

Role Descriptor

Meet Convenor

PURPOSE

To organise and manage the Silver City Blues Championships.

MAIN FUNCTIONS AND DUTIES

- To attend committee meetings and report on arrangements for the event
- Arrange or otherwise delegate the following;
 - Apply for appropriate level of License for the event
 - Book facilities
 - Produce meet information and promote to potential entrants
 - Set up system for making entries
 - Book AOE equipment and arrange volunteers run this
 - Arrange PA system and announcer for the event
 - Organise senior technical officials for the meet
 - Book STO break facilities and refreshment order, and organise gifts for lead team members
 - Social event following the event
 - Arrange purchase of medals and age group prizes
 - Arrange provision of stop watches, radios and other equipment
 - Organise general help to cover activities required on the day
 - Manage competitor withdrawals, temporary memberships and entry adjustments
 - Produce and distribute Competitors, Recorders, Volunteers and Announcers Information
 - Arrange the distribution meet start sheets and results to competitors before, during and after the event
 - Oversee competition setup and execution, direct voluntary team as required, react to developing situations to ensure smooth running and on-time completion
 - Announce age group winners, sprint trophy winners and top team
 - Organise completion and compilation of details for records applications and send to organising authorities
 - Liaise with the Treasurer regarding payments and collection of money.
- Assist with other activities throughout the year, i.e. relay and individual entries for other events.
- Maintain competition calendar on SCB Website.

SKILLS / ATTRIBUTES

- Good organisation, communication and management skills
- Enthusiastic, approachable and helpful
- Reliable and flexible
- Good working knowledge of WordPress, MailChimp, Facebook, Microsoft Outlook, Word and Excel, and Team Manager Lite
- Good knowledge of competition format, rules and roles

REQUIREMENTS

- Be a member of Scottish Swimming

- Having held different voluntary roles in other competitions is advantageous
- Adhere to the Club's Volunteer Code of Conduct

TRAINING AND SUPPORT

- Sean Dawson – Facilities Liaison, Technical Support and Chief AOE
- Senior Technical Officials and Volunteers

TIME COMMITMENT

Approximately 120 hours around the time of the meet, i.e. between November and the date of the meet (usually end of January, early February), and 8 hours per month during the rest of the year.