

Committee Role Description



Role Title: Gala Manager

Description: In consultation with club coaching and teaching staff the gala manager leads on providing a varied programme of competitive galas across all licensed levels that the club can actively promote and support. The Gala Manager is also responsible for all planning and arrangements attached to the club's seasonal team gala programme and for internal competitions and events including the annual club championships and time trials.

Duties / Responsibilities:

- In consultation with club coaching staff devise a programme of supported open galas and make all arrangements to publicise and promote the programme to the club's membership and to distribute all associated entry information.
- Collect all entries and fees, collate as a club entry and subsequent to liaison with club Treasurer, forward to organisers with payment.
- Liase with events organisers over confirmation of club entry and once confirmed notify all swimmers of acceptance / rejection. Advise club coaching staff of confirmed club entries and schedules / programme.
- Liase with relevant contacts to ensure that all league and association subscriptions are paid and all registrations are in order.
- Attend league and association meetings as required.
- Make arrangements for team travel to 'away' club galas as required.
- Organise and coordinate, in conjunction with other relevant club officials and personnel, 'home' club galas (Deva league / Peak and Plain league).
- Organise and coordinate, in conjunction with other relevant club officials and personnel, the annual club championships.
- Organise and coordinate, in conjunction with other relevant club officials and personnel, time trial events as required.
- In conjunction with the club awards officer, ensure that all trophies, medals and certificates marking swimmers achievements at the club championships are obtained in readiness for the annual Awards Presentation event.

Time Commitment:

- Variable throughout the year but with increased commitment required during competitive season and concentrated periods of time commitment attached to individual events.

Calendar of events:

- Feb – May – Peak and Plain League
- June / July – Club Championships
- Sept – May – Open Gala programme