

WANTAGE WHITE HORSE SWIMMING CLUB

Role Title: Events/Gala organiser

Objective/Purpose of Role:

To help organise home galas. Responsible for running the galas and making sure all personnel, all logistics, notices, lists, swimmers are in place to ensure the gala runs smoothly.

Skills:

Good communicator and motivator
Well organised and able to delegate
Have a sense of humour

Responsibilities/Activities

- Organise a list of helpers & job roles for the gala. Print & place list on notice board. Ensure we have personnel available for all job roles
- Organise money float for door
- Ensure lane sign is up and a sign is in place to let the children know which lanes they should warm up in
- Print lane slips for timekeepers, Referee, Judges
- Organise someone to print the recording of time sheets and heat list for parents, timekeepers, judges and referee
- Organise drinks for helpers- provide cups and juice
- Ensure the starter machine is working or ask someone to check it.
- Organise to borrow the microphone from the Leisure Centre
- Ensure chairs are placed by pool side for spectators and a table is available for officials & recording times
- Make sure everyone/everything is in place by the time the warm ups start.

Typically includes Liaising With:

Parent helpers, workforce coordinator, members of the club
Lindsey, Chair person - whom organise a qualified referee and judges for times to count at counties.
Lindsey to give you names of timekeepers.

Indication of personal time spent performing task

3/4 hours setting everything up and then helping on the night to make sure everyone is in place & knows what they are doing to ensure the gala runs smoothly.