

Tri-Anglia Role Description



Role: Open Water Swim Co-ordinator

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Responsible to:

- Committee
- Training and Coaching Coordinator
- Club members

Purpose:

- Booking and coordination of club open water sessions at Whitlingham Adventure.

Commitment:

- Ad hoc admin tasks.

Role Responsibilities

- Ensures all open water swim sessions at Whitlingham Adventure are booked.
- Point of contact for Whitlingham Adventure (Norfolk County Council), Whitlingham Charitable Trust, and Broads Authority.
- Managing rota of OWS Managers and OWS Helpers for every session
- Ensuring that Risk Assessments, Normal Operating Procedures and Emergency Action Plans are known to those leading sessions from the venue.
- Ensuring that sessions are listed on the website and are promoted.
- Contributing appropriate and suitable content to club website and club newsletter.
- Ensuring OWS operates in compliance with NOP and accrediting body guidelines.
- Ensuring session scans are submitted to the T+C Coordinator for billing purposes.

Skills and Qualities

- Methodical and organised.
- Approachable and a good listener.
- Respect of confidentiality.
- Tactful and discrete
- Is a member of Tri-Anglia and complies with the club's Code of Conduct

Recognition

- Following years club membership.

Role Appointment Acceptance – Open Water Swim Coordinator

Appointed Open Water Swim Coordinator

Signed: _____

Name: _____

Date: _____

Appointing on behalf of Trustees

Signed: _____

Name: _____

Date: _____