



Portsmouth Northsea Swimming Club Squad Representative - Role Description

Skills required:

- Good communication skills
- Be able to set up WhatsApp group
- Remain impartial
- Organised
- Respect confidentiality
- Accessible
- Good social skills

Roles and Responsibilities

Work with the squad coach to help ensure clear communication of information by acting as a contact between parents, the squad coach and the Club.

- Set up and manage a WhatsApp group with parents from the squad
- Ensure and support the circulation of information to Squad Coach from parents, for example if their child is ill, injured, need to leave a session early, unable to attend a session etc.
- Support the dissemination of information to squad parents from the squad coach & the Club for example reminders about competition entries, changes to timetable, request for help from volunteers for gala's etc.
- Parents to contact the squad rep if they wish to arrange an individual meeting with their squad coach to discuss any issues pertaining to their swimmer
- The Squad coach will communicate via the squad rep should they wish to arrange an individual meeting with a parent & swimmer in their squad.
- Provide help to answer questions that parents may have and refer / seek the squad coaches' advice on any matters that they are unable to answer/ have concerns about.

Supported by:

- Squad Coach
- Lead Squad Rep
- WhatsApp group with other squad reps

Benefits of volunteering:

- Pride in your ability to support the Club
- Working with other volunteers to help make the swimmers experience and the Club more successful

Qualifications:

- Motivated & enthusiastic
- Like working with people
- Member PNSC
- It would be beneficial to do the Safeguarding workshop 1