



Bletchley & District Swim Club

Affiliated to the ASA South East Region and the Oxon & North Bucks ASA

JOB DESCRIPTION: SWIM21 COORDINATOR

RESPONSIBLE TO:

The committee

MAIN DUTIES

1. To liaise with the appropriate Regional Development Officer, Local Authority Sports Development Officer, Swim 21 Club Committee and Club members.
2. To organise and oversee the audit and action planning stages of the Swim 21 process within the club.
3. To co-ordinate the work plan required to achieve the Swim 21 accreditation.
4. To organise and co-ordinate the evidence gathering for Swim 21 Accreditation.
5. To keep the Club updated on their progress through the Swim 21 process.
6. To ensure that Club members are informed of Swim 21 courses and seminars.
7. To liaise with the Treasurer and Management Committee with regard to funding the implementation of the Club's Swim 21 Action Plan.
8. To follow and promote the ASA Child Protection policy

Print Name: _____ Time Commitment: _____

Signatures: _____ Date: _____

Chairperson _____ Date: _____