

Patrons: Sharron Davies MBE, Stephanie Millward MBE

Open Meet Promoter

Role

The Open Meet Promoter has overall responsibility for the planning, licensing, administration and running of all meets hosted by Team Bath AS.

Skills

- Excellent attention to detail.
- Confident in taking the lead in the organisation and running of events.
- Good computer skills.
- Able to build and maintain successful relationships with other Clubs, stakeholders and the Regional Licensing Officer (RLO).
- Ability to motivate and instruct the Open Meet Sub Committee and follow up on progress.
- Ability to meet external and internal deadlines and manage license applications.
- Meticulous administration and record maintenance skills.
- Confidence to make decisions regarding open meets and ensure meet license conditions are fully implemented.

Main Duties

- Planning and publishing of open meet calendar with coaches, the committee and any other stakeholders.
- Adhering to licensing requirement/deadlines for open meets and managing the application process with the RLO.
- Preparation of meet packs. Advertising and promotion of open meets to Club members and the wider swimming community/target clubs.
- Administration/processing/validating/publishing of open meet entries from participating clubs.
- Responsibility for leading the Open Meet Sub Committee to ensure smooth running of the event.
- Liaise with Treasurer regarding invoicing and entries as required.
- At the Meet: Responsibility for all meet administration and running the organisers office.
- Liaise with nominated volunteer leads over the recruitment of volunteers and officials.
- To be responsible for the safe conduct of the event understanding who is responsible to ensure health and safety standards are adhered to both in the set-up and throughout the event. This will involve the facility teams including lifeguards, referees and the club health and safety officers risk assessment.
- After the event: publishing results and ensuring records are kept to required standards.

Commitment

Ongoing commitment to ensure the annual open meet program is planned and implemented successfully.

Benefits to Self

Contribution to providing a competitive environment for young persons to enjoy swimming. This is a hugely important role that ensures a significant and essential financial contribution to the Club.



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Training Requirements

- Current SCUK Safeguarding and Protecting Children certificate

Further information and help is available at <https://www.swimming.org/swimengland/licensed-meets-information-clubs/> with a section on the Swim England Licensing Criteria (effective from 1st October 2019).

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