



HOME GALA CONVENOR Role Descriptor

PURPOSE

Responsible for organising all home galas (Club Championships and Home Meet) throughout the year and acting as liaison between other volunteers for these events.

MAIN FUNCTIONS AND DUTIES

1. Planning

- Work with the Committee / Head Coach and schedule events 12 months in advance, ensuring pool time is booked
- Build a 'Home Gala Team' of volunteers to coordinate running the competitions
- Create/operate a Meet Checklist to simplify planning the events
- Work with the STO Coordinator to ensure staffing at meets is available
- Work with the Treasurer to agree budgets for events
- Work with the Fundraising Events Coordinator to agree support for events

2. Events

- To coordinate all aspects of preparation for events to deadlines
 - Book facilities
 - Apply for licenses
 - Advertising and marketing
 - AOE equipment
 - PA system & MC
 - Prepare Program / Packs
 - Obtain entries and confirm acceptances with Entries Secretary
 - Invite and agree referee and senior officials and liaise with STO Convenor
 - Obtain trophies and medals
 - Obtain Stop watches/ bells/ lap cards as required
 - Cash float for entry and programmes
 - General help to cover photocopying, door, marshalls, runners etc
 - Provide refreshments
 - Keep records of the events and store appropriately
- Ensure smooth running of the events and within appropriate Rules
- Coordinate with Entries Secretary for the operation of the online swim management systems to run/record the events – both TeamUnify and HyTEK

3. Communication and correspondence

- Be the first point of contact for receipt of all home gala information and distribute where appropriate
- Establish, maintain and develop relationships with other clubs and partners as required
- Clear communication to all other volunteers to support the events running smoothly
- Attend committee meetings and give reports as required to key club officers



PERTH CITY SWIM CLUB

SKILLS / ATTRIBUTES

- Well organised and efficient
- Confident and effective communicator
- Sound knowledge of competition structure
- Enthusiastic
- Reliable & trustworthy
- Team player

REQUIREMENTS

- Liaise with Club Head Coach, Committee, Treasurer
- Ensure accurate records are kept
- To report to Club Committee on activities
- Liaise with Scottish Swimming/District if applicable
- Be a member of Scottish Swimming
- Sign and adhere to the Club's Volunteer Code of Conduct

TRAINING AND SUPPORT

- Support of the Club Committee
- Shadow current Gala Convenor
- Attend Child Wellbeing & Protection in Sport course (renewable every 3 years)