

Role Title: Open Meet Coordinator

Objective/ Purpose of role

The purpose of this role is to ensure that all swimmers have the opportunity to compete in competitions of a suitable level for their ability, in order to gain qualification times for county, regional and national competitions

Skills

Highly organised

Computer skills

Approachable and available to members

Note: This could be split into two roles;

- Mainstream competitions levels 2-4, main contact for new swimmers doing competition
- Level 1 and LC meets plus county and regional entries, interface with ISIS

Responsibilities/Activities

- Identify open meets (ASA website and club search)
- Put together schedule of open meets which provide:
 - Opportunities suitable for swimmers new to competition (currently Witney Level 4 in June and Maxwell Level 4 in December)
 - A broad base of opportunity for swimmers across all squads to achieve county times (Level 3 and 2 open meets with peak between September and January)
 - Level 1 and level 2 long course open meets for those targeting regional and nationals (this may be picked up by ISIS Aquatics at some point)
- Agree open meets to target with coaching team
- Communicate open meet information and closing dates through email, on notice board and website
- Collate entries, arrange club cheque and coaches passes, submit entries on behalf of the club (most meets now require electronic entries to be completed using Hytek software)
- Track payments (and refunds) and coordinate with treasurer
- Provide results to database manager (currently Stuart) and to publicity officer (Pam – press and Judith – notice board)
- Coordinate club entry to County Championships (closing date January) and SE Regionals (closing date April for May/June competition, may also be a requirement for Winter regionals)
- Managing queries from new swimmers, chasing ASA numbers, providing communications to all squads to encourage participation

Other Tasks to be incorporated into other roles:

Mini League contact – MK and District Junior League plus identification of other opportunities

Club Championships coordinator – pick up management of Oxford Invitational meet, agree dates and officials, when to make awards etc

Typically includes liaising with;

Coaches, Members, Committee

Time

Can be intensive (Sept/Oct/Jan)

Average : 2 days per month