



The Killerwhales Swim Club of Havering

Swim 21 Co-ordinator

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1. Rolls
2. Skills
3. Main Duties
4. Commitment
5. Benefits to Self

1. Rolls

To co-ordinate the implementation/development of the Swim 21 initiative within the club



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2. Skills

- Well organised and able to delegate
- Administration skills
- Enthusiastic and a good motivator
- Approachable
- Confident and effective communicator

3. Main Duties

- To organise and oversee the audit and action planning stages of the Swim 21 process within the Club
- To liaise with the Regional Development Officers, Local Authority Sports Development Officer, Swim 21 Club Committee and Club Members
- To keep the Club updated on their progress through the Swim 21 process
- To ensure that Club Members are informed of Swim 21 courses and seminars
- To liaise with the Treasurer and Management Committee with regard to funding the implementation of the Clubs Swim 21 Action Plan
- To follow and promote the ASA Child Protection policy
- To respect and maintain confidentiality of swimmers, parents and all matters relating to the running of the Club

4. Commitment

Ongoing weekly responsibility

5. Benefits to Self

Contribution to enabling a club to achieve its full potential

Updated 25/Oct/2010