

SWIMMING SCHOOL ADMINISTRATOR 16

Role

Organise the swimming programs and maintain a good customer base

RESPONSIBLE TO: Club Chairman

SKILLS REQUIRED:

- Well Organised
- Enthusiastic
- Ability to motivate
- Excellent communication Skills
- Have appropriate level of technical knowledge and experience at Level 1 or 2

MAIN DUTIES

Co ordinate and arrange and collect registers for each swim school session
Liaise closely with Club Coach re training needs
Liaise with Website administrator regarding site information re swim school
Attend Management and Coach committees
To follow and promote the ASA Child Protection policy
Control the ratio of swimmers to teacher in accordance with ASA recommendations
In consultation with Coach and Team Manager arrange for swimming assessments to be carried out at the end of each term and discuss with parents progression or otherwise
Arrange for certificates and badges and for swimmers who have achieved to be moved to next session and relevant fees increased if required
Comply with the club and pool's Health and Safety protocols and policies that are in force
Be aware of any special needs of the swimmers involved ie medical conditions, physical impairments and/or disabilities

Time Commitment: Up to 2 hours a week

Signatures:

Officer _____ **Date:** _____

Chairperson _____ **Date:** _____

Further Development/Support

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
Sports Coach UK www.sportscoachuk.org