

North District STO Convenor

Purpose

To ensure that Swimming Technical Officials are supported in the North District.

Person Specification

- Be or become a member of SASA
- Have good communication skills (verbal and written)
- Experience / knowledge of reporting methods
- Good organisational skills
- Referee

The following may be acquired after taking post:

- Understanding of SASA District and Scottish Swimming structure
- Current understanding of training and education for Swimming Technical Officials
- Understanding of the benefits of Continuing Professional Development and Licensing

Main Duties

- Attend National STO Committee Meetings (usually 6 times per year)
- Produce a report for North District meeting and for the North District AGM (4 times per year)
- Attend North District meetings, North District Management meetings and meetings of the North District Swimming Committee when required
- Assist with and attend annual Scottish STO seminar

With the STO Committee:

- Co-ordinate training of officials
- Ensure that training of officials of all levels is delivered including:
 - Club Timekeeper courses
 - Exam workshops
 - Referee training
 - Train area co-ordinators to allow delegation of some training
- Co-ordinate poolside training programme for trainee referees
- Attend training to deliver various programmes as required
- Set and mark exams as required and help ratify results at National STO level
- Process training applications
- Arrange venues and supervision for exams
- Inform candidates and Scottish Swimming of exam results
- Pass on information relevant to STOs and for the North District website
- Develop new programmes for training officials
- Process applications for Club Timekeeper courses and maintain a list course applications
- Allocate numbers, distribute Club Timekeeper cards and keep list of North District Club Timekeepers
- Keep a list of North District Officials
- Have regular meetings with Referees
- Ensure that Referees are aware of changes to rules and regulations
- Arrange Referees for North District meets and championships

Training and Support

- On the job training
- Support from North District Executive