



Role Specification: Speed Swimming Manager

- Responsible to:** KCASA Management Committee
- Main purpose:** To head the Speed Swimming Committee and to promote and develop speed Swimming within the County
- Skills required:**
- excellent knowledge and understanding of the rules and regulations associated with speed swimming
 - work well as part of a team
 - well organised and enthusiastic
 - computer literate
- Time commitment:**
- as a KCASA Council member, attend the Annual Council Meeting (2 hours)
 - attend Speed Swimming Committee meetings (five per year at 2 hours each)
 - attend Swimming Committee meetings (three per year at 2 hours each)
 - high levels of time commitment during the County Championships
 - attendance at the ASA Inter-County Competition (two days)
 - attendance at additional meetings/events as required

Key tasks:

1. To head the swimming committee
2. To prepare the swimming budget and stock figures for the Treasurer
3. To be involved with county development plans
4. To report to the Management Committee giving regular updates on progress either in person or in writing as appropriate
5. To attend the ASA swimming conferences and other relevant events
6. To promote and, with the Swimming Committee, organise the annual KCASA Swimming Championships and Development Meet
7. To select teams for National Inter County Events In conjunction with County Coach
8. To produce a written report, including latest records, to the Annual General Meeting in December each year
9. To promote Swim 21 accreditation
10. To adhere to and promote the Amateur Swimming Association's Child Protection Policy
11. To adhere to and promote KCASA rules, regulations and other policy statements
12. To undertake any other tasks appropriate to this level of responsibility

Detailed tasks:

1. Prepare the annual swimming budget and stock figures for the Treasurer
2. Have involvement with County Business Plan
3. Arrange Swimming Committee Meetings
 - book meeting rooms
 - prepare and circulate agenda
 - take and prepare minutes
 - deal with all correspondence





Promote KCASA Swimming Championships and Development Meet

- attend ASA Swimming Conference and other relevant meetings
- book pools
- apply for licensing of championships
- arrange host clubs for championships and development meet
- in conjunction with Assistant Swimming Manager, County Coach and members of Swimming Committee set the programme of events, entry times and conditions and arrange to be published on the County website and circulated to club secretaries, coaches, etc
- arrange Coaches Briefing Meeting (book venue, prepare presentation, arrange to be published on County website, attend meeting)
- calculate number of medals required and inform Trophies Coordinator and Medals Officer
- invite County President to present awards
- receive entries, check and bank entry fees
- in conjunction with Assistant Swimming Manager and County Coach review entries and programmes, rejecting entries if necessary
- receive applications for Coaches Passes and forward applications to Assistant Swimming Manager
- arrange printing of all programmes
- ensure supply of stationery, forms etc for championships
- attend all County Galas
- be available at all times during County Galas for anyone who has a query/complaint etc regarding any aspect of the Galas
- collect and bank door money
- pay expenses to host clubs
- complete and send off licensing forms with complete set of results, disk and list of officials
- prepare list of all event winners for County Website
- list all County Records achieved at Championships and present to Swimming Committee and Management Committee for ratification

5. Inter County Events

- In conjunction with County Coach select teams for National Inter County Events
- complete and send off entry forms and disk
- book accommodation and transport
- invite County President
- send out letters and code of conduct to swimmers selected
- maintain stock of County shirts, bags and hats and order supplies as required
- collect money from sale of above and bank money
- send out County colours to swimmers representing the County for the first time
- attend Inter County events

