

Roles & Responsibilities

Skills Required

- Good organisation skills
- Good planning skills
- Respects confidentiality
- Approachable
- Good IT skills
- Excellent communication skills

Commitment

- The time commitment can vary depending on the size of the club.
- Good introductory role for individuals looking to start on the committee

Roles and Responsibilities

- Comply with Swim Ireland recruitment policy
- Manage a training database for all coaches, committee members and volunteers in the club
- Understand safeguarding, training and licensing requirements
- Ensure safeguarding, training and licensing requirements are met and maintained by all club members holding a role in the club (3-4-year plan)
- Work with head coach and club development officer to ensure a training development plan is in place
- Liaise with club treasurer and committee to ensure a training budget is in place on an annual basis
- Liaise with regional support officer as needed
- Plan and organise in-house courses as required, with 60 days' notice given to Swim Ireland to facilitate appointment of tutors
- Seek out relevant courses/ workshops for the club
- Promote courses and recruit participants from within the club
- Provide support to coaches/ teachers to access CPD's and annual license

Benefits of volunteering in this role

- Pride in your ability to support your club.
- Working with other volunteers to make your club a success
- Experience working with and managing other volunteers is a skill you can use in current and future employment
- Meeting new people and making friends
- Setting a positive example to young people in your club (in a junior club)

Training Requirement

Mandatory – General (U18) Clubs

- Safeguarding 1 workshop (Ireland)/Safeguarding Children & Young People in Sport (NI)
- Garda Vetting/ Access NI
- Swim Ireland Club Membership
- Signed Code of conduct

Recommended – All Clubs

- Managing people, situations and conflict
- Club development days and live webinars
- Online modules - Effective Committees and Effective Meetings

