



Swim 21 Co-ordinator



Role :

To co-ordinate the implementation/development of the Swim 21 initiative within the club.

Skills :

- Well organised and able to delegate
 - Administration skills
 - Enthusiastic and a good motivator
 - Approachable
 - Confident and effective communicator
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Main Duties :

- To organise and oversee the audit and action planning stages of the Swim 21 process within the club
 - To liaise with the Regional Development Officers, Local Authority Sports Development Officer, Swim 21 Club Committee and Club Members
 - To keep the club updated on their progress through the Swim 21 process
 - To ensure that Club Members are informed of Swim 21 courses and seminars
 - To liaise with the Treasurer and Management Committee with regard to funding the implementation of the Clubs Swim 21 Action Plan
 - To follow and promote the ASA Child Protection policy
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Commitment :

Ongoing weekly responsibility to ensure Swim 21 accreditation achieved and kept up to date.

Benefits to Self :

Contribution to enabling a club to achieve its full potential.

Further Development/Support :

How to Communicate Effectively

A resource provided by Running Sport, available to download from their website

www.sportengland.org/runningsport

Visit the ASA website www.britishswimming.org > [Development](#) for more information on the Swim 21 process or contact your ASA Regional Development Officer.

Further 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 618700

Useful Websites :

ASA website	www.britishswimming.org
Sport England	www.sportengland.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