

## Regional Licensing Officer

<b>Responsible to:</b>	<b>Swimming Manager</b>
<b>Appointed by:</b>	<b>The Management Board</b>
<b>Term of Office:</b>	<b>Three Years</b>
<b>Status:</b>	<b>Voluntary Post</b>

The duties of the Regional Licensing Officer (RLO) shall include, but not be limited to the tasks listed below. Where the RLO and the Swimming Manager agree, the responsibilities may be shared by others appointed by the Swimming Committee, although overall accountability shall rest with the Licensing Officer.

- With the support of the Regional Office, be a point of contact for licensed swimming competitions in the region
- Receive and consider all applications from Swim England East Region Clubs for licensed swimming competitions, in the context of the Swim England Open Meet Criteria and policies agreed by the Regional Licensing Officers' Group
- Advise Swim England of successful applications in order that they can be allocated licence numbers and be added to the Swim England Licensed Meet Calendar
- Advise clubs of the outcome of their application providing the licence number or information for the reason their application was declined
- Receive and monitor Licensed Meets Promoters' Report Forms, confirming that there has been compliance with SE Open Meet Criteria
- Ensure that the appropriate levy has been paid to the Region within the required timescales
- Receive and monitor the Licensed Meets Referee Forms confirming that there has been compliance with SE Open Meet Criteria, referring any exceptional issues to the Swimming Manager and, where appropriate, the Manager of the Swimming Officials Group
- Exceptionally, where there has been a significant non-compliance against the SE Open Meet Criteria, the RLO should take appropriate action such as removal or downgrade of licences or the warning the promoter (or referee) about the non-issue of future licences. The Swimming Manager should be advised of any such action
- The RLO is a member of the Swimming Committee and should report to the Committee the number of applications and any ongoing trends or issues
- Provide news and information items for publication on the regional website

- Receive, and respond to, emails and other communications regarding licensed swimming competitions in the region
- Attend the Swim England Regional Licensing Officers Meetings (or arrange a substitute representative in discussion with the Swimming Manager) as required
- Refer any matter that is unable to be resolved to the Swimming Manager.

#### PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
Be a Swim England Member and a member of an Swim England East Region club	Experience of managing swimming competitions
Experience and understanding of swimming and swimming competitions within the context of the SE Open Meet Criteria	A sensitive approach to the issues involved and the ability to work in a confidential environment
Knowledge and understanding of relevant Swim England Regulations	Good literacy skills
Good interpersonal and communication skills – verbal and written	
Good organisational skills – ability to record information accurately	
ICT literate, including knowledge of MS Word, Excel and experience of email	
Willingness to attend meetings and deal with issues as required	
Willingness to represent East Region at National level	

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