



Role Specification: Masters Swimming Manager

- Responsible to:** KCASA Swimming Committee
- Main purpose:** To be a point of contact and to promote and manage KCASA Masters/Seniors swimming; to organise the annual KCASA Masters/Seniors Championships; to select and manage a team for the annual ASA Masters/Seniors Inter-County competition; to produce an annual report; to act as a link between the county, the region(s) and national organisers
- Skills required:**
- well-organised with good administrative skills
 - a good knowledge and understanding of the rules and regulations of Masters/Senior swimming
 - an effective team member
 - a working knowledge of effective team selection/management
- Time commitment:**
- as a KCASA Council member, attend the Annual Council Meeting (2 hours)
 - attendance at KCASA Masters Committee meetings (approx three per year)
 - attendance at KCASA Swimming Committee meetings (approx three per year)
 - attendance (or a representative) at SE Region Masters Meetings (three per year of 3-4 hours each at a venue in the Region)
 - 1-2 hours per month on administration tasks
 - 2 days per year attending the KCASA and Inter-Counties Competitions, with an increased workload in preparation for each and providing results, reports etc after the event
- Key tasks:**
1. To head a dedicated Masters Committee and select the members
 2. To act as a point of liaison between the county's Masters/Senior swimmers and the KCASA Swimming Committee
 3. To circulate to Masters local, county, regional, national and other competition/development information via email/mail as appropriate
 4. To prepare the annual budget and stock figures to send to the Treasurer
 5. Have involvement with County Development Plan as appropriate
 6. To arrange the pool booking for the annual KCASA Masters and Seniors Competition after confirmation of the date by the Swimming Committee
 7. To act as the Promoter and ensure that, for the above competition, the entry procedures, provision of officials/ helpers, poolside administration, provision/presentation of medals, provision of refreshments etc is organised as necessary, and to be in attendance.
 8. To maintain a schedule of KCASA Masters/Seniors Championship EBTs and KCASA Records
 9. To make team selections for the ASA Masters & Seniors Inter-County competition using information from a variety of sources to ensure that the team is the best possible
 10. To notify team members of the date and venue in good time
 11. To produce a list of swimmers and events in the format required by the organisers and to be in attendance
 12. To supply KCASA kit as necessary
 13. To ensure that the team has the necessary officials
 14. To act as Team Manager during the event
 15. To issue relevant competition results/reports to the Swimming Committee and Website Manager
 16. To issue relevant competition results/press releases to local press if appropriate
 17. To arrange the SE Region gala when it is Kent's turn to host (every six years)
 18. To act as the Kent representative for Masters/Seniors at regional and national level, attending meetings if required
 19. To produce a written report to the Annual General Meeting in December each year
 20. To promote Swim 21 accreditation
 21. To adhere to and promote the ASA's Safeguarding and Child Protection Policy
 22. To adhere to and promote KCASA rules, regulations and other policy statements
 23. Undertake any other tasks appropriate to this level of responsibility

