



Role Specification: Synchronised Swimming Manager

- Responsible to:** KCASA Management Committee
- Main purpose:** To head the Synchronised Swimming Committee and to promote and manage KCASA Synchronised Swimming; to organise KCASA Championships; to select and manage teams for regional and national competitions; to produce an annual report; to maintain a list of Synchronised Swimming Officials; 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 synchronised 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 synchronised swimming meetings (approx three per year of 2 hours each)
 - 1-2 hours per month on administration tasks
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- Key tasks:**
1. To act as a point of liaison between the county's synchronised swimmers and the KCASA Management Committee
 2. To circulate to synchronised swimming local, county, regional, national and other competition/development information via email/mail as appropriate
 3. To prepare the annual budget and stock figures to send to the Treasurer
 4. To have involvement with County Business Plan as appropriate
 5. To arrange the pool booking for the annual KCASA Synchronised Swimming Championships after approval of the date by the Management Committee
 6. 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.
 7. To make team selections for Regional/National using information from a variety of sources to ensure that the team is the best possible
 8. To notify team members of the date and venue in good time
 9. To produce a list of synchronised swimmers and events in the format required by the organisers and to be in attendance
 10. To supply KCASA kit as necessary
 11. To ensure that the team has the necessary officials
 12. To act as Team Manager during the event
 13. To issue relevant competition results/reports to the Management Committee and Website Manager
 14. To issue relevant competition results/press releases to local press if appropriate
 15. To act as the Kent representative for synchronised swimming at regional and national level, attending meetings as necessary
 16. To maintain an up-to-date list of qualified officials for the handbook
 17. To promote Swim 21 accreditation
 18. To adhere to and promote the Amateur Swimming Association's Child Protection Policy
 19. To adhere to and promote KCASA rules, regulations and other policy statements
 20. Undertake any other tasks appropriate to this level of responsibility

