

Job Description

Position	Officials Director – Foothills Stingrays Swim Club
General Description	Accountable for planning and coordinating the membership's competition officiating for both hosted and travel meets. Coordinates and promotes the training of club officials. Accountable for tracking and recording member volunteer efforts.
Term	This is an elected position with a two-year term as per the club bylaws.
Reports to	Board of Directors
Direct Reports	Committee members

Detailed Description of Responsibilities and Duties

Operations	Plans and coordinates all officials for hosted swim competitions.
	Acts as club liaison for other swim clubs in the coordination of officials for non-hosted meets.
	Acts as club liaison for Swim Alberta and Swim Alberta Southern Region officials chairs providing FSSC related officiating information when required.
	Represents FSSC at Swim Alberta officiating forums, meetings and clinics.
	Ensures that FSSC membership is kept current of all SNC rule changes and officiating changes.
	Coordinates and promotes the training and advancement of FSSC members through the Swim Alberta officiating hierarchy.
	Maintains accurate database on FSSC member officiating qualifications.
Financial	Provides guidance to the Board of Directors on budget requirements pertaining to Officiating.
Reporting	Responsible for managing, accurately tracking and reporting all member officiating and volunteer contributions via the FSSC points system from September 01 through to August 31 each year.
	Provides complete summary of member point status to the Treasurer by May 15 th of each year and an update to both the Treasurer and the Membership Director by September 1 st of each swim season.
	Provides a written report at each Board of Directors monthly meetings. When required, provides a report to the membership at Annual, Special and General Meetings.