

Role of Squad Representative

1. One squad rep required for each squad – two could share the role.
2. Need to have an ACCESS NI check
3. Duties
 - Work with coach to ensure clear communication of information to parents in that squad
 - Create a workable system by which a swimmer's gala entry and payment can be collected by squad rep, before closing date.
 - Collect completed entry forms and pass to coach.
 - Monies/hard copy of entries to be forwarded to Treasurer .
 - In liaison with other Squad Reps, obtain the required number of volunteer parents for gala from your squad and pass their details to Club Gala Secretary, who in turn will pass details to Swim Ulster.
 - Organise, if possible, at least one social activity per season for the squad. Enlist the help of the club children's officers and other parents if needed. (Any parent helping to organise an activity needs to be ACCESS NI checked)
 - Liaise with coach re balloons, banners etc required for Gala.

Updated May 2010