGER CLUB ROLE DESCRIPTOR

### PURPOSE

To organise or manage a working group to organise home UOAPS events throughout the season as required.

### MAIN FUNCTIONS AND DUTIES

- Facilitate the organisation of closed UOAPS events.
- Appoint appropriate roles to help organise the events.
- Apply for appropriate level of License for events.
- Book facilities.
- Prepare the meet information for the events.
- Liaise with partner/selected clubs relevant to each event.
- Book AOE equipment and arrange volunteers to help with this.
- Arrange PA system for event.
- Invite Referee and officials (liaise with Club STO Co-ordinator).
- Arrange Trophies & medals.
- Produce Coaches packs including participant and warm up information.
- If needed, arrange Stop watches/ bells/ lap cards/radios.
- Organise Announcers.
- Process entries and prepare draft programme for entered clubs.
- Produce relevant competition reports (start lists, session timings, entries, income, results etc).
- Report to the committee as required.
- Other appropriate duties as required.
- Liaise with SASA North District Swimming Committee as required.

### SKILLS / ATTRIBUTES

- Good organisation and communication skills
- Enthusiastic
- Knowledgeable about hosting and running competitions
- Reliable and Trustworthy
- Team player

### REQUIREMENTS

- To liaise with Club Coach, Committee, Treasurer
- To ensure accurate records are kept
- To report to Club Committee on activities
- If applicable liaise with Scottish Swimming
- PVG Membership
- Be a member of Scottish Swimming
- Sign and adhere to the Club's Volunteer Code of Conduct

### TRAINING AND SUPPORT

Support of the Club Committee

Child Wellbeing & Protection in Sport Workshop (renewable every 3 years)

### TIME COMMITMENT

Time commitment can vary dependant on number of events required to be organised.