



PARENT SQUAD CO-ORDINATOR

Role

To support the Squad Coach with administrative and communication duties

Main Duties

- To assist the relevant Squad Coach with any requisite administration or communications to parents (by e-mail or in person)
- To ensure that any new members are provided with all membership details as required and that completed membership forms and fees are forwarded to the Membership Secretary
- To keep a record of the emergency contact details for each swimmer in their allotted Squad (these are provided by the Membership Secretary on a quarterly basis)
- To relay any changes to Squad members details (new phone numbers, e-mail addresses, Squad moves etc) to the Membership Secretary as soon as possible
- To act as the first port of call to parents requiring advice or wishing to speak to the Squad Coach
- To arrange swim trials as required

Please see the club website for links to resources to help you carry out your role.

All volunteers are expected to uphold club policies, especially the child protection policy