

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

WEBSITE ADMINISTRATOR

ROLE:

To maintain the Club website ensuring members are fully informed at all times.

SKILLS REQUIRED:

- IT literate
- Ability to write reports
- Excellent organisational skills
- Effective communication skill-verbal and written

MAIN DUTIES:

1. Liaise with committee member on items to be included in the website
2. Maintain and update an informative website for all members
3. To follow and promote the ASA Child Protection policy

COMMITMENT:

Occasional daily involvement
Attend committee meetings as per club calendar

BENEFITS TO SELF:

Contributing to the continual development of a well managed club and the opportunity to develop IT skills

SIGNATURE: Website Administrator : _____ 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

