

POOLBOOKING AND TRANSPORT OFFICER

Colin Godfrey

Role

Ensure facilities and transport are booked as appropriate

Main Duties

- Ensure that pool facilities are booked in advance in line with club training timetable
 - Ensure that pool facilities are booked in advance in line with club competition programme as requested by Gala Committee
 - Book transport for away galas as requested by Gala Committee
 - Pass invoices to bookkeeper
 - Liaise with gala Committee
 - Abide by all policies and codes as required by the Club
 - To follow and promote the ASA Child Protection policy
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Commitment

Ongoing weekly responsibility
