



SWIMMING WAIKATO CLUB TOOLBOX

POSITION DESCRIPTION - Club Meets Organiser

Responsible To: Members of the Swimming Club committee

Supported By: Swimming Waikato's Executive Officer – Cherie McCleery

Purpose:

Responsible for co-ordinating all activities required to –

- prepare for and run a swimming meet on behalf of the Swimming Club.
- co-ordinate activities as Duty Club for Swim Waikato meets.

Responsibilities and Duties:

Club Meet -

- Use the 'Running a Club Swimming Meet' checklist as a guide and delegate tasks to appropriate club members, follow-up and check that activities are being actioned accordingly.
- Liaise with the Meet Director to ensure all requirements for the meet are organised.

Swimming Waikato Meet –

- Utilise the 'Duty Club Responsibilities' document as a guide and delegate tasks to appropriate club members, follow-up and check that activities are being actioned accordingly.

Knowledge & Skills Required:

- Good communication and interpersonal skills
- Good planning skills

Estimated Time Commitment Required:

- Variable – depending on duties allocated