
Role. Assistant Warm Weather Training co-ordinator

Skills

- Organised.
- Communicative.
- Willing.

Main Duties

- To assist the Warm Weather Training C-ordinator in admin.
- To research flights, hotel accommodation, venue.
- To ensure all monies are paid and liase with treasurer in this regard.
- To liase with welfare officer and ensure all medical forms and necessary registration documents are completed by those travelling.
- To ensure compliance with ASA Safe Sport Away Guidelines.

Commitment

- Ongoing during research and booking phase, thereafter during lead up to travel.
- Attendance at pre-camp meetings with swimmers and parents to disseminate information.

Benefits to Self

Contribution to ensuring a well managed training camp and an opportunity to make a real difference to the quality of training camps.
