

VERULAM AMATEUR SWIMMING CLUB
(Affiliated to ASA East Region)
www.verulam-asc.org.uk

TROPHY CO-ORDINATOR

SKILLS REQUIRED:

- Ability to communicate effectively both verbally, and written
 - Attention to detail
 - Working as a team player to contribute to the achievement of the club aims and objectives
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MAIN DUTIES:

1. To help with the return and distribution of Swimmer of The Month trophies.
 2. To ensure all Club Champs trophies are returned in time for the Presentation Evening
 3. To ensure results of Club Champs have been received from the Database Administrator and all certificates and medals are ready for the presentation evening.
 4. To follow and promote the ASA Child Protection Policy and equality Procedure
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PURPOSE OF JOB:

To retrieve and organise the Clubs Trophies ensuring smooth running of monthly Swimmer or the Month presentations and Annual Club Champs presentation

Time Commitment: Once a month

Signatures: Trophies Co-Ordinator : _____ Date: _____

Chairperson: _____ Date: _____



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Further Development/Support

How to Communicate Effectively

A resource provided by Running Sport, available to download from their website

www.sportengland.org/runningsport

Further training opportunities are available through the ASA Regional Training Network, for your nearest training centre visit the ASA website www.britishswimming.org or telephone the ASA on 01509 618700

If you have any queries regarding volunteering within the sport contact your County Volunteer Coordinator, details available on the ASA website www.britishswimming.org > [Volunteers and Officials](#)

ASA Volunteer Contact

Matt Sturgess - ASA National Volunteer Coordinator

Tel: 01509 632254 Email: volunteering@swimming.org

Useful Websites

ASA website

www.britishswimming.org

Sport England

www.sportengland.org.uk

Volunteering England

www.volunteering.org.uk

Millennium Volunteers

www.millenniumvolunteers.gov.uk

DO-IT

www.do-it.org.uk

CSV

www.csv.org.uk

Sports Coach UK

www.sportscoachuk.org

