



Role Specification: Swimming Records Administrator

Responsible to: KCASA Swimming Committee

Main purpose: To receive KCASA swimming/Masters record applications; check their authenticity submit for approval; update record listings; arrange the completion of certificates and their distribution

Skills required:

- well-organised
- have a good knowledge and understanding of swimming laws and regulations as applied to Age Group, Senior and Masters swimming
- good level of IT skills

Time commitment:

- 1-2 hours per month receiving, acknowledging and checking applications
- 3-4 hours following Management Committee Meetings

Key tasks:

1. To ensure that record application forms are freely available
2. To receive completed application forms and acknowledge receipt
3. To check the claims against on-line and other verified sources
4. To flag up any queries with members of the Swimming Committee in a timely manner
5. To check for KCASA record setting/breaking performances in the KCASA Swimming and Masters/Seniors Championships (athlete claims not required)
6. To submit verified claims regularly at Swimming Committee Meetings for approval
7. To produce record certificates once the relevant Swimming Committee Meeting minutes have been approved by the Management Committee
8. To distribute the certificates with suitable covering letters
9. To maintain a permanent and up-to-date record of changes
10. To update or arrange to update website record listings
11. To provide financial statements and stock reports to the Treasurer as required
12. To promote Swim 21 accreditation
13. To adhere to and promote the Amateur Swimming Association's Child Protection Policy
14. To adhere to and promote KCASA rules, regulations and other policy statements
15. Undertake any other tasks appropriate to this level of responsibility

