

OPEN WATER DOMESTIC EVENTS COORDINATOR JOB DESCRIPTION

I - THE ROLE

You will work within 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 National Swimming Academy (NSA).

As Open Water Domestic Events Coordinator, 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 an annual timetable of National Open Water Championships and Events detailing a date and location in conjunction with the Open Water Committee.
- Work in conjunction with District Representatives and the National Squad/Team Manager to produce a website based timetable of District and other localised Championships and Events.
- 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 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 promotions 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 for and ensure that these are 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 all National Open Water Championships and Events.
 - Collation of electronic results at all licenced open water swimming events and submit to the Scottish Swimming Website.
- 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.
- Investigate 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 Coordinator 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 Open Water Committee Chair will appoint the post for a period of **1 year**. This period will normally start in November.

- **Membership Requirement**

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

- **Expenses**

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