



Bletchley & District Swim Club

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

JOB DESCRIPTION: TRAINING OFFICER

RESPONSIBLE TO:

To the committee.

MAIN DUTIES:

1. Hold and update the 'qualifications data-base' for all Coaching, Teaching staff and poolside helpers.
2. Comply with the data protection act with regards to security of personal data.
3. Pass to data base administrator any new qualifications gained by members.
4. Advise the above when revalidation of qualifications is a mandatory requirement.
5. Hold master copy of candidate/club agreement form.
6. Act as a point of contact for all club training.
7. Seek and hold a list of all, relevant swimming courses, dates and venues.
8. Advise the committee on any new ASA teaching practices and courses.
9. Liaise with the Treasure for September to produce a budget prediction for the next years training costs. Budget prediction to be available for the September committee meeting.

Print Name: _____ Time Commitment: _____

Signatures: _____ Date: _____

Chairperson _____ Date: _____