



Officials Director Position Description

Overview

A member of the RDMSC Board of Directors, the Officials Chairperson is responsible for tracking and registering all RDMSC officials and working with the Meet Manager to coordinate officials related activities for the RDMSC swim meet, and other Region D meets as needed. As Chair of the Officials Committee, is responsible for supporting the activity of the Meet Manager and Electronics teams as required.

Responsibilities

- Attend RDMSC Board of Directors meetings and prepare and present Officials reports as required
- Track and ensure all RDMSC officials are appropriately registered on the Swim Canada Officials database. Ensure officials credentials and contact information is accurate and up to date and necessary paperwork has been signed and submitted
- Organize and advertise officials clinics for RDMSC members and share information about clinics coordinated by other clubs
- Work with the RDMSC Meet Manager and, when required, Meet Managers from other clubs to confirm officials' requirements for scheduled meets. May include developing and/or sharing links to officials online Sign Ups
- Organize online volunteer Sign Ups with the Volunteer Coordinator and create officials Sign Up and roster for RDMSC Meet (and Regionals if hosted by RDMSC).
- Track and submit to the Volunteer Coordinator member commitments and follow up with members as required to ensure commitments are fulfilled
- Ensure Officials section of website is updated and accurate

Officials Committee Membership

- Meet Manager (1 year term)
- Electronics team (2-3 members) (ad hoc 1 year term)

Term: 2 years

Time Commitment

May - August: Approximately 20-25 hours/month (30-35 during the month of the RDMSC swim meet)

September - April: Approximately 3 hours/month