

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

CLUB TRIALS CO-ORDINATOR

RESPONSIBLE TO: The Management Committee

SKILLS REQUIRED:

- Excellent communication skills both verbal and written
 - Demonstrated organisational skills with the ability to meet tight deadlines
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MAIN DUTIES:

1. To be the first contact for those interested in joining Verulam.
2. Your name will be listed at various sports centres, libraries, websites etc for contact. Interested parties will make enquiries via e-mail, telephone or word of mouth.
3. Give those interested a brief resume of the club, answer queries and promote the next trial date.
4. Make a list of potential new swimmers, taking all necessary info such as how they heard about the club, date of birth, name and address, e-mail address, telephone number, school attended, swimming lessons covered and where, medical conditions etc.
5. Trial dates are to be arranged with the Pool co-ordinator and Head Coach. They are usually held at 4.30pm at Westminster Lodge on a Sunday.
6. The coach will allocate the swimmers to a group, who will be sent letters of invitation to join (or letters of refusal) together with a Category 2 ASA registration forms (dependant on age) and a session timetable.
7. These letters should be sent out within 10 days of the trial and the fees and ASA registration forms should be returned within a couple of weeks. New members can start 2 weeks after the fee paying date.
8. Inform the membership secretary and coaches via e-mail of the new starters and those who are moving up from Sunday small pool sessions.
9. Liaise closely with our Swim Teacher over movements from Sunday small pool. (Sunday small pool movers also have a letter entitled 'Moving Up'.)
10. To follow and promote the ASA Child Protection policy and Equity Procedure

Time Commitment: _____

Signatures: Club Trials Coordinator _____ Date _____

Chairperson _____ Date _____

