The Officials Coordinator ......................................................... of the ............................
............................. Club.

## **Responsible To**

The Officials Coordinator is directly responsible to the President of .................................. Club and members of ............................................. Club.

**Responsibilities and Duties**

The Officials Coordinator should:

* Recruit family members of swimmers, past swimmers, supporters and others to act as officials.
* Maintain register of officials
* Identify and organise training and education opportunities for officials.
* Act as contact person for the Club for officials
* Ensure all officials are recognised for their efforts
* Ensure officials are reimbursed for their out of pocket expenses

**Knowledge and Skills Required**

Ideally the Officials Coordinator is someone who:

* Can communicate effectively and has good interpersonal skills
* Is well organised.
* Can maintain confidentiality on relevant matters.
* Is positive and enthusiastic.
* Is open and willing to learn and up skill their technical knowledge.

**Estimated Time Commitment Required**

The estimated time commitment required as the Officials Coordinator of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Club is \_\_\_\_\_\_\_\_\_\_\_\_\_\_hours per week.

The Officials Coordinator is appointed for a \_\_\_\_\_\_\_\_ period.