

**VERULAM AMATEUR SWIMMING CLUB**  
**(Affiliated to ASA East Region)**  
[www.verulam-asc.org.uk](http://www.verulam-asc.org.uk)

**DATABASE ADMINISTRATOR**

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**ACCOUNTABLE TO:**     The Management Committee

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**SKILLS REQUIRED:**

- IT literate
  - Ability to write reports
  - Excellent organisational skills
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**EXPERIENCE NEEDED:**

- Effective communication skill-verbal and written
  - Access to a PC
  - Access to a photocopier would be a distinct advantage, although not essential
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**MAIN DUTIES:**

1. To ensure results from all galas, open meets and Club Champs are entered onto the Hy-tek database.
2. Produce, publish and post all results on the notice board and ensure the Head Coach receives a copy along with the Website Administrator .
3. To work closely with the Membership Secretary to ensure the membership list and database are up- to-date.
4. Ensure the Chair and Trophies Co-Ordinator receive copies of the Club Championships results ready for the Presentation Evening.
5. To follow and promote the ASA Child Protection policy

**Time Involved:**

Occasional daily involvement

**Signature:** Database Administrator : \_\_\_\_\_ Date: \_\_\_\_\_

Chairperson : \_\_\_\_\_ Date: \_\_\_\_\_

