



# Scottish Schools Swimming Association (SSSA)

## AREA REPRESENTATIVE

### Role Description

#### PURPOSE

The Area Representatives organise the SSSA National Championship qualifying heats for their school area.

#### CHARACTERISTICS OF AN AREA REPRESENTATIVE INCLUDE

Person willing to bring energy, enthusiasm and commitment to the role, and who can make things happen.

Ideally you will have previous experience of organising swim meets.

#### MAIN FUNCTIONS AND DUTIES

##### Pre-Event Planning

- Set the meet date, secure the venue (25M pool), and ensure all required permits and insurance are in place.
- Prepare and distribute the meet information pack, including event schedule, entry procedures, and rules to all schools within the area.
- Coordinate with officials and schools to confirm roles and responsibilities.
- Arrange equipment, timing systems, signage, and seating plans.

##### Volunteer & Staff Coordination

- Recruit, brief, and schedule volunteers for roles such as timekeepers, marshals, announcers, and results recorders.
- Ensure all officials are appropriately qualified and assigned.

##### On-the-Day Management

- Oversee event setup, including poolside arrangements, warm-up schedules, and safety checks.
- Act as the main point of contact for schools, officials, and volunteers.
- Troubleshoot issues quickly to keep the meet running to schedule.

##### Post-Event Duties

- Ensure results are verified and sent to National Event Meet Secretary and the participating schools.
- Oversee venue clean-up and equipment return.
- Conduct a debrief with key personnel to identify improvements for future meets.



- Once swimmers in your area are announced for the National Finals, advise schools of qualification and issue them with the details of the finals day so that swimmers can be in attendance

### **SKILLS / ATTRIBUTES**

- Strong organisational and time management skills
- Clear communication and leadership abilities
- Calm under pressure and able to problem solve quickly
- Knowledge of swimming competition rules and procedures

### **REQUIREMENTS**

- PVG Scheme Membership
- Complete a self-declaration
- Attend appropriate training

### **TRAINING AND SUPPORT**

- Child Wellbeing & Protection in sport workshop (renewable every 3 years)
- Child Wellbeing & Protection officer training workshop (renewable every 3 years)

### **TIME COMMITMENT**

- Depends on experience and available network to support
- Organising and running an annual swim meet lasting 2.5 hours