



***Bethnal Green Sharks Swimming Club***  
(Affiliated to London Region, M.C.A.S.A. and Tower Hamlets Sports Council)

## **SMALL POOL INTAKE**

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### **Role**

To play a key role in increasing club membership.

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### **Skills**

- Good communicator.
  - Effective record keeper
  - Approachable
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### **Main Duties**

- Liaise with small pool swimming teachers on group numbers.
  - Ensure all application forms are completed accurately.
  - Contact parents of children on waiting list when places become available.
  - Keep accurate record of children on waiting list.
  - Liaise with Club Secretary on correspondence to be sent.
  - Arrange for children to have time trials to determine which group they go in.
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### **Commitment**

Ongoing availability to ensure correspondence is dealt with and attend all appropriate meetings.

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### **Benefits to Self**

Contribution to ensuring a well managed club and an opportunity to make a real difference to the success of your club

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