



Meet Convenor

Job Description

Aims and Objectives

- To organise and manage the Silver City Blues Championships
- To co-ordinate swimmers attending swimming events
- To liaise with members, licensing authority and entrants

Duties and Responsibilities

Silver City Blues Championship

- To be responsible for all documentation and bookings preceding the event:
 - Pool venue
 - Technical Officials
 - Entry form and it's processing
 - Collect monies
 - Program of events
 - Medals / Prizes
- To ensure all planning for the event is coordinated
 - Treasurer controls cost of the meet
 - The social committee member is responsible for the catering and social event following the championship
- To compile list of results and complete record applications

There is a checklist of tasks to help with the organisation which are held on club laptop

Away Events

- To maintain a schedule of events
- To promote fitness through competitive swimming
- To plan the transportation and accommodation for swimmers attending events
- To organise relay team lines when appropriate

Committee

- To attend committee meetings as required and actively participate
- To contribute to the positive image of the club to high standards
- To provide an end of year summary at the AGM

Signed.....

Date.....

SCB

May 2011

Revision 2



**Scottish
Swimming**

Masters