

Tri-Anglia Role Description



Role: Sports Park Co-ordinator

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Responsible to:

- Committee
- Training and Coaching Coordinator
- Club members

Purpose:

- Booking and coordination of club sessions at the Sports Park (SP).

Commitment:

- Ad hoc admin tasks.

Role Responsibilities

- Ensures all pool sessions are booked.
- Ensuring that Risk Assessments, Normal Operating Procedures and Emergency Action Plans are known to those leading sessions from the venue.
- Point of contact for the venue for cancellations etc
- Booking of coaches and lifeguards, and arranging cover as needed.
- Ensuring that sessions are listed on the website and are promoted.
- Maintenance of the invite roll-downs to sessions.
- Uploading of session scans 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 – Sports Park Coordinator

Appointed Sports Park Coordinator

Signed: _____

Name: _____

Date: _____

Appointing on behalf of Trustees

Signed: _____

Name: _____

Date: _____