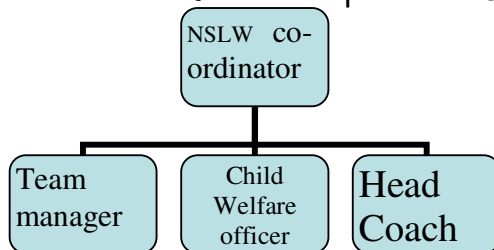


Date Adopted:

Date to be reviewed:

Weston Super Mare Swimming Club

Job description- NSLW Co-ordinator



Qualification required: Enthusiasm for the club

Responsibilities & Aims

To coordinate and be a contact point for NSLW (National swimming league Western) gala's on behalf of WSM Swimming Club and report back to Committee of any relevant information.

Member

1 Club member to liaise with team manger Co ordinator, Child welfare office, Head Coach and NSLW representatives and to supply all relevant information to this members

Procedure

Decide with Gala co-coordinators which galas they are responsible for – supplying relevant action list to committee.

- Book a coach for the event if required
- Liaise with the contact & treasurer for pool hire if its a home event
- Liaise with Coach re swimmers and event
- Liaise with Team manager co-ordinator & advise of NSLW names of swimmers and date of event so team manager can arrange medical forms , officials for home gala's
- Arrange door people if we host gala
- Be contact point for all info re NSLW
- Attend 1 meeting per year with other NSLW representatives
- Report back to committee after event to advise how things went from their angle and what could be improved.

