



JOB TITLE - Swimming Convenor

RESPONSIBLE To - Executive Committee

Purpose - To ensure effective communication with all Club members. Apply for licences for galas. Ensure buses are booked for galas. Ensure adequate pool cover. Make pool bookings.

Duties and Responsibilities

- Abide by and promote all club policies.
- Book all pools for training.
- Book pools for gala events.
- Apply for licences for home galas.
- Contact referee 1 week before gala to check availability.
- Book stop watches, timekeeper/judges/referee pads from Midland District, for home galas.
- Take care of Club stop watches, checking on stock and keeping note who has a loan of stop watches.
- Book buses for away galas.
- Make sure there are always enough coaches on poolside.
- Keep a record of all the coaches qualifications e.g. certificates – child protection course – disclosure etc. & keep them up to date. Making sure they go on courses as necessary.
- Organise and attend coaches meetings.
- Attend committee meeting giving a report as required.
- Hold Clubs' email system so that all members can receive emails re pool closures, fundraising events etc.
- Liaise with the Treasurer regarding valuation, damage and insurance of trophies.
- Maintain a register of trophies (88 trophies), name, value and current location.

- Record and keep a record of all previous winners.
- Collect trophies prior to Club Championships, Annual Presentation and make sure they are presentable (polish).
- Ensure trophies are taken to the relevant Club Championships, Annual Presentation.
- Arrange for engraving and distribution of Club Championship, Annual Presentation trophies.
- In conjunction with Parent Sub-Committee liaise with organisations of events.
- Keep all code of conduct of coaches up to date.
- Book and organise trips.
- Attend fundraising events.

NB This is not an exhaustive list and can be adapted by the Club