

S C O T T I S H *swimming*
everyone can swim!
VACANCY – SCOTTISH OPEN WATER COMMITTEE

OPEN WATER DOMESTIC EVENTS CO-ORDINATOR

Applications are invited for this post within the Open Water Committee. This is your chance to influence the course of open water swimming within Scotland at the highest level. The post holder will be given considerable support by the others on the Committee to learn and achieve the requirements of the post.

The post would be suitable for job-sharing, provided that a suitable division of responsibilities can be agreed.

Applications should be made by email, addressed to the Chair of the Open Water Swimming Committee, at email address rodgerfl@blueyonder.co.uk on or before 31st October 2013. Further information can be obtained from, or expressions of interest made to Les Rodger, tel: 07768-297562.

I - THE ROLE

You will work with the Open Water Committee to lead the strategic direction of the Open Water discipline. You will attend Open Water meetings, which are held approximately every quarter. These are normally held on a Saturday or Sunday at the NSA.

As Open Water Domestic Events Co-ordinator, you are required to support the Open Water Committee in the following areas:

General Responsibilities:

- Attend OW committee meetings and advise the committee on areas under your remit.
- Take responsibility for developing and maintaining the standard of open water events in Scotland

Specific Responsibilities:

- Produce a report relating to areas under your remit at all Open Water Swimming committee meetings.
- Maintain a list of equipment owned by the SASA used in the running of open water events in Scotland (other than equipment controlled by the Technical Officials Co-ordinator and the Safety Co-ordinator).
- Arrange purchase of new equipment when required.
- Make provision for storage of equipment and transport to event venues.
- Coordinate the promotion of Open Water Events.
- Lead the organising committee for the Scottish Championships events in accordance with the SASA Open Water Swimming Event Guidelines and take responsibility for all aspects of administration including;
 - Production of entry forms and ensuring that these are available on the Scottish Swimming web site.
 - Acting as Entries Secretary for all National Open Water Events and coordinate the selection and recruitment of all required positions/persons for effective meet management.
 - Coordinating the return of trophies.
 - Provision of information to entrants
 - Production of programmes
 - Co-ordinating administrative support on the day at National Open Water Championships and Events.

- Coordinate, with the District Convenors, the Scottish Open Water Grand Prix series.
- Compile scores for the Open Water Grand Prix Series and the presentation of prizes.
- Coordinate the organisation of an annual 5K indoor event.
- Assist the Chair of the Open Water Swimming Committee with the following:
 - Production of an annual timetable of National Open Water Championships and Events.
 - Production of a website-based timetable of District and other SASA licensed open water events.
 - Collation of electronic results at all licensed open water events and submission to the website.
 - Investigation of other possible Scottish Open Water Events and different locations.
- Other duties as required by the Chair of the Open Water Swimming Committee.

II- COMMITMENT

The commitment of the Open Water Domestic Events Co-ordinator equates to approximately **2** days of work per month plus some additional effort immediately before, during and immediately after National Championships. It also involves attending approx. 4 meetings per year.

III - TERMS AND CONDITIONS

- **Tenure of Post**

The OW Committee Chair will appoint the post for a period of **1 year**.

- **Requirements**

The post holder must be a member of the Scottish Amateur Swimming Association.

- **Training**

The post holder will be expected to have attended or commit to attending relevant child protection and team management training.

- **Expenses**

Although the Open Water Domestic Events Co-ordinator is a volunteer position, expenses will be paid monthly in accordance with the current Scottish Swimming volunteer rate.