

Swim21 Liaison Officer

St.Helens Swimming Club

JOB DESCRIPTION: SWIM21 CO-ORDINATOR

<u>JOB TITLE:</u>	Swim21 Co-ordinator
<u>ACCOUNTABLE TO:</u>	Club Committee
<u>ADDITIONAL REQUIREMENTS:</u>	CRB Check through St.Helens ASC.

MAIN DUTIES

- 1.** To liaise with the appropriate Regional Development Officer, Local Authority Sports Development Officer and Club members.
- 2.** To organise and oversee the audit and action planning stages of the Swim 21 process within the club.
- 3.** To keep the Club updated on their progress through the Swim 21 process.
- 4.** To ensure that Club members are informed of Swim 21 courses and seminars.
- 5.** To liaise with the Treasurer and Committee with regard to funding the implementation of the Club's Swim 21 Action Plan.
- 6.** To attend a minimum of 50% of committee meetings per year.
- 7.** To ensure that the Club achieves and maintains the standards required for Swim21 accreditation.
- 8.** To follow and promote the ASA Code of Ethics.
- 9.** To follow and promote the Clubs Code of Conduct.
- 10.** To follow and promote the ASA Child Protection policy.

Time Commitment: Minimum 1 hour per week + attendance at meetings.