



## Role Specification: Open Water Swimming Manager

**Responsible to:** KCASA Swimming Committee

**Main purpose:** To be a point of contact and to promote and manage KCASA open water swimming; to organise the annual KCASA open water Championships; to produce an annual report; to act as a link between the county, the region(s) and national organisers

**Skills required:**

- well-organised with good administrative skills
- a good knowledge and understanding of the rules and regulations of open water swimming
- an effective team member
- a working knowledge of effective team selection/management

**Time commitment:**

- as a KCASA Council member, attend the Annual Council Meeting (2 hours)
- attendance at KCASA open water Committee meetings (approx three per year)
- attendance at KCASA Swimming Committee meetings (approx three per year)
- attendance (or a representative) at Regional or National open water meetings
- 1-2 hours per month on administration tasks
- 1 day per year attending the KCASA open water championships

**Key tasks:**

1. To head a dedicated Open Water Committee and select the members
2. To act as a point of liaison between the county's open water swimmers and the KCASA Swimming Committee
3. To circulate to open water swimmers local, county, regional, national and other competition/development information via email/mail as appropriate
4. To prepare the annual budget and stock figures to send to the Treasurer
5. Have involvement with County Development Plan as appropriate
6. To organise the annual KCASA Open Water Championships after confirmation of the date by the Swimming Committee
7. To act as the Promoter and ensure that, for the above competition, the entry procedures, provision of officials/ helpers, poolside administration, provision/presentation of medals, provision of refreshments etc is organised as necessary, and to be in attendance.
8. To maintain a schedule of KCASA Open Water Championship EBTs
9. To supply KCASA kit as necessary
10. To issue relevant competition results/reports to the Swimming Committee and Website Manager
11. To issue relevant competition results/press releases to local press if appropriate
12. To act as the Kent representative for open water at regional and national level, attending meetings if required
13. To produce a written report to the Annual General Meeting in December each year
14. To promote Swim 21 accreditation
15. To adhere to and promote the ASA's Safeguarding and Child Protection Policy
16. To adhere to and promote KCASA rules, regulations and other policy statements
17. Undertake any other tasks appropriate to this level of responsibility

