

**VERULAM AMATEUR SWIMMING CLUB**  
**(Affiliated to ASA East Region)**

[www.verulam-asc.org.uk](http://www.verulam-asc.org.uk)

**POOL CO-ORDINATOR**

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**RESPONSIBLE TO:** The Management Committee

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**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. Booking of pools for training sessions, club champs, intra club gala and open galas to other clubs
2. Liaising with fixtures secretary regarding dates
3. Liaising with committee with regard to training sessions needed
4. To follow and promote the ASA Child Protection Policy.

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**Time Commitment:** \_\_\_\_\_

**Signatures:** Club Pool Coordinator \_\_\_\_\_ Date \_\_\_\_\_

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

