

Edmonton Phoenix Swimming Club

Vice Chair and Swim 21 Coordinator

RESPONSIBLE TO: Club Committee

MAIN DUTIES

1. To deputise on behalf of the Chair in periods of absence.
2. To distribute all gala entry forms with deadline date for entries.
3. To collect gala entry forms/and fees and submit as necessary.
4. To liaise with the ASA Regional Development Officer, Local Leisure Trust, Local Sports Forum and Club Committee.
5. To organise and oversee the audit, action plan and evidence collation stages of the Swim 21 process within the club.
6. To keep the Club updated on their progress through the Swim 21 process.
7. To ensure that Club members are informed of Swim 21 courses and seminars.
8. To liaise with the Committee with regard to funding the implementation of the Club's Swim 21 Action Plan.
9. To follow and promote the ASA Child Protection policy.
10. Liaise with Club Secretary for updates on ASA Swim 21.

Signatures:

Officer *Paul Stephenson* Date 18/08/2007

Chairperson *Frank Browne* Date 18/08/2007