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New England Swimming seeking candidate for a Competition Manager

New England Swimming is seeking an organized, responsible and knowledgeable candidate for the position of Competition Manager. This is a part-time position; roughly 20 hours a week that will require some flexibility in hours during certain periods and some weekend obligations. Salary commensurate with qualifications and experience. During training, and periodically thereafter, a number of hours in the New England office will be required in order to carry out specific duties. It is anticipated that much of the workload will be accomplished remotely.

Membership in USA Swimming is a requirement for the position. Candidate must successfully complete and pass the USA Swimming Administrative Official and Clerk of Course tests. Proficiency in Word and Excel is required. Experience with Hy-tek Meet Manager and as a Meet Director is strongly recommended.

Initial responsibilities will include:

- 1) Act as the Sanction Chair and work with the Admin Vice-Chair and Technical Chair in assuming the duties of sanctioning meets on the New England schedule, starting with training during the 2016 LCM season
- 2) Process all Meet Announcements in accordance with the Rules and Regs and provide a current Meet Announcement template each season.
- 3) Responsible for the refinement, implementation and oversight of a meet director certification process including, but not limited to, online testing, workshops, organized mentoring program, continuing education requirements and re-certification procedures. Conduct on-site Meet Director training sessions multiple times throughout the year in different areas of the LSC. Conduct the annual (or more if necessary) Meet Director meeting.
- 4) Work in conjunction with the New England Swimming office to keep track of pre and post meet reporting and submission requirements.
- 5) Ensure compliance with requirements for sanction, in a manner to be determined, are being followed through periodic audit at meets that are being hosted by our clubs.
- 6) Audit matters of compliance including meet timelines and rule violations in conjunction with the Technical Planning Committee
- 7) Prepare meet announcements for end of season meets in conjunction with Age Group and Senior Chairs and the hosting team Meet Director. Attendance at Championship meets is expected to address issues that may arise and ensure compliance with NES policies and procedures. Responsible for ordering awards and providing them to the meet sites in a timely manner for distribution during end of season meets.

Further duties regarding meet functions will be added as the position develops.

Please submit the application form and attach a resume or statement of **qualifications by April 1, 2016.**

New England Swimming promotes and supports personal excellence through competitive swimming