



# Redhill & Reigate Swimming Club



## Gala Co-Ordinator Role

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### Role Objectives:

Take on responsibility for all gala meets throughout the year, acting as the liaison between other volunteers, keeping track on venue details for these events.

These events are the single largest income contributor to the club, after membership fees. We try to hold 1-2 Open Meets per year (including Club Champs). Within this we try to raise funds with raffles and other fundraisers.

Workload varies, and is more in the weeks running up to the meet and less / none when no open meets are running

### Person Specification:

Well-organised and able to delegate  
Administration skills  
Enthusiastic and a good motivator  
Approachable  
Ability to delegate  
Confident and effective communicator

### Duties and Responsibilities:

Work with Committee and schedule Open Meets 12 months in advance where possible.  
Ensuring Pool Time is booked  
Build 'Gala Team' of volunteers to coordinate running RRSC Events  
Work with Officials Coordinator and Workforce Coordinator to ensure staffing at galas is appropriate.  
Coordinate preparation for Open Meet, including: Prepare Meet Program, Coach Packs etc. for guest clubs.  
Prepare and submit license paperwork & promoters conditions  
Work through Open Meet Checklist (Provided)  
Liaise with all clubs on the entries accepts/rejects and fees.  
Work with the timing team and competition secretary for entries, Hytek files and results to be loaded with Swim England.  
Ensure smooth running of event  
Update the calendar of events on Team Unify.