



# TECHNICAL OFFICIALS COORDINATOR

## CLUB ROLE DESCRIPTOR

### PURPOSE

To co-ordinate volunteers within the club programme.

### MAIN FUNCTIONS AND DUTIES

- Act as the main contact for all volunteers and get to know all club volunteers and potential volunteers by name.
- Supervise and oversee all STO volunteers.
- Liaise with the Chairperson to ensure that all STO tasks required to run the club efficiently are carried out.
- Co-ordinate the implementation of the STO volunteer recruitment plan.
- Liaise with the Chair, Head Coach & Secretary as to their course and volunteer requirements (or other similar positions within the club).
- Organise Social and Recruitment events for officials.
- Liaise closely with the Wellbeing Protection Officer to ensure that each volunteer is aware of Scottish Swimming Safeguarding Policy and Procedures.
- Organise Timekeeper courses.
- Ensure opportunities for Judge and Starter courses are distributed and encouraged.
- Distribute information regarding courses to officials.
- Organise the officials for home competitions, once received from clubs.
- Organise the officials for away competition and North District competitions ensure correct numbers and qualifications within the correct timescales.
- Distribute information from the North District convenor, RSDM, National STO committee and British Swimming.
- Maintain a database of club officials and qualifications and training requirements.
- Liaise with the North District STO Convenor.

### SKILLS / ATTRIBUTES

- Approachable and Good Listener
- Confident and Effective Communicator
- Tactful and Discreet
- Well-organised and able to delegate
- Enthusiastic and a good motivator

### REQUIREMENTS

- Be a member of Scottish Swimming
- Sign and adhere to the Club's Volunteer Code of Conduct
- Attend appropriate training

### TRAINING AND SUPPORT

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

### TIME COMMITMENT

Time commitment can vary dependant on size and nature of club, and events attending.