



## MEET DIRECTOR CLUB ROLE DESCRIPTOR

### PURPOSE

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

### MAIN FUNCTIONS AND DUTIES

- Lead the event sub-committee and delegate the following duties as necessary.
- Appoint Wetside Manager, Dryside Manager, Technology Manager and event WPO.
- Apply for appropriate level of License for events.
- Book facilities.
- Produce programme and invite clubs.
- Advertising & Marketing for events.
- Book AOE equipment and arrange volunteers to help with this.
- Arrange PA system for event.
- Invite Referee and officials.
- Liaise with social committee re catering, tombola, raffle etc.
- Arrange Trophies & medals.
- Produce Coaches packs including participant and warm up information.
- If needed, arrange Stop watches/ bells/ lap cards.
- Organise Swim shop.
- Organise Announcer & Jury of Appeal Chair.
- Arrange float for entry and programmes.
- Organise general help to cover photocopying, door, marshalls, runners etc.
- Arrange entries for gala's attending by swimmers.
- Report to the committee as required.
- Other appropriate duties as required.

### SKILLS / ATTRIBUTES

- Good organisation and communication skills
- Enthusiastic
- 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 the number of events involved.