



Role Specification: Swimming Officials Appointments Officer

- Responsible to:** KCASA Officials Committee
- Main purpose:** To co-ordinate the appointment of suitably qualified officials for KCASA Swimming/Masters Championships/Competitions;
- Skills required:**
- well-organised
 - excellent knowledge and understanding of the speed swimming and Masters competition regulations
 - good IT skills
- Time commitment:**
- as a KCASA Council member, attend the Annual Council Meeting (2 hours)
 - attend Swimming Officials Committee meetings (2-3 per year x 2 hrs)
 - arrange officials for 11 days of KCASA swimming championships

Key tasks:

1. To be a member of the Swimming Officials Committee
2. To liaise with the Speed Swimming and Masters Swimming Managers and with the Swimming Manager of the Kent Schools Swimming Association.
3. To send invitations for KCASA swimming meets to all officials on the County list and notify them of their appointments.
4. To arrange an Officials Seminar with the Swimming Officials Examinations Co-ordinator before the start of the annual swimming Championships
5. To consider requests from swimming clubs to utilise the Officials database for the purpose of appointing officials for their licensed meets.
6. To promote Swim 21 accreditation
7. To adhere to and promote the Amateur Swimming Association's Child Protection Policy
8. To adhere to and promote KCASA rules, regulations and other policy statements
9. Undertake any other tasks appropriate to this level of responsibility

