Role Specification: Swimming Manager

Responsible to:	KCASA Management Committee
Main purpose:	To head the Swimming Committee. To oversee and co-ordinate the swimming disciplines (Disability/Para Swimming, Masters Swimming, Open Water Swimming, Speed Swimming); to support the discipline managers in the development of their discipline; work with the discipline managers and Development Co-ordinator to ensure that development plans are appropriate and achievable; produce an annual report;

Skills required:

- well-organised with good administrative skills
- a good knowledge and understanding of the rules and regulations of the swimming disciplines
- an effective team member
- good management skills

Time commitment:

- as a KCASA Council member, attend the Annual Council Meeting (2 hours)
- attendance at KCASA Management Committee meetings (six per year x 2 hours)
- attendance at KCASA Swimming Committee meetings (approx three per year x 2 hours)
- 1-2 hours per month on administration tasks

Key tasks:

1. To head the Swimming Committee which will include the Disability/Para Swimming, Masters Swimming, Open Water Swimming, Speed Swimming managers, the Swimming Officials Co-ordinator, the Swimming Records Administrator and other members as necessary
2. To act as a point of liaison between the swimming disciplines identifying common ground and cross-discipline support
3. To be involved in the County's Development Plan and in supporting the individual swimming disciplines in achieving their aims
4. To ensure that the swimming disciplines are managed effectively, supporting as necessary
5. To report on the swimming disciplines at Management Committee meetings
6. To produce a written report to the Annual General Meeting in December each year
7. To promote Swim 21 accreditation
8. To adhere to and promote the ASA's Safeguarding and Child Protection Policy
9. To adhere to and promote KCASA rules, regulations and other policy statements
10. Undertake any other tasks appropriate to this level of responsibility