

## SWIM 21 CO-ORDINATOR

### Sue Lambert

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#### Role

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

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#### 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

2 hours per week plus Committee Meetings

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#### Benefits to Self

Contribution to enabling a club to achieve its full potential.

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#### Further Development/Support

How to Communicate Effectively

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

[www.sportengland.org/runningsport](http://www.sportengland.org/runningsport)

Visit the ASA website [www.britishswimming.org](http://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](http://www.britishswimming.org) or telephone the ASA on 01509 618700

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**Useful Websites**

ASA website

[www.britishswimming.org](http://www.britishswimming.org)

Sport England

[www.sportengland.org.uk](http://www.sportengland.org.uk)

Volunteering England

[www.volunteering.org.uk](http://www.volunteering.org.uk)

Millennium Volunteers

[www.millenniumvolunteers.gov.uk](http://www.millenniumvolunteers.gov.uk)

DO-IT

[www.do-it.org.uk](http://www.do-it.org.uk)

CSV

[www.csv.org.uk](http://www.csv.org.uk)

Sports Coach UK

[www.sportscoachuk.org](http://www.sportscoachuk.org)

Signed:

Date: