

OPEN MEET CO-ORDINATOR

Andrea Waldram

Responsible to: Bluefins Committee

Main Duties

- Process all open meet entries for club swimmers
- Ensure all payments are collected and passed to club bookkeeper
- Ensure all entries are completed accurately and sent on time
- Apply for any Coach's Passes needed as agreed with Club Coach
- Provide Chief or event Coach with a complete list of event entries to include swimmer, event, session, day and times entered
- Ensure all results are collected and passed to Club Statistician
- Pass results information to Club PR officer
- Abide by all policies and codes as required by the Club
- Comply with the Club's Health & Safety policy and any other Health & Safety regulations that are appropriate
- Follow and promote ASA Child Protection Policy

Commitment

Ongoing weekly responsibility
