

## **TECHNICAL OFFICIALS COORDINATOR Role Descriptor**

### **PURPOSE**

To co-ordinate technical official volunteers within the club programme.

### **MAIN FUNCTIONS AND DUTIES**

- Act as the main contact for all volunteers and get to know all club volunteers and potential volunteers by name.
- Supervise and oversee all volunteers
- Liaise with the Chairperson to ensure that all tasks required to run the club efficiently are carried out.
- Co-ordinate the implementation of the volunteer recruitment plan
- Liaise with the Chair, Coaching team & Secretary as to their volunteer requirements (or other similar positions within the club)
- Organise social and recruitment events for officials.
- Liaise closely with the Wellbeing and Protection Officer to ensure that each volunteer is aware of Scottish Swimming Wellbeing & Protection Policy and Procedures
- Organise Timekeeper courses as required
- Ensure opportunities for Judge and Starter courses are distributed and encouraged
- Maintain a database of club technical officials along with their qualifications and training requirements and distribute information regarding courses and opportunities as required
- Organise the officials for home competitions, once received from clubs
- Organise the officials for away competition and North District competitions ensure correct numbers and qualifications within the correct timescales
- Liaise with the District STO Convenor and distribute information from the District convenor, Scottish Swimming and British Swimming

### **SKILLS / ATTRIBUTES**

- Approachable and Good Listener
- Confident and Effective Communicator
- Tactful and Discreet
- Well-organised and able to delegate
- Enthusiastic and a good motivator

### **REQUIREMENTS**

- Be a member of Scottish Swimming
- Sign and adhere to the Club's Volunteer Code of Conduct
- Attend appropriate training

### **TRAINING AND SUPPORT**

Child Wellbeing & Protection in Sport Workshop (renewable every 3 years)

### **TIME COMMITMENT**

Time commitment can vary dependant on size and nature of club, and events attending.