

JOB DESCRIPTION: OFFICIALS ORGANISER

JOB TITLE: Officials Organiser

RESPONSIBLE TO: Competition secretary

SKILLS REQUIRED:

- Well organised
- Communication Skills
- Administration Skills

MAIN DUTIES

- 1) Ensure sufficient officials are available for each gala (see attached checklist)
- 2) As soon as annual fixture list is available send letter to club officials asking for their availability for home galas.
- 3) 3 - 4 weeks before gala dates confirm time, location and travel arrangements and complete officials checklist. Seek alternatives for any non availability.
- 4) Follow and promote the ASA Child Protection policy.
- 5) Abide by all policies and codes as required by the club, including the Club Code of Ethics and Conduct and the ASA Code of Ethics

Time Commitment: _____

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____

OFFICIALS ORGANISER

GALA:

DATE:

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PROMOTER		
Referee		
Starter		
Chief timekeeper		
Timekeeper	1	2
Timekeeper	3	4
Timekeeper	5	6
Placing judges		
Turning judges		
Stroke judges		
Competitors stewards		
Team Manager		
Safety stewards		
Recorders		
Announcer		
Lifeguards		
False start rope		
Door: program & raffle sales		
Refreshments for officials		
Draw for raffle prizes		
Prompt cards available		

The person organising the gala should preferably be left free to deal with any queries or problems arising during the gala.