



Updated December 2016

## Element 9 – Events Team Job description

<b>Role</b>
To lead the organisation of the annual Club events to provide the opportunity for our swimmers to compete and generate funds for the Club. This role works in close partnership with the Events Volunteer Coordinator and our Officials Officer.
<b>Skills</b>
<ul style="list-style-type: none"><li>• Approachable and enthusiastic</li><li>• Good communicator - both written and verbal</li><li>• An understanding of ASA requirements for licenced meets – guidance is available</li><li>• Able to delegate to, and work with, a wider event team</li><li>• Well organised and proactive</li><li>• Able to manage a budget</li></ul>
<b>Main Duties</b>
<b><u>Club Champs and CoStA Meets</u></b> (Sprint Night, Open Meets)
<ul style="list-style-type: none"><li>• Agree annual event plan with the Committee and Head Coach</li><li>• Set event budgets and determine event fees – fees to cover event costs and raise funds for the Club</li><li>• Apply for event licence and produce event conditions to meet ASA licensing requirements (guidance given)</li><li>• Book event venues and manage relationship with venue provider</li><li>• Event communications:<ul style="list-style-type: none"><li>○ Open meets – manage communications with external clubs regarding their entries and event details</li><li>○ CoStA – produce communications for parents and swimmers on event details</li></ul></li><li>• Create an event team to lead key activities, e.g. officials, volunteers, resources, medals, data entry, programme production, etc – key volunteers established</li><li>• At the event - be at the venue throughout to ensure its smooth running, together with the Event Volunteer Coordinator</li><li>• Update budget to reflect final income and expenditure and submit summary to Treasurer</li><li>• Carry out requirements as per Running Champs Guide – licence information and results data.</li></ul>
<b><u>Other</u></b>
<ul style="list-style-type: none"><li>• CoStA Meets calendar – prepare to include Club events, external open meets and league events for publication to the Club. Working closely with Open Meets</li></ul>

# City of St Albans Swimming Club



Secretary, the Coaching Team and Web Team.

## Commitment

- Periodic workload around times of Club events and attendance at said events. These are currently:
  - March – 1-day Open Meet
  - June/ July – 2-Day Club Champs
  - Sept/Oct – Sprint Night
  - November – 2-Day Open Meet
- Attendance at committee meetings, as required.

## Benefits to Self

Contribution to ensuring a safe and well-managed club. Working with other volunteers to arrange opportunities for our swimmers to compete. Make a significant contribution to the Club's finances.

## Further Development Support

Full handover – shadowing, guidance and materials - provided by current volunteer.

Further guides, advice and templates are available from the ASA website via the following links:

- Running an Aquatic Event: <http://www.swimming.org/volunteering/volunteer-resources/>
- Running a Licenced Meet: <http://www.swimming.org/asa/clubs-and-members/licensed-meets/>

## Useful Websites

ASA webpage	<a href="http://www.swimming.org/asa">www.swimming.org/asa</a>
Sport England	<a href="http://www.sportengland.org">www.sportengland.org</a>
NSPCC	<a href="http://www.nspcc.org.uk">www.nspcc.org.uk</a>
Volunteering England	<a href="http://www.ncvo.org.uk/nvco-volunteering">www.ncvo.org.uk/nvco-volunteering</a>
DO-IT	<a href="http://www.do-it.org.uk">www.do-it.org.uk</a>
Sports Coach UK	<a href="http://www.sportscoachuk.org">www.sportscoachuk.org</a>
Hy-Tek	<a href="http://www.hy-tekLtd.com">www.hy-tekLtd.com</a>

Signed & Date:

Name: