

VERULAM AMATEUR SWIMMING CLUB
(Affiliated to ASA East Region)
www.verulam-asc.org.uk

OPEN MEET CO-ORDINATOR

RESPONSIBLE TO: The Management Committee

SKILLS REQUIRED:

- Excellent communication skills both verbal and written
 - Demonstrated organisational skills with the ability to meet tight deadlines
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PURPOSE OF THE JOB:

- To collect all available information regarding Open Meets and keep members informed
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MAIN DUTIES:

1. Collect information on open meets and liaise with the Head Coach as to suitability.
 2. The Open Meets then need to be advertised by e-mail, handouts, notice board and website. The more people who are aware of Open Meets the better.
 3. Entries need to be collated. This involves collecting money and swimmer's times.
 4. Swimmer times can be obtained from the Hy-tek database.
 5. The necessary entry sheets need to be completed and sent off.
 6. Entry cards are then received and handed out to those swimmers.
 7. If it is a Novice Meet, it is a good idea to attach some open meet info.
 8. Coaches' passes need to be ordered and contact coaches/parents for assistance on poolside.
 9. For BAGCATS, a coach pass should go to a coach, other Open Meets can have either a coach or a parent. There is usually 2 helper's poolside. The Head Coach should be approached first, then the Assistant Coach, then volunteer coaches if their children are swimming plus any parents of swimmers attending the Open Meet.
 10. To follow and promote the ASA Child Protection Policy.
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Time Commitment: _____

Signatures: Open Meet Coordinator _____ Date _____

Chairperson _____ Date _____

