

# Deepings Swimming Club



## **JOB DESCRIPTION: OPEN MEET ORGANISER**

**JOB TITLE:** Open Meets Organiser

**RESPONSIBLE TO:** Competitive Swimmers and DSC Committee

**SKILLS REQUIRED:**

- Well organised
- Communication Skills
- Administration Skills

**MAIN DUTIES**

- 1) Responsible for the compilation and management of the club 12 month's open meet programme (in conjunction with the Club Coach and swimming committee).
- 2) Issue fixtures lists to all club officers, officials, swimmers, notice board and Website Coordinator annually.
- 3). Issue invitations to club members wishing to attend and maintaining list of those wishing to compete.
- 4) Manage Open Meet Entry forms (from issuing to swimmers, through collecting and submission to host club), liaise with Treasurer for Club cheque (where appropriate) and issue Entry Cards/meet information on receipt.
- 5) Maintain list of coaching staff, officials and helpers willing/wishing to assist at these Open Meets.
- 6) To follow and promote the ASA Child Protection policy and ASA Code of Ethics.

**Signatures:** Officer \_\_\_\_\_ Date: \_\_\_\_\_

Chairperson \_\_\_\_\_ Date: \_\_\_\_\_