

Deepings Swimming Club



JOB DESCRIPTION: DSC OPEN MEET ORGANISER

JOB TITLE: DSC Open Meets Organiser

RESPONSIBLE TO: Competitive Swimmers and DSC Committee

SKILLS REQUIRED:

- Well organised
- Communication Skills
- Administration Skills
- Conversant with ASA Meet Manager Software

MAIN DUTIES

- 1) Responsible for the compilation and management of the Club's Open Meet programme (in conjunction with the Club Committee).
- 2) Arrange appropriate DSC Open Meet Programme – currently 1 x Sprint Meet and 1 x 200 Meet per year.
- 3) Issue Entry Forms to all club officers, officials, swimmers, notice board and Website Coordinator when available and issue invitations to other 'local' swimming clubs who regularly support these events.
- 4) Manage Open Meet Entry forms (from receipt of entry with fee, through data input, programme generation and entry card/entry schedule completion) using a sub committee of helpers where deemed appropriate.
- 5) Act as Promoter on behalf of Deepings Swimming Club for all DSC Open Meets.
- 6) To follow and promote the ASA Child Protection and Equity policies.

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____