**Terms of Reference for Club Technical Officials Co-Ordinator**

The Club Technical Officials Co-Ordinator’s role is to be responsible for the organization of any Club requirement for technical officials.

Main functions are:

* Ensuring that sufficient numbers of Club volunteers are trained in the relevant disciplines in order to support home and away commitments.
* Organize training courses as required via East District or Fife Region of Scottish Swimming.
* Organize volunteers’ rotas to meet the requirements of galas.
* Act as custodian for Club timekeeping equipment.
* Organize volunteer input for Fife League/Novice League/Geordie Wotherspoon and other galas as required.
* Other general administrative duties as required in support of the Committee

The Technical Officials Co-Ordinator shall normally remain in post for two years.