

SWIM 21 CO-ORDINATOR



Role

To co-ordinate the implementation & development of the Swim 21 initiative within the Swimming Club.

Skills

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

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
-

Commitment

Determined by the club i.e. 2 hours per week plus Committee Meetings

Benefits to Self

Contribution to enabling a club to achieve its full potential.

Further Development/Support

How to Communicate Effectively

A resource provided by Running Sport, available to download from their website www.sportengland.org/runningsport Visit the ASA website www.britishswimming.org > [Development](#) for more information on the Swim 21 process or contact your ASA Regional Development Officer. [Further training opportunities are available through the ASA Regional Training Network, for your nearest training centre visit the ASA website](#) www.britishswimming.org or telephone the ASA on 01509 618700

Useful Websites

ASA website	www.britishswimming.org
Sport England	www.sportengland.org.uk
Volunteering England	www.volunteering.org.uk
Millennium Volunteers	www.millenniumvolunteers.gov.uk
DO-IT	www.do-it.org.uk
CSV	www.csv.org.uk
Sports Coach UK	www.sportscoachuk.org