

Document Date Update		01/02/2018
Role		
FVJL Co-ordinator		
Requirments of role		
Liaise with developer coach to select a team to swim at each of the FVJL events. Attend FVJL meetings quarterly. Organise host meet once a year.		
Duties		
contact developer coach to request list of children to be invited to next junior league event	7x per year	3 weeks before scheduled meet
email parents of children invited to next junior league requesting attendance, <u>and parent helpers, requesting responses within 1 week</u>	7x per year	2 weeks before scheduled meet
collate response & inform coach which children can attend & determine whether any further children are required	7x per year	1 week before scheduled meet
once coach has determined the swim list print 8 copies to take along to meet	7x per year	prior to scheduled meet
manage the team on the day, or delegate role, check attendance, organise parent helpers	7x per year	on day of scheduled meet
attend scheduled FVJL committee meetings (Sundays at Grangemouth swimming complex)	4x per year	
organiser of host gala	1x per year	
organise officials required from within own club	1x per year	2/3 weeks prior to host
organise gala program (including lane draw) & print off c.100 copies	1x per year	2/3 weeks prior to host
liaise with others in club to ensure we have door & raffle covered	1x per year	2/3 weeks prior to host
arrange refreshments for judges (if first gala of the day)	1x per year	prior to host gala
determine paper work to be completed & sent off after the gala(if second gala)	1x per year	prior to host gala
email participating clubs to request number of swimmers	1x per year	1 week prior to host gala
purchase juice & crisps for all swimmers at the gala	1x per year	prior to host gala
purchase water & sweets for officials at the gala	1x per year	prior to host gala
Mandatory Qualifications and Training Required		
Safeguarding & Protecting Children Workshop (renewable every 3 years)		
Be a member of Scottish swimming		
Role Specific Training - Non Mandatory		
Team Manager		
Regulated work status		
PVG required		Organised through WPO
Self Declaration		Organised through WPO
Code of Conduct Requirements		
Sign and adhere to the Club's Officials & Volunteer Code of Conduct		Y
Notes		
SKILLS / ATTRIBUTES		
<ul style="list-style-type: none"> • Good organisation and communication skills • Enthusiastic • Reliable and Trustworthy • Team player 		
Nominated Short term Depute in case of Holiday Illness etc		
FVJL assistant		