**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.