



TRAINING CAMP ADMINISTRATOR Role Descriptor

PURPOSE

Responsible for the logistics, administration and coordination of team swim camps to support the swimmers development needs.

MAIN FUNCTIONS AND DUTIES

1. Planning

- Work with the Head Coach to agree the training camp programme/attendees ideally 12 months in advance
- Ensure smooth running of the camps within Scottish Swimming Guidelines for Travel
- Plan and obtain quotations for all aspects of the camp (e.g. Flights, Travel, Accommodation & Insurance)
- Work with the Treasurer to agree the budget and payment profile
- Prepare an information pack for swimmers and issue with invitations
- Confirm places and liaise with the Treasurer to collect payments

2. Travel & Accommodation

- Arrange team travel, travel itineraries and accommodation
- Obtain invoices for all items and pass to Treasurer for payment
- Ensure all attendees hold a valid passport

3. Permits / Certification / Insurance / Risk Assessments

- Scottish Swimming Code of Conduct to be completed for each swimmer and non-swimmer
- Ensure all chaperones/coaches hold a current Scottish Swimming PVG certificate
- Ensure leads have attended a Team Manager Training course
- Apply for a Scottish Swimming International Permit in accordance with FINA rules
- Arrange Group travel insurance for each person travelling. (Scottish Swimming membership insurance does not cover travel, loss of property, etc.)
- Complete risk assessments for camp and document emergency protocols
- Prepare packs for both the lead to take on camp and one for a 'home' contact to utilise

4. Fundraising / Sponsorship

- Work with the Fundraising Coordinator to agree/target support for the camp
- Ensure attendees understand the fundraising requirements and support the Fundraising Coordinator to arrange events
- Work with Merchandise Coordinator to source any branded merchandise to support sponsors as required



PERTH CITY SWIM CLUB

5. Communication and correspondence

- Be the first point of contact for all training camp enquiries
- Arrange pre-camp briefings
- Establish, maintain and develop relationships with partners as required
- Provide clear communication to all attendees and other volunteers to support the camps running smoothly
- Promote the training camps through all media channels
- When requested, attendance and report to the Club Committee at meetings

SKILLS / ATTRIBUTES

- Well organised and efficient
- Confident and effective communicator
- Enthusiastic
- Reliable & trustworthy
- Team player

REQUIREMENTS

- Liaise with Club Coach, Committee, Treasurer
- Sign and adhere to the Club's Volunteer Code of Conduct
- Be a member of Scottish Swimming

TRAINING AND SUPPORT

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