

## Swimming Events Manager Role Description

**Responsible to:** Swim England Essex Executive Committee  
**Appointed by:** The Annual General Meeting

**Term of Office:** One Year

**Status:** Voluntary Post

### The Role

The duties of the Swimming Events Manager (SEM) shall include, but not be limited to the tasks listed below. Where the SEM and Management Committee agree, the responsibilities may be shared by others within the committee, although overall accountability shall rest with the Event Manager

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### Duties

- In consultation with the Aquatics Manager (AM) and Management committee, arrange dates and book all event venues.
- Work with the AM to ensure that schedule/QTs set by the AM fit within timings and budget
- Work with the AM to ensure that all event conditions set by the AM cover all eventualities on the day
- Produce Sportsystems Entry files and online entry files for entry
- Liaise with Online entry system personnel
- Finalise all entries after closing date in line with the entry conditions set out by the AM
- Publicise accepted entries and deal with any queries relating to these
- Arrange refunds as necessary
- Arrange the set-up of coach pass purchases
- Set up and arrange advanced purchase of spectator tickets online
- Construct the programme for each session
- Liaise with AM to ensure the warm up schedule's set by the AM fit within each session and publish them to the Essex website
- Liaising with merchandise providers including ordering of necessary medals and trophies for each event
- Work with the AM to purchase any necessary equipment required for the smooth running of the event
- Work with each event venue to arrange timings, set up, and any other arrangements for each day of the event
- To ensure the smooth running of the event on each day, including the following tasks
  - Results inputting and processing.
  - Event Best Time Management
  - Event arrangement and centre liaison
  - Volunteer management
  - Security management
  - Ticket management
  - Announcer management
  - Refreshment management
  - Club management – to include club placement/ Coach Passes / liaising with clubs etc
  - Results publication

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- Any other issues that relate to the running of the event on the day
- To ensure that after the event relevant information is published and processed including:
  - Ensure that all results are published online to the Essex website
  - Provide a financial report to the Treasurer and swimming committee of all aspects of each event
- Produce a section report for inclusion in the County AGM

#### Person Specification

ESSENTIAL	DESIRABLE
Be a Swim England Member and a member of a Swim England Essex club	Experience of serving on and reporting to committees
Experience and understanding of the running of Swimming competitions	Experience of managing budgets
Knowledge and understanding of the relevant Swim England regulations	An understanding on how Sportsystems works
Good interpersonal and communication skills – verbal and written	
A sensitive approach to the issues involved and the ability to work in a confidential environment	
Good organisational skills – ability to record information accurately	
Good literacy and skills	
Willingness to attend meetings and deal with issues as required	

#### Commitment

Attend SE Essex County Committee meetings – currently 8 times a year

Attend SE Essex County AGM – Annually in December

Attend all Essex County Swimming Events including:

- Essex Age-Groups Championships (Jan & Feb)
- Masters Championships (March)
- Essex Winter Championships (October)
- Any other competition added to the calendar year