



Patrons: Sharron Davies MBE, Stephanie Millward MBE

Facility Booking Coordinator

Role

To manage the club's hire of training facilities. To liaise with the Head Coach & Committee to facilitate the club's training programme.

Skills

- Well organised and efficient
- Sound knowledge of club training programme
- Confident and effective communicator

Main Duties

- Liaise with Head Coach & Committee to ensure booking timetable is correct with training timetable.
- Liaise with Facility Operator to achieve the required forward booking timetable on a term by term basis.
- Inform Head Coach and Committee of any planned disruption to the timetable as notified by the Facility Operator and liaise with Communication Officer to advise parents & swimmers
- Liaise with Head Coach regarding cancellation of sessions and ensure Facility Operator is notified at least 72 hours in advance to avoid charges.
- Liaise with Communications Officer to inform parents & swimmers of cancellations.
- Check monthly invoice against facility usage, if necessary query discrepancies with the Facility Operator. Advise Treasurer of outcome, how much to pay and whether to expect a credit note for any incorrect charges

Commitment

- Checking and coordinating training facility requirements on a term by term basis
- Dealing with changes and cancellations week by week as required

Benefits to Self

Contribution to the club's successful training programme