



Bethnal Green Sharks Swimming Club

(Affiliated to London Region, M.C.A.S.A. and Tower Hamlets Sports Council)

REGISTERS

Role

To ensure the smooth running of club administrative requirements.

Skills

- Administration skills.
 - Organised and efficient.
 - Good record keeper.
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Main Duties

- Mark register for each session.
 - Tracking of swimmers attendance.
 - Monitor ethnicity and age of swimmers for administrative requirements.
 - Awareness of Health and Safety issues relating to safe numbers of swimmers allowed to swim at any one time.
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Commitment

Ongoing responsibility.

Benefits to Self

Contribution to ensuring a well managed club.
