

Internal Gala Convenor

Purpose: To be responsible for the organisation of all Internal Club Competitions

Main Functions and Duties

- Liaise with the Coaching group to agree dates for Club Championships
- Liaise with the Club Secretary to make the Pool booking
- Issue Entry Forms to all members and collect entry forms by a set date
- Liaise with Entries Secretary for times, in order to seed heats and finals
- Liaise with Cupar Sports Centre Staff regarding the pool set up – chairs, tables, etc.
- Work with the Coaching Group to assign Coaches to oversee the different age groups during the warm- up and the Event
- Work with the Technical Officials Convenor to ensure the Event is covered with sufficient Technical Officials (parents are asked to volunteer)
- Working with the Trophy Convenor to ensure sufficient are available for the event
- Ensuring all paperwork is prepared in advance of the event – timekeeper slips, judges reports and reporting sheets
- To put the results on the Club Facebook page and the Club notice board

Skills and Attributes

- Good organisation and communication skills
- Enthusiastic
- Reliable and trustworthy
- Team player

Requirements

- To liaise with Coaching group
- To liaise with Entries Secretary
- To liaise with the Technical Officials Convenor
- To liaise with Trophy Convenor
- To liaise with the Cupar Sports Centre staff
- Sign and adhere to Club Code of Conduct for Volunteers
- Be a member of SASA and the Club

Training and Support

- Support of the Club Committee

Time Commitment

- Can vary depending on the number of Club event