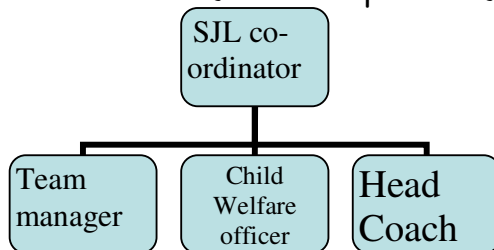


Date Adopted:

Date to be reviewed:

Weston Super Mare Swimming Club

Job description- SJL co-ordinator



Qualification required: Enthusiasm for the club

Responsibilities & Aims

To coordinate and be a contact point for Southern Junior League 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 SJL 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 SJL 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 SJL
- Attend 1 meeting per year with other SJL representatives
- Report back to committee after event to advise how things went from their angle and what could be improved.

