

Document Date Update	16/06/2019	
<b>Role</b>		
<b>Gala Convener</b>		
<b>Requirements of role</b>		
To organise or use a working group to organise an event, and to liaise with the Head Coach to enter athletes in competitions on the calendar and ensure all the appropriate paperwork is completed in both cases.		
<b>Duties</b>	<b>Frequency</b>	<b>Deadline</b>
Apply for appropriate level of License for events	As required for Otters Galas	
Book facilities	As required for Otters Galas	
Produce programme and invite clubs	As required for Otters Galas	
Advertising & Marketing for events	As required for Otters Galas	
Book AOE equipment and arrange volunteers to help with this	As required for Otters Galas	
Arrange PA system and MC for event	As required for Otters Galas	
Invite Referee and officials	As required for Otters Galas	
Liaise with social committee re catering, tombola, raffle etc	As required for Otters Galas	
Arrange Trophies & medals	As required for Otters Galas	
Produce Coaches packs	As required for Otters Galas	
If needed, arrange Stop watches/ bells/ lap cards	As required for Otters Galas	
If appropriate, arrange Child protection	As required for Otters Galas	
Organise Swim shop	As required for Otters Galas	
Arrange float for entry and programmes.	As required for Otters Galas	
Organise general help to cover photocopying, door, marshalls, runners etc	As required for Otters Galas	
Arrange entries for gala's attending by swimmers	As required for Otters Galas	
<b>Mandatory Qualifications and Training Required</b>	<b>Notes</b>	
Be a member of Scottish Swimming.		
<b>Role Specific Training - Non Mandatory</b>	<b>Notes</b>	
Safeguarding & Protecting Children Workshop (renewable every 3 years)		
<b>Regulated work status</b>	<b>Notes</b>	
PVG Required	Organised through WPO	
Self Declaration Required	Organised through WPO	
<b>Code of Conduct Requirements</b>	<b>Required Y/N</b>	
Sign and adhere to the Club's Officials & Volunteer Code of Conduct	Y	
<b>Notes</b>		
<b>SKILLS / ATTRIBUTES</b>		
<ul style="list-style-type: none"> <li>• Good organisation and communication skills</li> <li>• Enthusiastic</li> <li>• Reliable and Trustworthy</li> <li>• Team player</li> </ul>		
<b>REQUIREMENTS</b>		
<ul style="list-style-type: none"> <li>• To liaise with Club Coach, Committee, Treasurer</li> <li>• To ensure accurate records are kept</li> <li>• To report to Club Committee on activities</li> <li>• If applicable liaise with Scottish Swimming</li> </ul>		
<b>TRAINING AND SUPPORT</b>		
<ul style="list-style-type: none"> <li>• Support of the Club Committee</li> </ul>		
<b>TIME COMMITMENT</b>		
Time commitment can vary dependant on size and nature of club, and number of events attending.		
<b>Nominated Short term Depute in case of Holiday Illness etc</b>		
Meet Manager/ President		