

The role of the Club Competition Coordinator

The role of the Competition Coordinator is to encourage and advise on all aspects of competitions at local, Regional, National and International Levels.

Responsible to: Executive Committee	Responsible for: (as appropriate)
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Main Duties	Skills Required
<ul style="list-style-type: none"> • To promote all local lifesaving competitions to club members • Inform the club of upcoming Competitions at every level and provide results/summary to club • Be aware of current competition rules • Assist individuals or teams to prepare for competitions • Provide entry forms/details to prospective competitors • Ensure prospective competitors meet the appropriate RLSS UK membership / Qualifications / Age requirements. • Publish details of all upcoming events, either locally or Nationally 	<ul style="list-style-type: none"> • Confident and Effective communicator • Great organisation skills • Ability to delegate duties • An understanding of the Forward Plan, governance, and future activities and developments • Ability and knowledge to act as spokesperson for your organisation • Unbiased and impartial • Knowledgeable on equity issues

Qualities of a good Competition Coordinator

A good Competition Coordinator needs to be:

- Well informed of the Club activities, and the current level of club activity
- Able to represent the Club at Branch, Local, Regional, and National levels
- Conversant with the Policy's and Procedures of the club and their affiliated Governing Body's eg: Codes of conducts, Safeguarding, Health and Safety, Competition and Sporting rules.
- Able to keep a debate focused, and avoid deviations
- Able to ensure the planning and budgeting for the future are carried out in accordance with the wishes of the members
- A good listener who is able to summarise the salient points of a discussion
- Conversant with the Constitution of the Club, and with the procedure for the conduct of meetings
- Diplomatic and helpful
- Clarity of mind
- Firmness and fairness
- Good sense of humour coupled with the ability to lighten the tone or mood of the meeting as required
- Tact, diplomacy and discretion
- Willingness to work hard
- Patience
- Flexibility
- Be approachable
- Ability to maintain confidentiality