

Warrington Swimming and Water Polo Club

Role Title: Club Event Manager

Responsible To: Management Committee

Role Purpose:

- To organise, manage and co-ordinate the club internal and external swimming and water polo events along with the club social events on dates, at a time and at a venue decided by the Management Committee for internal competitions and at dates, times and venues notified to the club for external events in accordance with the agreed policies, strategies and objectives of the club.
- To work with the necessary appointed discipline secretaries and other club post holders to provide the necessary and appropriate support team at club events. Including the Chief Coach for the required discipline and the Workforce Coordinator to ensure the provision of team coaches, team managers, discipline officials and other personnel as required.
- To report the performance of the club at all events to the Management Committee, the club members and such outside agencies as is considered appropriate

Main Duties and Tasks:

1. To make recommendations as and when required on the date, time and venue for holding internal club events or entering external events
2. To ensure the availability and suitability of the proposed venues on the required dates and to confirm the use of the necessary facilities and equipment for internal competitions
3. To issue the necessary organisation and competition conditions for internal club competitions and make available appropriate methods of entry and the collection of fees if required at the appropriate time.
4. In conjunction with the club officials for the required discipline and others as required formulate and publish the programme of activities for the events
5. To receive the fees and the entries to the championships and allocate swimmers to events in accordance with the number of entries, the entry selection, the age group constraints and the size of the pool.
6. For all internal and external competitions appoint the necessary officials, helpers and support staff in sufficient numbers to cover the required activities to be undertaken in accordance with the ASA competition and championship Laws and Regulations.
7. Manage and control the internal competitions and deal with any issues arising at the time
8. Publish the results of all competitions to the club management, club members and partners as required.

Skills Required

1. The use of own initiative in the collection of basic information and decision making associated with the preparation and organisation of any competitions entered
2. On the advice of the Management Committee investigate any queries or problems associated with the recorded details of all entries of club members.

Warrington Swimming and Water Polo Club

3. Possess a sound working knowledge of the Policies and Constitutional Rules of the club and of the ASA Competition Laws and Regulations.
4. Possess a sound practical working knowledge with an understanding of administration and financial recording procedures
5. Posses good communication, presentation and numeric skills.
6. Must be articulate.
7. Must be computer literate.

Key Performance Indicators

- 1 Make reports as and when required to the Management Committee in a format required by the Management Committee unless prevented by exceptional circumstances.
- 2 Effectiveness of work schedules and control of resources to ensure that agreed targets are reached and where possible exceeded.
- 3 Effectiveness of the contribution to, and help in, the delivery of the committee activities, plans, targets and standards that support the attainment of the objectives of the club.
- 4 Ensure work schedules and resource requirements are established, published, distributed and delivered that will ensure agreed targets are reached and where appropriate exceeded.
- 5 Ensure a formal monitoring and evaluation system of the administration and delivery of records and documents is achievement for the delivery of agreed targets, on time is established and maintained within the club and for external organisations
- 6 The publication and delivery of competition results, supporting papers, documents and reports as necessary to satisfy the constitutional and management requirements of the club and other external bodies at local, county, region and national level