

Cheltenham Swimming & Water Polo Club



JOB TITLE: Swim 21 co ordinator

RESPONSIBLE TO: Chairman

SKILLS REQUIRED:

- Well organised
- Communicate effectively.
- Administrative skills

MAIN DUTIES

1. To co ordinate each disciplines Swim 21 submission, and annual updates.
2. To co ordinate the compliance and workforce club Swim 21 submission and annual updates.
3. To liaise with other swimming club Swim 21 coordinators, county and regional Swim 21 representatives
4. Ensure annual submissions are submitted in a timely fashion
5. Ensure that Health and Safety, Equity, Data Protection principles are observed in all club policies and procedures
6. Maintain adequate club records.

Signatures: Swim 21 Co ordinator *Teresa W. Middle* Date: 25/9/11

Chairperson: *J. McCarty* Date: 9/10/11