



ADMIN and EVENTS CO-ORDINATOR

Employed and Appointed by: Swim England South West RMB.

Duties

1. To book Pools, AOE and PA equipment
2. Liaise with Pool Managers in conjunction with Meet Manager and obtain pool operating and safety information
3. Agree with the owner / operator the areas for which the Promoter, as hirer, is responsible and advise the key persons involved with running of the gala of arrangements in writing prior to the gala.
4. Liaise with key persons involved with running of the galas – Technical Director, Lead Referee, Meet Manager etc
5. Liaise with the person inputting the data at the gala
6. To prepare programme of events and entry times in consultation for agreement by the Coaches and Swimming Committees and comply with National guidelines
7. To prepare all competition paperwork and computer files and distribute to clubs
8. To deal with entries for all competitions and receive fees
9. Arrange printing of programmes and prepare website.
10. Publish results post competition
11. To attend Swimming Committee and Coaches, Meet Management, Masters and Para-Swimming sub-committees.
12. E-mail results to rankings@swimming.org or asrankings@yahoo.co.uk . Also include all reports requested by Swim England rankings as appropriate