



Role Specification: Masters Swimming Manager

Responsible to: KCASA Executive

Main purpose: To be a point of contact and to promote and manage KCASA Masters/Seniors swimming; to organise the annual KCASA Masters/Seniors Championships; to select and manage a team for the annual ASA Masters/Seniors Inter-County competition; to produce minutes/reports for Management Committee meetings plus an annual report for the ACM; 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 Masters/Senior swimming
- a working knowledge of effective team selection/management
- an effective team member

Time commitment:

- as a KCASA Council member, attend the Annual Council Meeting (2 hours)
- attendance at KCASA Management Committee meetings (4 x 2hrs a year)
- attendance at KCASA Masters Committee meetings if applicable
- attendance at KCASA Swimming Committee meetings as applicable
- attendance (or a representative) at SE Region and National Masters Meetings if applicable
- three days per year attending the KCASA and Inter-Counties Competitions, with an increased workload in preparation for each including team selection, providing results, reports, etc after the event

Key tasks:

1. To lead a Masters Committee (as required) and select its members
2. To circulate to Kent Masters local, county, regional, national and other competition/development information
3. To prepare the annual budget and stock figures to send to the Treasurer
4. Conduct development opportunities for Kent Senior/Masters swimmers
5. To advise the Executive on the selection of athletes to represent the County at National/Regional level
6. Select Masters Swimmer of the Year Awards as applicable
7. To work with the Events Manager to arrange the pool booking for the annual KCASA Masters and Seniors Sprint (50-100m) Championships and with Erith & District SC who organise the KCASA Masters and Seniors Distance (200-1500m) Championships (as part of their Masters Competition).
8. To act as the Promoter and ensure that, for the above competitions, 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 as appropriate.
9. To maintain a schedule of KCASA Masters/Seniors Championship EBTs and KCASA Records
10. To make team selections for the Swim England National Masters & Seniors Inter-County competition ensuring that the team is the best possible, using the support of the Administration Manager as required, and act as Team Manager.
11. To supply KCASA kit as necessary

12. To issue relevant competition results/reports are sent to the Management Committee, posted on the website and local press if appropriate
13. To arrange the Swim England National Masters & Seniors Inter-County competition when it is Kent's turn to host (every six years)
14. To act as the Kent representative for Masters/Seniors at regional and national level, attending meetings if required
15. To produce a written report to the Annual General Meeting for the period 1 April-31 March of the current year
16. To work with other Management Committee members as necessary
17. To adhere to and promote KCASA rules, regulations and other policy statements
18. To adhere to and promote Swim England's Wavepower safeguarding policies
19. To promote Swim England's 'Stronger Affiliation' governance and safety standard for all affiliated aquatics clubs
20. To undertake any other tasks appropriate to this level of responsibility and/or referred by the Executive Committee