

Weston Super Mare Swimming Club

Job description- Personal Best List



Date Adopted :

Date to be reviewed:

Qualification required: Enthusiasm for the club
Computer skills

Personal Best List - (often referred as PB list)

Is a computerized list of all Weston super mare club swimmers. The list displays the latest 'Personal Best' swim time for each swimmer in different categories stroke and distance. These achievements are collected from data that is provided only by the ASA or 'official' swim meets. These times should also be recorded by the swimmer in their own WSM Swimming Club membership Handbook in line with the Swim 21 accreditation. The handbooks are available from the WSM Club shop

Responsibilities

- To update spreadsheets list from Official results sheets only supplied by team managers or swim coordinators on a regular basis.
- To display list on WSM swimming notice board at Hutton Moor as updated
- To keep evidence of results .
- Liaise with parents as required
- To provide each new PB list to Swim Coach to enable the teams to be picked from current times achieved.
- To highlight a new PB time in a different colour to encourage swimmers.
- To import results on to Hy tek system
- Send reports to head coach as requested

