

SWIMMING COMMITTEE CHAIRMAN 6

Role

Call swimming committee meetings on an agreed date.

RESPONSIBLE TO: Club Chairman

SKILLS REQUIRED:

- Well Organised
- Administrative Skills

MAIN DUTIES

- 1) Arrange a suitable venue.
- 2) Inform committee members of arrangements.
- 3) Take minutes of the meetings
- 4) Duplicate and distribute the minutes.
- 5) Present the minutes to the appropriate committee.
- 6) Advise the club secretary of any matter requiring urgent attention
- 7) To follow and promote the ASA Child Protection policy

Time Commitment: 2 hours a week

Signatures: Officer _____ Date:

Chairperson _____ **Date:**

Further Development/Support

ASA Team Managers Training Programme

A training opportunity 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

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 618799

If you have any queries regarding volunteering within the sport contact your County Volunteer Coordinator, details available on the ASA website www.britishswimming.org > [Volunteers and Officials](#)

Useful Websites

ASA website	www.britishswimming.org
Sport England	www.sportengland.org.uk
NSPCC	www.nspcc.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