



GALA CONVENER

JOB TITLE: Gala Convener

RESPONSIBLE TO: General Committee

AIMS AND OBJECTIVES

- To support the activities of Hawick Amateur Swimming club, and contribute to its' development.
- Ensure the smooth running of club gala's
- To ensure effective liaison with key partners.

DUTIES AND RESPONSIBILITIES

- Apply for appropriate level of License for events
- Book facilities
- Produce programme and invite clubs
- Advertising & Marketing for events
- Book AOE equipment and arrange volunteers to help with this
- Arrange PA system and MC for event
- Invite Referee and officials
- Liaise with social committee re catering, tombola, raffle etc
- Arrange Trophies & medals
- Produce Coaches packs
- If needed, arrange Stop watches/ bells/ lap cards
- If appropriate, arrange Child protection
- Organise Swim shop
- Arrange float for entry and programmes.
- Organise general help to cover photocopying, door, marshals, runners etc